



Guru Gobind Singh College for Women

Sector 26, Chandigarh - 160019

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SELF STUDY REPORT(SSR) REACCREDITATION- 2ND CYCLE 2013

Submitted to: NAAC
Nagarbhavi, Bangalore



PREFACE

We take pleasure in submitting the Self Study Report (SSR) of our College to the National Assessment and Accreditation Council (NAAC), Bangalore for Re-accreditation (Cycle 2) to apprise them of the continuous efforts and results of our march towards excellence in the field of all round women education. After the first accreditation (B+) of our College in 2003, the College constituted the IQAC to work in a planned manner to understand our strengths and weaknesses and to comply with almost every recommendation made by the Peer Team at the time of first accreditation. The College has been making sincere efforts to enhance and enrich our academic and administrative practices by adopting innovative ideas, implementing new teaching and learning skills and introducing multi dimensional activities for phenomenal growth.

The College has been involved in the preparation of its 2nd cycle of re-accreditation for the past one year. A cautious effort has been made to involve a broader heterogeneous group of Faculty members in the preparation of the collaborative and collective venture of the Self Study Report (SSR).

The contents include the Profile of the Institution, Criterion wise analytical report, Cumulative Evaluation of the Departments and SWOC analysis. It has been a rich experience working together and we pray to God for his blessings to achieve pinnacles in the field of higher education.

GURU GOBIND SINGH COLLEGE FOR WOMEN
SECTOR 26, CHANDIGARH
NAAC REACCREDITATION – SECOND CYCLE
2003-2013

Steering Committee

- | | |
|------------------------------------|--------------------|
| 1. Dr. (Mrs.) Charanjeet Kaur Sohi | Principal |
| 2. Mrs. Harbinder Chahal, | Coordinator |
| 3. Dr. Jatinder Kaur, | |
| 4. Dr. Jaswinder Kaur | |
| 5. Mrs. Jagjot Kaur | |
| 6. Dr. Ramnik Kohli, | |
| 7. Mrs. Suparna Randhawa | |
| 8. Dr. Harneet Kaur Sandhu | |
| 9. Mrs. Rohini Arora | |
| 10. Dr. Savneet Kaur | |

Desktop Committee

1. Mrs. Harbinder Chahal, Coordinator
2. Dr. Ramnik Kohli
3. Mr. Ranjit Singh

Committees

Criterion-I Curricular Aspects

- Dr. Jaswinder Kaur
- Dr. Surinder Kaur
- Mrs. Jasneet Malhi
- Ms. Ramandeep Kaur

Criterion-II Teaching Learning and Evaluation

- Dr. Harneet Kaur
- Mrs. Lucky Malhotra
- Dr. Amneet Kaur

- Mrs. Maninder Kaur

Criterion-III Research, Consultancy and Extension

- Dr. Jatinder Kaur
- Mrs. Pooja Malhotra
- Ms. Manpreet Kaur
- Mrs. Pushpinder Kaur

Criterion-IV Infrastructure and Learning Resources

- Mrs. Suparna Randhwa
- Dr. Amandeep Kaur
- Mrs. Sukhdeep Kaur
- Ms. Davinder Kaur

Criterion-V Student Support and Progression

- Mrs. Rohini Arora
- Mrs. Nishwinder Kaur
- Dr. Gurpreet Dhatt
- Mrs. Jasneet Kaur

Criterion-VI Governance, Leadership and Management

- Dr. Savneet Kaur
- Mrs. Manpreet Kaur
- Mrs. Navneet Kaur
- Mrs. Kiran Sandhu

Criterion VII Innovations and Best Practices

- Mrs. Jagjot Kaur
- Dr. Aradhana
- Mrs. Harpreet Kaur
- Mrs. Seema Sharma

Office Support Committee

- Mr. T.S. Cheema, Office Superintendent
- Mr. Ramraj, Senior Clerk
- Mr. Acchar Singh, Incharge Accounts

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B. Profile of the Affiliated /Constituent College

1. Name and address of the College:

| | | |
|---|-------------|------------------------|
| Name: Guru Gobind Singh College for Women | | |
| Address: Sector 26 | | |
| City: Chandigarh | Pin: 160019 | State: Chandigarh (UT) |
| Website: www.ggscw.in | | |

2. For communication:

| Designation | Name | Telephone with STD code | Mobile | Fax | Email |
|--------------------------------|--------------------------|------------------------------------|-------------|--------------|--------------------------------|
| Principal | Dr. Charanjeet Kaur Sohi | O: 01722791610 | 09781996284 | 0172-2795934 | principalggscw@yahoo.in |
| Vice Principal | Prof. Satish Kumar | O: 01722791610 R: 01725016589 | 08146151166 | 0172-2795934 | satish.kumar1.sharma@gmail.com |
| Steering Committee coordinator | Mrs. Harbinder Chahal | O: 0172-2791610 R: 0172-2724893 | 9815467679 | 0172-2795934 | harbinder679@gmail.com |

3. Status of the of Institution :

Affiliated College

Constituent College

Any other (specify)

| |
|----------------------------------|
| <input checked="" type="radio"/> |
| <input type="radio"/> |
| <input type="radio"/> |

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

| |
|----------------------------------|
| <input type="radio"/> |
| <input checked="" type="radio"/> |
| <input type="radio"/> |

b. By shift

i. Regular

ii. Day

iii. Evening

| |
|----------------------------------|
| <input type="radio"/> |
| <input checked="" type="radio"/> |
| <input type="radio"/> |

5. Is it a recognized minority Institution?

Yes

No

| |
|----------------------------------|
| <input type="radio"/> |
| <input checked="" type="radio"/> |

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

| |
|--|
| |
|--|

6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other

| |
|----------------------------------|
| |
| <input checked="" type="radio"/> |
| <input checked="" type="radio"/> |

7. a. Date of establishment of the College: **(July, 1973)**

b. University to which the College is affiliated /or which governs the College (If it is a constituent College)

Panjab University, Chandigarh

c. Details of UGC recognition:

| Under Section | Date, Month & Year (dd-mm-yyyy) | Remarks (If any) |
|---------------|--|---------------------|
| i. 2 (f) | 20th May 1988 | -- |
| ii. 12 (B) | After 17th June 1972 | -- |

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act): **Annexure 1**

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

| Under Section/clause | Recognition/Approval details Institution/Department/ Programme | Day, Month and Year (dd-mm-yyyy) | Validity | Remarks |
|----------------------|--|-------------------------------------|----------|---------|
| i. | NA | -- | -- | -- |
| ii. | | | | |
| iii. | | | | |
| iv. | | | | |

(Enclose the recognition/approval letter)

8. Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Colleges?

Yes ☐

No ☒

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

Yes ☐

No ☐

9. Is the College recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐

No ☒

If yes, date of recognition:

b. for its performance by any other governmental agency?

Yes ☐

No ☒

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

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

| | |
|---------------------------|-------------------------------------|
| Location * | URBAN Sec 26, Chandigarh |
| Campus area in sq. mts. | 11 Acres |
| Built up area in sq. mts. | 11670.27 Sq m |

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

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

- Auditorium/Seminar complex with infrastructural facilities **Yes**
- Sports facilities
 - * Play ground **Yes**
 - * Swimming pool **No**
 - * Gymnasium **Yes**
- Hostel
 - * Boys' hostel
 - i. Number of hostels **NA**
 - ii. Number of inmates **NA**
 - iii. Facilities (mention available facilities) **NA**
 - * Girls' hostel
 - i. Number of hostels **01**
 - ii. Number of inmates **350**
 - iii. Facilities (mention available facilities)

Spacious rooms and bathrooms on each floor, common room with facilities like Home Theatre, Indoor Games, Reading Room with facility of News Papers/ Magazine, Hostel Mess, Playgrounds, and access to Gymnasium.

- * Working women's hostel
 - i. Number of inmates **NA**
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise): **Guest House in the Management Office.**

- Cafeteria : **Yes**
- Health centre: **Yes**
- First aid: **Yes**
- Inpatient: **No**
- Outpatient: **Yes**
- Emergency care facility: **Yes**
- Ambulance: **We can call ambulance from any Hospital in emergency**
- Health centre staff –
 - Qualified doctor Full time ☐ Part-time ☒
 - Qualified Nurse Full time ☐ Part-time ☐

- Facilities like
 - Banking: **Yes**
 - Book shop: **Yes**
- Transport facilities to cater to the needs of students and staff
Hire a bus on need basis
- Animal house: **No**
- Biological waste disposal : **No**
- Generator or other facility for Management/regulation of electricity and voltage : **Yes**
- Solid waste Management facility : **Yes**
- Waste water Management: **Yes**
- Water harvesting: **Yes**

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

2012-2013

| Sl. No. | Programme Level | Name of the Programme/ Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|-----------------|-------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1. | Under-Graduate | BCA | 3 Years | +2 with Maths | Eng | 80+80+80 | 165 |
| | | BCOM | 3 Years | +2 Commerce | Eng | 150+150+150 | 441 |
| | | BA | 3 Years | +2 any stream | Eng/Hin/ Pbi | Open | 414 |
| 2. | Post-Graduate | MSC(IT) | 2 Years | BCA/B.Sc(IT) | Eng | 40+40 | 36 |
| | | M COM | 2 Years | B.Com. | Eng | 40+40+10 | 91 |
| | | MA English | 2 Years | BA III | Eng | 60 | 21 |

13. Does the College offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many? (**M Sc (IT), M.Com, BCA**)

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

| | | | | | |
|-----|-------------------------------------|----|--|--------|---|
| Yes | <input checked="" type="checkbox"/> | No | | Number | 1 |
|-----|-------------------------------------|----|--|--------|---|

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

| Particulars | UG | PG | Research |
|----------------------------------|----|----|----------|
| Science | - | - | |
| Arts | 2 | 1 | |
| Commerce | 2 | 1 | |
| Computer Science and Application | 1 | 1 | |
| Any Other not covered above | - | - | |

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

- a. annual system **03 [B.A/B.Com/B.C.A]**
- b. semester system **03 [M.A Eng/M.Com/MSc(IT)]**
- c. trimester system **No**

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

| |
|----|
| NA |
| NA |
| NA |

18. Does the College offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

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

NA

- b. NCTE recognition details (if applicable)
 Notification No.:
 Date: (dd/mm/yyyy)
 Validity:.....
- c. Is the Institution opting for assessment and accreditation of Teacher Education Programme separately?
- Yes ☐ No ☐

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

Yes ☐ No ☒

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
 Notification No.:
 Date: (dd/mm/yyyy)
 Validity:.....
- c. Is the Institution opting for assessment and accreditation of Physical Education Programme separately?
- Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

| Positions | Teaching Faculty | | | | | | Non-teaching staff | | Technical staff | |
|---|------------------|----|---------------------|----|---------------------|----|--------------------|----|-----------------|----|
| | Professor | | Associate Professor | | Assistant Professor | | | | | |
| | *M | *F | *M | *F | *M | *F | *M | *F | *M | *F |
| Sanctioned by the UGC / University / State Government <i>Recruited</i> | 0 | 0 | 1 | 10 | 01 | 15 | 16 | 04 | -- | -- |
| <i>Yet to recruit</i> | | | | | | | | | | |
| Sanctioned by the Management/society or other authorized bodies <i>Recruited</i> | -- | -- | -- | -- | 01 | 23 | 17 | 15 | 02 | -- |
| <i>Yet to recruit</i> | | | | | | | | | | |

*M-Male *F-Female

Qualifications of the teaching staff:

| Highest qualification | Professor | | Associate Professor | | Assistant Professor | | Total |
|-----------------------|-----------|--------|---------------------|--------|---------------------|--------|-------|
| | Male | Female | Male | Female | Male | Female | |
| Permanent teachers | | | | | | | |
| D.Sc./D.Litt. | -- | -- | -- | -- | -- | -- | -- |
| Ph.D. | -- | 01 | -- | 05 | 01 | 07 | 14 |
| M.Phil. | -- | -- | -- | 01 | -- | 08 | 09 |
| PG | -- | -- | 01 | 05 | -- | 06 | 12 |
| Temporary teachers | | | | | | | |
| Ph.D. | -- | -- | -- | -- | -- | -- | -- |
| M.Phil. | -- | -- | -- | -- | -- | 06 | 06 |
| PG | -- | -- | -- | -- | 01 | 10 | 11 |
| Part-time teachers | | | | | | | |
| Ph.D. | -- | -- | -- | -- | -- | -- | -- |
| M.Phil. | -- | -- | -- | -- | -- | 01 | 01 |
| PG | -- | -- | -- | -- | -- | 01 | 01 |

21. Number of Visiting Faculty /Guest Faculty engaged with the College. 01

23. Furnish the number of the students admitted to the College during the last four academic years.

| Categories | 2009-10 | | 2010-11 | | 2011-12 | | 2012-13 | |
|------------|---------|--------|---------|--------|---------|--------|---------|--------|
| | Year 1 | | Year 2 | | Year 3 | | Year 4 | |
| | Male | Female | Male | Female | Male | Female | Male | Female |
| SC | -- | 49 | -- | 63 | -- | 61 | -- | 69 |
| ST | -- | 13 | -- | 29 | -- | 22 | -- | 13 |
| OBC | -- | 50 | -- | 67 | -- | 60 | -- | 34 |
| General | -- | 1012 | -- | 931 | -- | 931 | -- | 1032 |
| Others | -- | 0 | -- | 01 | -- | 01 | -- | 17 |
| Total | | 1124 | | 1091 | | 1075 | | 1166 |

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

| Type of students | UG | PG | M. Phil. | Ph.D. | Total |
|---|-----|-----|----------|-------|-------|
| Students from the same state where the College is located | 910 | 139 | -- | -- | -- |
| Students from other states of India | 104 | 13 | -- | -- | -- |
| NRI students | -- | -- | -- | -- | -- |
| Foreign students | -- | -- | -- | -- | -- |
| Total | | | | | |

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

UG: **1.60%**

PG: **5.4%**

26. Unit Cost of Education

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

(a) including the salary component : **Rs. 54,043/-**

(b) excluding the salary component: **Rs. 10,364/-**

27. Does the College offer any programme/s in distance education mode (DEP)?

Yes ☐

No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Y ☐

☐

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

c) Number of programmes offered

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

Yes ☐

No ☐

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

| | |
|-------------|------|
| B.A | 1:60 |
| B.Com | 1:70 |
| BCA | 1:30 |
| M.A English | 1:60 |
| M. Com | 1:45 |
| M Sc(IT) | 1:40 |

29. Is the College applying for

Accreditation : Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

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

30.

Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: (dd/mm/yyyy) Accreditation
Outcome/Result..... Cycle 2: (dd/mm/yyyy)
Accreditation Outcome/Result.....
Cycle 3: (dd/mm/yyyy) Accreditation
Outcome/Result.....

*** *Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.***

Annexure II

31. Number of working days during the last academic year:

84+41+57=182 Days

32. Number of teaching days during the last academic year

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

| |
|------------|
| 110 |
|------------|

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

IQAC 20/03/2004 (dd/mm/yyyy)

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

AQAR (i) 22-11-2004

AQAR (ii) 25-09-2005

AQAR (iii) 14-11-2005

AQAR (iv) 07-06-2008

AQAR (v) 30-11-2009

AQAR (vi) 04-01-2012

AQAR (vii) 04-01-2012

35. Any other relevant data (not covered above) the College would like to include. (Do not include explanatory/descriptive information)

College at a Glance

Guru Gobind Singh College for Women was established by the Sikh Educational Society in the year 1973, with the primary aim of imparting quality education to young women, so that they feel empowered to face the changing world. The mainstay of the Institution has been to prepare students to lead a wholesome life, by nurturing in them the human qualities as well as the abilities to emerge as smart, confident, strong, informed and responsible citizens of the globalized world. Driven by the teachings of the Sikh gurus, the College has been progressing steadfastly towards realizing its mission of creating balanced minds wherein knowledge is teamed with ethical thinking.

Guided by an enlightened and supportive Management drawn from different walks of life, the College has been moving conscientiously in the direction of achieving its cherished goals. The illustrious office -bearers of the Executive Committee of the Sikh Educational Society are:

- S.Gurdev Singh Brar, I.A.S.(Retd) — President
- S.Kulbir Singh, Chief Engineer (Retd) — Vice President
- Col.(Retd) Jasmer Singh Bala — Secretary
- S. Karandeep Singh Cheema – Joint Secretary

Led by this visionary and committed team, the College under the dynamic and progressive leadership of the Principal Dr. Charanjeet Kaur Sohi, has become one of the noblest edifices of higher education in the city.

Affiliated to Panjab University, Chandigarh, the College offers Graduate and Post-Graduate courses in Arts, Commerce and Computer Science and Applications. Besides imparting Masters Degree in Commerce and Information Technology, M.A English was also introduced during this session. A total number of 1166 students were enrolled in the current session in different programmes of study.

Ranked as one of the pre-eminent Institutions of the region, the College is located in the prime area of Sector-26, Chandigarh. The 11 acre sprawling campus is replete with an expanse of infrastructure which includes all the latest facilities, spacious, well-lighted and ventilated class rooms. We have fully equipped and updated Home-Science, Fine Arts and Psychology laboratories.

Computer labs are equipped with latest Computers and Wi-Fi internet facility. The latest addition is a new Language Lab for Functional English, which has been set up with all the top class equipment and facilities. The well stocked library provides services to the College's diverse curriculum in all the disciplines and is enhanced with a computerized catalogue. The upgraded library automation system with the 'Libsys' Software, OPAC (Online Publics Access Catalogue) and e-resource facility is immensely helpful to students and teachers. Seminar Room with a seating capacity of 60 people is equipped with modern technological facilities such as a home theatre system, projector and computer/ laptop facility. The majestic Mata Ganga Auditorium with a seating capacity of 700 facilitates to hold all the College functions and programmes. The College campus is fully Wi-Fi equipped with CCTV cameras installed at strategic points. Mata Gujri Gymnasium has been fully renovated and is now open for the staff and students of the College. The Student Centre has offices of Alumni Association, Placement Cell, Counseling Cell and Grievance Cell. It also includes a Health Centre, Book Shop and Gift/ Tuck Shop. Hostel is a warm inviting place for about 350 hostellers. With a multi-cultural community of students from different states and countries, the Hostel has all the latest amenities and modern facilities for study, recreation and community living. The College Canteen is a perfect retreat for students to unwind and enjoy themselves.

The spirit of the College is embedded in its motto, SHUBH KARMA TE KABHUN NA TARON (Never to stray from the path of righteousness). It has sustained and supported us through trying times, and has inspired us to aim for more glorious achievements.

EXECUTIVE SUMMARY

Criterion I: Curricular Aspects:

Though the curriculum is designed by the University, the goals and objectives of the College are transmitted to the students with the efforts of the Faculty by teaching beyond classroom and curriculum. Being an affiliated College of the Panjab University, the Institution provides a wide range of courses/programmes in Arts, Commerce and Computer Science and Applications at Graduation and Post-Graduation levels. The College on a routine basis holds Workshops/Seminars on Communication Skills/ PDP's to sharpen their interpersonal skills. To realize its mission, the College is imparting value- based education to young women synthesized with concern for Environment, Societal Issues with special emphasis on Human Rights and Gender Issues. To promote interdisciplinary skills among students, the College has introduced Career-Oriented courses. The celebration of religious functions encourages the students to explore the fullness of life. The College nurtures awareness and compassion for the troubled world and inspires the students to promote human dignity throughout their lives. By collectively observing traditions and celebrating cultural festivals, a special effort is made for equipping students for a harmonious living in a pluralistic society. In the last five years, subjects of Psychology and an additional section of B.C.A have been introduced. The Post-Graduate courses, M.Com and M.A. English, have been added. The College has a limited role in designing the curriculum as it is decided by the Panjab University; however some Faculty members take initiative and contribute in designing the curriculum as members of the Board of Studies/ Faculty, PU, in different subjects. The College provides diverse and flexible programmes of study that enable the students to follow a self selected pathway to learning. They can select any course they wish to pursue, and can opt for General or Honours course in B.A and B.Com, subject to the eligibility criteria set by the University. The College strives to offer the highest quality education and services through continual self-assessment, evaluation by students and seeking feedback from stakeholders. This mechanism helps in identifying the new

courses/ programmes subjects that can be introduced in the ensuing academic sessions. The frequency of curriculum update or syllabi revision depends on the University. To stir and motivate underperforming students, the College provides remedial classes. The mentoring programme for all students helps them to face the academic and personal challenges continuously. By providing worthwhile feedback to students on their learning skills based on variety of assessment strategies, optimizes their potential to progress. Family members are encouraged to have direct involvement in education through Parent - Teacher meetings.

Criterion II: Teaching – Learning and Evaluation

Wide publicity to the admission process is carried out by means of print and media i.e. Prospectus and College website. The admission process is systematically administered and is transparent. An Admission Committee consisting of members from different Faculties admits students on the basis of merit. The admission to B.Com I is centralized and is done by Panjab University. The admission to B.C.A, MSc (IT) and M Com. are on merit and B.A. and M.A. (English) are on first come first serve basis providing they fulfill the criterion laid down by the Panjab University. Students are provided counseling at the time of admission and are helped to choose the courses/programmes pragmatically by looking at their strengths. Chandigarh Administration /PU/Govt. of India reservation policy is strictly followed and selected needy students from weaker sections of society are given freeships / fee concessions. The Institution identifies slow and advanced learners through class tests, assignments, project work, etc. Accordingly effective strategies are adopted for supporting both kinds of students with attainment targets. The College has consistently performed creditably well as far as results of various classes are concerned. The College pass percentage in the last session 2011-2012 was B.A-98.33%, B.Com-98.77%, BCA-97.05%, M.Sc (IT)-100%, M.Com-100%. Term wise teaching schedules and plans are prepared well in advance, and the unitized syllabi help the teachers to gauge the progress of their students. A variety of teaching methods are used for delivering instructional content, the hallmark being the

integration of Information Communication Technology (ICT). The College has highly qualified and competent Faculty members, most of them are PhD/ M. Phil degree holders. They are recruited as per the Panjab University/ D.H.E rules which are based on UGC norms. The teachers attend Refresher and Orientation courses in their subjects, which leads to their knowledge upgradation and skill enrichment. The feedback mechanism (student alumni, parents, industry) help Faculty members to enhance their professional competency.

Being aware of the significance of Institutional accountability in teaching learning and evaluation process, the College implements adequate inbuilt mechanism and adopts new mechanism in achieving goals of academic excellence. The library, laboratories, ICT section is all well equipped for enhanced teaching and learning processes.

Continual evaluation of students takes places through class tests, assignments, question answer sessions, revision tests, and house examinations and annual/semester examinations. Internal assessment for all Graduate and Post Graduate courses is in accordance with the University rules. At the beginning of the session, all students are informed about the evaluation procedures. The students' grievances related to house examinations are redressed promptly and expeditiously by the concerned teachers. The College has a practice of assessment of teachers by the students. The rigorous evaluation enables the Institution to continuously strengthen its programmes, pedagogy, personnel and processes.

Criterion III: Research, Consultancy and Extension

The College promotes research by granting study leave under UGC Faculty Improvement Programme. Three Faculty members completed their PhD under this scheme. Three other members of the Faculty completed their PhD's and six are working on it. Teachers have published research papers and have presented papers at various National and International Conferences/ Seminars. The students of B.Com, M.Com and M.Sc (IT) undertake projects and teachers take special interest in guiding their students. Faculty is also engaged in supervising the research projects of students from other universities. In the near

future the College may initiate collaboration with other Institutions for research. Commerce department of the College has applied for a Research Center which is likely to begin the next session 2013-14. One of the Faculty from Commerce department submitted a minor project to the UGC.

The various extension activities provide the students with a rare consciousness that motivates them to reach out to their fellow beings particularly the needy and the marginalized. Programmes of societal importance are carried out by the NSS and NCC units of the College. The teachers in-charge of NSS and other Societies along with the Dean, Student Welfare, plan and host activities for the whole year. Some of them are organized in close association with the NGOs. The students are encouraged to participate in these activities and those who excel in them are awarded prizes at the College Annual Prize Distribution function. To strengthen the support services with regard to placement for students, the Placement Cell is striving hard by offering Job Fair and strengthening Industry Academic interface.

Criterion IV: Infrastructure and Learning Resources

The College is spread in eleven acres of land in an area which has become the epicenter of education. The campus houses many buildings which include well lighted and ventilated classrooms, fully equipped and updated Home Science, Fine Arts, Psychology labs. Computer labs are equipped with latest computers and Wi-Fi facility. It also houses Hostel and Student Center, Mata Ganga auditorium (seating capacity 700), Library, Seminar room and a newly constructed Language lab.

The sprawling lawns and vast playgrounds lend magnificence to the physical infrastructure, In recent years, a new teaching wing – Mata Sahib Kaur Block and Mata Sundri Block with a Library and Gymnasium, with the all the latest apparatus/ facilities, have been added. A substantial grant of Rs. 85 lacs was given by UGC for hostel upliftment. The funds have been appropriately spent in augmenting hostel accommodation. A grant of Rs. 20 lacs was given by the UGC for setting up of English Language Lab. The funds have been appropriately used. For the upkeep and maintenance of infrastructure, the staff

and the students take utmost care. If required, some additional workers are hired through outsourcing agencies on contractual basis. It is notable that the College was awarded 1st prize in the category of the 'Best Maintained Campus' at the Annual Rose Festival held by the Chandigarh Administration in the month of February, 2013 after getting the 2nd prize for four consecutive years, in which all Institutes of the city compete. The Environment Society ensures that the campus remains pollution free and green. To keep it healthy and eco-friendly, burning of dry leaves and polythene bags are prohibited on the campus. A visiting doctor attends to the minor medical needs of the staff /students.

In coordination with other academic support units on campus, the Library provides services that support the College's diverse curriculum in Arts, Commerce and Computer Applications. The impressive collection of books, journals and other library material provides resources to explore all areas of human knowledge within the framework of learning. Internet facility is available for all library users. The use of ICT as a learning resource, which enables individualized instruction and collaborative learning, is being used by a couple of departments. ICT rich environment is being further developed to encourage students to become more focused in their learning.

25 CCTV cameras are fixed at all the strategic points on the College campus. Our vast infrastructure is also made use of by several outside agencies for conducting examinations and hosting various programmes.

Criterion V: Student Support and Progression

The College caters to higher education needs of a large number of students, and welcomes diversity in its learning community. A majority of the students belong to General category while others fall under OBC, SC and ST categories. To enhance the quality of community life, the underprivileged are supported to seek higher education by providing them with freeships/ fee concessions etc. All eligible students can avail of various scholarships. A number of sports scholarships are available under Sports merit criteria. The total number of students on College rolls in the current session is 1,166. The Placement Cell supports students in career choices and helps to make job placements in

industry, banks, call centers, educational Institutions, etc. The College has a Redressal Cell to look into the grievances and complaints of the students. The Counseling Cell establishes a communication channel between students and Faculty, and helps them to deal with rising stress and to resolve tensions. There are various Clubs and Societies that manage academic and cultural activities of the College. Students are encouraged to participate in Co-curricular and Extra-curricular activities at various levels and are given all opportunities to exhibit their innate talents. Many students have brought laurels to the College in academics, cultural and sports activities at Zonal, Inter-Zonal, State, National and International levels. The College has very strong track record in sports. Sports students are given flexibility in attendance and evaluation. Deserving students are given freeships and free boarding and lodging in the hostel. The College believes in delivering comprehensive and well-integrated student services through every level of Institutional infrastructure. The students play an integral role in various College activities by becoming Class Representatives, members of the Students' Council, Magazine Committee and Alumni Association. Each bonafide student of the College is issued an Identity Card, which not only establishes her identity particulars, but is also important in order to appear in the examinations, participate in any College activities and get books issued from the library.

Criterion VI: Governance and Leadership

The vision of the College is 'to become and remain the leading Institute of the day'. Through the concerted efforts of the Management, Principal, Staff and students, the College has successfully made a place for itself among the premier Institutions of the region. Under the effective administrative leadership, the College has grown from strength to strength. The Managing Committee is the main governing body which believes in running the College through collective participation of all stakeholders in Institutional affairs. A decentralized system is followed and different committees such as IQAC, Steering Committee, Time Table Committee, Admission Committee, Purchase Committee, Examination Committee, Sports Committee, Hostel Committee, etc assist the

administration. The aim is to involve maximum number of teachers in decision making/ implementation process. In addition to this, there are in-charges of various Societies/ Clubs, who take the responsibility of their respective assigned activities. Participatory leadership and teamwork culture reflects the core values and ethos of the Institution. This enables the College community to internalize these and in turn creates Institutional loyalty and willingness to walk an extra mile. With the constitution of the Grievance Cell and Sexual Harassment Cell, the grievances and complaints of the students are redressed with required sensitivity.

All major decisions related to academic and administrative affairs are taken by the Principal in consultation with the Managing Committee, IQAC, Steering Committee and the Departmental Heads. Their views and suggestions are given due consideration. All the plans are discussed and their viable implementation is based on the feedback from various sources of the stakeholders. Funding through donations and grants helps in developmental undertakings. The College also has a very strong financial, management system with budget planning process, internal and external auditing and a well laid out expenditure approval system. It has developed computerized accounting system, and all financial operations are systematized and transparent.

Criterion VII: Innovations and Best Practices

The College being one of the best green campus in the city, responds to eco concerns with its eco friendly initiatives. All rooms are provided with large windows to let light in and air to circulate. Low energy florescent blubs and CFL bulbs are used instead of conventional tungsten blubs. New purchases of all electrical equipment like the A.C's have star ratings and are attached to power saving regulators and thermostat for energy conservation. All computers and office equipment are well maintained and no reckless purchases are made. The equipment is used judiciously, put to sleep mode for power management and switched off when not needed.

Rain water harvesting reservoir has been constructed on the premises to raise the sub soil water level. Treated water is used for the maintenance of College lawns.

The main innovations that have been made in the academic, administrative and other areas of College working are holistic education, feedback system, remedial classes for the weak and special classes for the meritorious students and inclusion of enrichment and value added courses. Introduction of 'learn while you earn' scheme and complete automation of the administrative branch and the library are some of our other achievements.

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

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

Educational Institutions are the abodes of knowledge and the beacon lights of wisdom and enlightenment. “**Subh Karman Te Kabhun Na Taron**” (Never to stray from the path of righteousness) has been the motto of Guru Gobind Singh College Women after whose name the College is functioning.

Vision

- To provide the best possible education and values to young women to become responsible citizens, to serve humanity and to enhance their quality of life.
- To promote academic excellence by maintaining high teaching standards.

Mission

- To impart holistic quality 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.

Objectives

- To promote academic excellence by providing quality education in an intellectually stimulating environment.
- To inculcate the right value system with special emphasis on spiritual training in an ambience infused with Sikh tenets.
- To foster a sense of physical well being, a key to all creative and intellectual activity.
- To equip the students with sound knowledge and skill set, so that they are able to negotiate the complex, diverse and uncertain demands of a constantly changing society.

- To ensure the holistic growth of the students wherein they attain a confident personality, a concern for environment and respect for social norms with special emphasis on Human Rights and Gender Issues.
- To enable the young minds to develop a deeper level of critical and analytical thinking, to unleash their leadership potential and cultivate an enduring passion to pursue higher education in their relevant fields.

Communication of Goals and Objectives

The College has clearly stated and diligently followed its vision, mission, aims and objectives, which are systematically and regularly communicated to its constituents. The goals and objectives of the College are made known to all the stakeholders through the College Prospectus, and the Website. The College endeavors to translate the goals into reality through quality teaching, community oriented activities, design and implementation of need based courses. At the time of induction of new staff members of the College, the Principal welcomes them with a letter in which these key aspects are clearly outlined so that the new appointees can integrate them into their individual 'work goals'. The Principal meets all new students on the Orientation Day (first assembly of the academic session) and explains the vision, mission, aims and objectives of the Institution in order to familiarize them with the same.

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

The educational process at Guru Gobind Singh College for Women is geared to create a society based on human values. Besides academic excellence, emphasis is laid on moulding and transforming students to become sensitive to their surroundings and become socially responsible. Though the curriculum is designed by the University, the goals and objectives of the College are transmitted to the students by the efforts of

the Faculty members by teaching beyond classroom and beyond the curriculum.

Planning

- The calendar of activities for the upcoming session is discussed before the commencement of new session by the IQAC committee.
- Dates for important events, departmental activities, Seminars, Workshops celebrations of Festivals, Inter College Youth Festival, are tentatively decided.
- The staff members of various teaching departments conduct their internal meetings and chalk academic plans for the coming session. They organize unitized schedule to complete the syllabi within the given number of working days.
- Time schedules along with teaching plans are prepared by the departments within the framework of the academic calendar issued by the University. Teaching plans are regularly reviewed and restructured.
- The teachers maintain the details of their teaching-evaluation schedule in their registers.
- The Principal meets the Heads of Departments to ensure that syllabi are adequately covered.

Testing

- The College assesses the students at regular intervals, through class tests, practical test, seminars, practical and written assignments.
- Details of the evaluation methods and schedules are communicated to the students through prospectus and notices.
- Students take one exam in the first term and one before the Annual exam. The internal examination results are announced within two weeks of the examination and answer scripts are shown to the students. The progress report of the students is sent to the parents/guardians.
- In addition, the teachers adopt innovative methods of assessment like book review, verbal tests, tests from question banks, class debate, assignments etc.

- The lecture method of teaching is supplemented by the use of audio visual aids, projects, seminars, field trips, group discussion, internet browsing, OHP and other practical supplementary aids.
- Besides regular classroom learning, field trips, industrial visits, in-service training and working at the industrial training unit provide a taste of real life situation.
- Students are taken to the Vidhan Sabha and Governor House, research labs of CSIO and Panjab University etc. Besides this students periodically visit the Blind, Deaf and Dumb School, Old Age Home etc.
- Extracurricular activities are held at regular intervals to develop aesthetic potential and team spirit. Various activities are organized to help students to develop their talents as well as gain practical experience in organizing and managing various events such as Talent Search, IT Fest etc.

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

- The syllabus is prescribed and made available to the College by Panjab University at the beginning of each session. Pattern of Examinations and assessment is also mentioned.
- The Time Table Committee formulates the time table for the entire year. Infrastructure such as class rooms, laboratories, audio visual equipment etc is made available by the College.
- Funds are allotted by the College to various departments for purchase of materials to ensure smooth running of the courses.
- Funds are also received from UGC, ICSSR and ICHR for organizing Seminars, Workshops and Conferences.
- To keep abreast of the new developments in the respective areas of specialization, and to improve academic skills, the teachers are encouraged to participate in National and International

Conferences/Seminars /Symposia, etc organized by the College and other Universities and Institutions of the country.

- Faculty members also attend Orientation and Refresher courses held in the University from time to time. This includes the latest trends in teaching pedagogy, trends in the use of ICT, etc that helps in the updating and upgrading the knowledge in their subject. The College also grants study leave to the teachers for higher studies and research under the Faculty Improvement Programme (FIP). A large number of Faculty members are pursuing Ph.D.'s at present.
- The University forms an academic calendar that specifies the duration of semester/ session, the date of commencement of semester / session, the end of the semester/ session, and specific number of working days
- The College bears all the expenses such as TA/DA, registration/ participation fee made by the teachers to participate in Seminars/ Conferences.
- To inculcate research culture among the teaching fraternity the Institution grants them study leave with pay and motivates them to take up minor and major projects for their academic growth.
- The Institution provides library and e-learning facilities to the Faculty to effectively deliver the curriculum.

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

The curriculum for various courses is prescribed by the University and the College tries to implement it in the best possible manner. The College is making sustained and continuous effort to improve the teaching learning methodology. Delivering curriculum effectively is not simply giving the material to students to assimilate, rather, it is presenting the material in a way that engages them and leads to their academic growth.

- With this in view, the lectures are planned to be integrated with reading materials, group discussion, panel discussions, seminars, individual and group assignments, presentation of papers, use of audio-visual aids and electronic gadgets, which supplement the effectiveness of class room teaching.
- Infrastructure such as classrooms, well equipped laboratories as well as materials are provided by the College.
- Field trips and educational visits that are an effective ways of teaching beyond the walls of the class rooms are also regularly organized by the College. The College facilitates the students to visit industries and other Institutions to get insights of the industry requirements as well as societal requirements that discipline their thinking and develop skills accordingly. The students visit to different places form an integral part of the programme in the College activities and therefore they are conducted every year.
- Historical monuments and museums are visited by students of History. These activities provide an exposure to the students and help them in gaining first hand practical knowledge. Importance is given to extra and co-curricular activities. Various activities are organized to encourage the students to develop their talents as well as gain practical experience in organizing and managing various events.
- The Board of Studies (BOS) is a body constituted by Panjab University. Whenever courses are up for review by the University, the members of Board of Studies present their points of view, based on various inputs received by them from the students, College departments, alumni, parents, employers and community. Their recommendations help in locating the areas of focus while framing the syllabus for the next academic session.
- Library and Book Bank facilities are extended to teachers and students.
- The ICT facility is encouraged to be incorporated in teaching methodology.

- Case study method of teaching to enhance student's analytical skills is also made use of.
- Student centered activities such as Skill requirements, Personality Development and Cyber awareness are also carried out.
- Remedial classes / programs to strengthen the fundamentals of students in all subjects are a regular feature.

1.1.5 How does the Institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalisation of the curriculum?

- **Industry:** - Students require much needed exposure essential for their intellectual development and for better understanding of the subject matter. The students are given exposure to the industry for quality enhancement. The College has set up a career guidance and placement cell which maintains professional relations with the representatives of industry. Industrial trips are regularly organized to supplement classroom teaching. Placement Week is held annually where top companies visit the College campus and conduct interviews as well as group discussions. Career oriented talks are held from time to time by Faculty from the IT, Aviation, Mass Communication and Hospitality Industry to present various career choices to the students.
- **Research Bodies:** – In order to instil the scientific and research temper among the students the research scholars from the various fields are invited to motivate the students for research. Members of the Faculty are also encouraged to take up membership of professional research bodies and take up projects offered by the University or UGC.
- **University:-** The Faculty members of the College keep in touch with Departments in Panjab University and keep visiting University from time to time to keep abreast with latest trends in their field. They also subscribe to the Journals and Magazines/ Newsletters published by various teaching Departments of the University. Eminent Scholars/

Professors from the University are invited to the College to give igniting talks to the students and Faculty members.

- The I.T. Fest is an annual feature of the Department of Computer Science/Applications. Colleges and Schools from the Tricity are invited to participate in it. Eminent speakers are invited for delivering talks and judging events like Software Development, Debates, Website Development, etc. Such activities also help to put the students on the track for making the right career choices.
- In the past, our College has held talks by renowned scholars to enrich the students. Creative writing Workshops are held in collaboration with Chandigarh Sahitya Akademi. Breast cancer awareness lecture by P.G.I. was organized. A talk was delivered by a team of doctors from Government Medical College and Hospital, Sector 32, Chandigarh on the rising incidence of obesity and related disorders in College going girls. Cross sections of students were also selected for the sample study.

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

- Though the curriculum is designed and revised by the Panjab University, Chandigarh, the College faces many restrictions to modify the syllabus on its own. The affiliating University has a system to get recommendations from its affiliated Colleges through the Board of Studies.
- Faculty participation in the curriculum planning process is considered essential so that drawbacks in the curriculum may be identified and concrete solutions are offered.
- Two members from our College are on the Board of Studies. They give their inputs for framing of new syllabi and review of old courses. The

Board of Studies (BOS) is a body constituted by Panjab University for framing of syllabi and making amendments to it.

- Student feedback is another important component of an academic programme. To obtain comprehensive reviews and suggestions on different aspects of the curriculum, informal interactions and discussions are held during the classes. This is a very beneficial exercise, which helps to evaluate any teaching curriculum, and may lead to desired change in the objectives, course content and teaching methods.
- During their visits to the College, the Alumni continually express their views and suggestions in the best interest of the College. At the annual Alumni Meet, the old students of the College openly discuss with the teachers and the Principal, the need to introduce new skills and courses. Gaining insights from their perspective is a useful experience, which provides a better opportunity to continue making attempts at upgrading the learning- teaching curriculum.
- Good Curriculum is often a product of good communication. The College is open minded and receptive to the suggestions of the parents. It seeks opinions from them during Parent- Teacher meetings. By discussing with them the various learning impediments encountered by their wards, appropriateness of the curriculum can be judged to a great extent.
- Since a curriculum should be compliant with the needs of the industry, it is imperative that we solicit feedback from employers and industries. During the placement drives held in the College, certain pertinent recommendations are made by the employers. It helps in identifying the relevant skills and knowledge to be acquired by the students. In order to provide exposure, industry experiences are shared through guest lectures and industry experts' feedback.
- To make curriculum flexible, relevant, functional and productive, it is important to obtain feedback from the community. This is done by informal interaction with the members of the community at common functions and PTM. Before introducing a new programme, the College takes into account it's utility to the community, and the broader populace

that it serves. The education programme is geared towards the local needs of the diverse group of learners. Since the student body is from the region surrounding the Institution, the characteristics of the potential students are analyzed for special learning needs and resources.

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

- The College does not have any freedom to frame its own curriculum for any of its academic programs. However, College tries to supplement the syllabus by arranging special classes for students by experts on skill oriented/ Personality Development Programs.
- Participation of the students in social extension activities such, Human Rights and Environmental Issues, Women Empowerment, Energy Management Awareness programs is encouraged.

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

Academic Calendar

- Evaluation of the students is mainly performance – based, and evaluates the knowledge they have acquired. It comprises term wise examinations, continuous assessment, unit test, practical test, course work assessment (written and practical assignments), participation in the class, debates, etc.
- Such continuous evaluation reveals slow learners who have not secured the expected level of performance. They are identified and remedial measures like extra coaching, paying individual attention and personal guidance are rendered. Exceptional or bright learners are also given extra help so that they achieve higher percentages.

- University and College result of students is the acid test to evaluate whether the stated objectives have been achieved or not.
- Placement of our students and progression of Alumni also indicate our success in having achieved the desired goals.
- The Institution makes utmost efforts to ensure effective curriculum implementation by adopting the following mechanism.
 - Lesson Plans
 - Assignments
 - Seminars
 - Guest Lecture
 - Industrial Visit
 - Result Analysis
 - Remedial courses

1.2 ACADEMIC FLEXIBILITY

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

The range of various programme options available to the students in terms of certificate/diploma/ skill development courses etc., offered by the Institution are as follows:

1) THREE YEAR DEGREE COURSES

Bachelor's Degree Programmes

A) Arts

- I. B.A.(General)
- II. B.A. (Hons.) in English, Sociology, Economics. Psychology

B) Commerce

- I. B. Com.
- II. B. Com. (Hons.) in Accounts/E-Commerce/Economics

C) Computers

- I. B.C.A.

2) TWO YEAR DEGREE COURSES

Post Graduate Degree Programmes

A) Arts

- I. M. A. (English)

B) Commerce

- I. M. Com. (Post Graduate course in Commerce)

C) Computers

- I. M. Sc. (IT) (Post Graduate course in Information Technology)

3) CERTIFICATES AND DIPLOMAS

Apart from these regular degree courses which are duly affiliated with the Panjab University, Chandigarh, the College doesn't offer any short or long term Certificate/ Diploma courses as yet. However we will be starting with a diploma course in PGDCA from the next session. We on a routine basis also hold Workshops/ Seminars on Communication Skills/ Personality Development to sharpen the interpersonal skills of the students. The B.Com students are motivated and accommodated to appear in exams like CA, PO (Bank) etc.

1.2.2 Does the Institution offer programmes that facilitate twinning /dual degree? If 'Yes', give details.

The College at its own level does not offer dual degree programmes. But a number of our B.Com students are pursuing CA/CS course simultaneously.

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

The College offers BA, BA (Hons.), BCA, B.Com. B.Com. (Hons.) at Undergraduate level and at PG level, M.A. in English, M.Com. and MSc(IT) degrees are imparted with specialized knowledge to the students who wish to pursue higher education. The compulsory Environment subject for all the streams ensures the responsibility of keeping the environment safe as good citizens. All these courses

definitely enhance the employable skills among the students that in turn help them progress in higher studies.

Range of Core /Elective options offered by the University and those opted by the College

The Panjab University doesn't give academic flexibility to the affiliated Institutions. However our College offers the following compulsory and optional subjects at Undergraduate and Postgraduate level:

Core Options

- Core options in BA I, II, III include Punjabi/History and Culture of Punjab (HCP).
- Core options in B.Com I and BCA I include Punjabi/History and Culture of Punjab (HCP).
- Core options in B.Com III include Operational Research/PC Software and Computers.

Elective options

In BA all students are required to study two compulsory subjects of 1 credit each and three elective subjects of 2 credit each.

Compulsory Subjects:-

- English
- Punjabi/History and Culture of Punjab
- Environment Education- (to qualify once in three years in all UG courses)

Elective Subjects:-

A student is required to select any three elective subjects selecting not more than one subject from any one of the following sets of subject combinations:

- English/Hindi/Punjabi
- Physical Education/Psychology
- Home Science/ Public Administration
- Economics/ Fine Arts/Political Science
- Sociology

- Computer Science
- History/ Music (Instrumental)

Student cannot opt more than two practical subjects. There are two papers in each elective subject. A student is not allowed to change subject(s) in BAII, BAIII. For Honors course in BA the College offers four subject options - English, Sociology, Economics. Psychology.

- **Choice Based Credit System and range of subject options**

The courses are offered as per modules prepared by the Panjab University, Chandigarh.

- **Courses offered in modular form**

Courses are provided unit wise and are arranged in the modular form at Department level by academic committee comprising of HOD's staff and Principal. The modules are so arranged as to test students for September / December House Tests and Special Tests.

- **Credit transfer and accumulation facility**

No credit transfer and accumulation facility exists.

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

No lateral mobility within and across the programme exists, however vertical mobility exists.

- **Enrichment courses**

As such the existing courses are enriched by organizing Seminars/ Workshops related to Personality Development, Communication Skills and preparing the students to design the presentations related to theory work.

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

The Institute is offering following self financed programmes:-

- 1) BCA

2) MSc(IT)

3) M.Com.

- Admissions to the above mentioned courses are based on merit of the last qualifying examinations.
- Curriculum - The syllabus is prescribed by the Panjab University.
- Fee Structure –

| Class | G.F. | Total AFGF (Univ. Charges + Env. Education) | Grand Total |
|---------------------|-------------|--|--------------------|
| BCA-I | 30000 | 1027 | 31027 |
| BCA-II | 30000 | 767 | 30767 |
| BCA-III | 30000 | 767 | 30767 |
| M SC (IT)-I | 40000 | 767 | 40767 |
| M SC (IT)-II | 40000 | 767 | 40767 |
| M Com-I | 25000 | 767 | 25767 |
| M Com-II | 25000 | 637 | 25637 |

- Teacher qualification - Teacher qualification for self financed programmes is as per the Panjab University/U.G.C. rules.
- According to the salary structure the staff can be categorized into following slots:

1) Salary of Sanctioned/ Non-Sanctioned Staff:

| Basic Pay | D.A. (58% of B.P.) | H.R.A. (20% of B.P. + D.A) | M.A. | C.C.A. | P.F. (20% of B.P. + D.A) | Total |
|----------------------|---------------------------------------|---|-------------|---------------|---|--------------|
| 15600+6000 =21600 | 12528 | 4320 | 500 | 120 | 3413 | 42481 |

2) Salary of Contractual Staff

Salary of Contractual Staff is Rs.25,800 depending upon the years of experience and area of specialization.

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

- The College holds skills oriented programmes to train students toward regional/ global employable competence. The Communication Skills, Personality Development Seminars/ Workshops are conducted to enhance the IQ level, interpersonal skills and communication skills of the students.
- National level Seminars, Inter College Debate/ Declamation contests are organized on the topics like Human Rights, Women Empowerment, Environmental issues to develop their social skills.
- Language skills- oral and written communication skills are strengthened by encouraging the students in interactive participation in the class, group discussions etc. The students are also encouraged to participate in Creative Writing Workshop. All these activities train them in personal and employability skills.
- Guest lecturers/IT fest from Industry brings awareness of the regional/ global opportunities for the students.
- Employability skills - Grooming, Resume making, Problem solving, Oral and Written communication, Interview Skills, Analytical and Critical thinking, Mock Group Discussions are conducted.
- Management Skills - Disaster Management, Crisis Management, Event Management, Safety Services Management, and Terror Attack.
- Technical Skills and Operational Skills –Special training @ IT Park , Cyber Security Awareness, regular Industrial visits by staff and students apart from the above, skills related to the core areas such as soft skills and personality development workshops for students are conducted. The

Institution has also included yoga and meditation courses for students for their self development.

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

No, the University doesn't allow the flexibility of combining the conventional face to face and Distance Mode of Education.

1.3 CURRICULUM ENRICHMENT

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

The academic programmes are completely integrated and aligned to the Institution's goals and objectives. Certain objectives have been devised to impart quality education to the students and develop their overall personality. Our primary focus is to make the student's excel in academic, intellectual and spiritual domains.

- The primary goal of our Institution is to provide an atmosphere conducive to academic excellence. The quest for academic excellence is an ongoing process. The rigorous efforts of our Faculty are rewarded when students come out with flying colors in the Panjab University Annual Examination.
- Our staff works tirelessly to provide an appropriate environment which propels the students to excel in academics. To further enhance academic competence an Academic Calendar is prepared at the beginning of each session marking main academic events such as Seminars, Workshops and talks.
- The College also has a library that is well stocked with magazines, periodicals and latest books on various disciplines. The library is well

equipped with the facility of internet browsing and catalogs and e-resources.

- Seminars, Workshops, Guest lectures are organized periodically for the academic growth of the students.
- Students are involved in various co curricular activities throughout the year to build their confidence, team work, social skills and inter personal skills.
- Gurmat Vichar Sabha actively works for the mental and spiritual well being of the students.
- Academic excellence along with inculcation of social consciousness is our main goal. Our students through NSS, NCC, Red Ribbon Club, Environment society try to reach out to the society. The students are given an opportunity to join all the three wings of NCC that goes a long way in instilling a sense of discipline and commitment.
- Games and Sports are an integral part of the College curriculum and help in building their physical well being, team spirit, tolerance and dedication.
- Workshops in PDPs are a regular feature of the College. Practice of segregation based on socio- economic status, religion, ethnicity and other characteristics has no place in the admission policy. The students from low income groups have the same chance of Graduation/Post Graduation as the high-income group students. Empathy is practiced, and positive support from Faculty effectively reconciles the diverse groups of students into an interdependent learning community. Remedial and other support services promote educational equity.

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

The College depends entirely on the curriculum given by the University for Undergraduate, Postgraduate and Certificate Courses. The College,

in all possible manner tries to add more quality to it by conducting Seminars, Workshops, Quiz and Paper reading contests etc related to the prescribed curriculum. The College also tries to enrich the students by inviting renowned scholars for their talks. Students are given the opportunities to interact with distinguished experts from different fields.

The main objective of the College is to promote flexibility and novelty to make the course of study more interesting and relevant. A new methodology of teaching has been designed so that students acquire employable skills that enable them to get jobs such as group discussions, brain storming sessions, role playing and case study methods. Our teachers with their experience enrich the syllabus content to the students in the following ways.

- Translation of the curriculum is interactive.
- There is optimum teacher- student ratio especially in the language classes which enables the teacher to give individual attention to each student.
- Tutorials and extra classes are held to remove the doubts of students.
- Students weak in studies are identified and given special attention to improve their performance.
- Students who are not very proficient in English are given special attention to familiarize them with the rudiments of language. Bi-lingual approach is used judiciously wherever the teacher considers it appropriate.
- Advanced learners are motivated to present papers, participate in academic competitions organized by other Institutions, organize and conduct Seminars/ Workshops in our own College. OHP, Computers, LCD projectors are used for effective teaching. Audio Visual Aids are used wherever the students or teachers need to make presentations.

- Short trips and tours are organized for the students to places of historical interest to widen their horizons and to improve their perspectives on various subjects.
- Computer labs are well equipped with latest computers. Internet facility is made available to the Library, Administrative block and the staff. The familiarity with computer fundamentals enhances the employability of the students.
- A second section of BCA was started keeping in mind the ever increasing demand in the IT sector.
- Masters in English was started as there is always requirement of English teachers at School, College and University level.
- The sports women produced by the College have gone on to become professional players of National and International fame. Many of them have also taken to coaching.

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

- The College is playing a progressive role in transforming the society by holding various revolutionary activities like the Gender Issues, Climate Change, Environment Education Human Rights and ICT etc into the curriculum. Social issues are deliberated upon and discussed at various Seminars organized in the College, sometimes in collaboration with external social agencies/ NGO. A workshop on Media in collaboration with National School of Media was held to appraise the students about the techniques of news reading, anchoring and about film making. Talks and awareness campaigns are an integral part of the co-curricular activities.
- Gender sensitization is one of the prime concerns and the College every year holds theatrical performances to sensitize the larger audience on gender related issues, especially the appalling practice of Female Foeticide. Seminar on “**Marital Problems and Their**

Solutions: Legal Rights of Married Women” was held in collaboration with Chandigarh Police. A Seminar on **‘Women Shackled in NRI Weddings’** was also organized by the Sociology Department. Keeping in view the growing problem of eve teasing which is rampant throughout the country, the College in collaboration with Chandigarh police organized a Workshop. Following this campaign against eve teasing, a permanent Naka was put up outside the College gate. Further, a Self-Defence Workshop was also organized by the department for the students to prepare them to face the hooligans who try to misbehave with the girls thinking them to be a weaker sex. To avoid potentially dangerous situations, students were told to be more aware of their surroundings and learn some valuable life skills for their personal safety. On November 1, 2012 a Seminar on **"Role of Police in Women Empowerment"** was organized by the Student Welfare Society in collaboration with the Chandigarh Police.

- To make the students aware about climatic change, NSS unit of the College plays a key role and every year **"Van Mahotsav Day”** is celebrated enthusiastically. Under NSS schemes, various outreach programmes such as Go Green campaign, Literacy campaign, Blood Donation camps, Motivational camps, Rural and Urban projects etc. are undertaken by the College.
- The Environment Society of the College is committed to spread awareness regarding environment preservation of three 'R' i.e. Reduce, Re-cycle, Re-use. The society organizes various activities like Eco-Rangoli, Collage-making Pot Painting, Environment Quiz and Power Point presentation on environment topics. It also promotes ban on polythene bags in the College campus. For the protection of student rights and to make students aware of various Human Rights Seminars and Workshops are being held in the College.
- The rapid development of ICT is now an undeniable fact of contemporary life and modern education. The College strongly promotes the use of ICT into the delivery of its educational

programmes. There are well equipped computer labs where staff and students can develop their ICT skills and become computer literate. Almost all departments integrate ICT in their teaching and learning activities in one way or the other especially in developing course materials which are used for improving student outcomes. Teaching no longer centers around the transfer of content from teacher to students, instead it comes from students enquiry based on information accessed from the internet.

- The Computer Department organized various Seminars and Workshops for the students on latest technologies related to computers. An **IT Fiesta 2012** was organized in February 2012, in which students of various schools and Colleges in and around Chandigarh showcased their skills in many IT related events like IT Quiz, Cartooning, Collage Making, Typometer and Caption Contest. A technical seminar was organized by Appin Technology, Chandigarh, on “Critical Information Protection” in September 2012. The aim of the seminar was to acquaint the students with the latest technologies like Network Security and Ethical Hacking, Application Programming (like Microsoft. Net, SUN Java etc.). Practical session was also demonstrated to give more clarity to the content.
- The Post Graduate Department of Commerce conducted a National Level Seminar on **Human Rights Issues and Perspectives** on 3rd March 2012. A book with ISBN no 9789381832967 entitled **Human Rights: Issues and Perspectives**, edited by Dr. Jatinder Kaur was released on same day.
- UGC sponsored one day National Seminar on Human Rights was once again conducted in our College on 5th March 2013. A book entitled **Commitment and Betrayal: Revisiting Human Rights** ISBN no 9789380144795 edited by Dr. Jatinder Kaur was released on the same day.

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

There are no specific value added courses or programmes but the College has an intrinsic and inbuilt mechanism to inculcate holistic values in our students by organizing various functions and activities

- **Moral and Ethical Values**

We make an effort to instill principles of moral and ethical values in our students. It becomes a matter of paramount importance that spiritual training in the light of ethical values is imparted as part of the College curriculum to rein in the growing trends of materialism, insensitivity and moral degradation. Realizing the need for moral and ethical instruction in our present day education, need based morning assembly is held with the rendition of the College shabad followed by talks on various socially and morally relevant topics. Also an evening prayer is an integral part of the Hostel routine every day.

The academic year starts with Inaugural Function held in the month of July. Shabad Kirtan is recited by the students and staff members of the College to seek blessings for the coming session. Sehaj Paath of Sri Guru Granth Sahib Ji is also started on this day. The Birth Anniversary of Guru Gobind Singh Ji is celebrated with great zeal in the month of January. On this day Gurbani Kirtan is recited and teachings of Guruji are imparted to the congregation. The function is organized by the College society '**Gurmat Vichar Sabha**'. Through such religious functions, we try to provide spiritual training to our student which aims at increasing their moral quotient.

- **Employable and Life Skills**

Our College has various societies like the Music Society, Drama Club, Fine Arts Society, Dance Society, Home Science Society, Literary Society, Giddha Society, Youth Welfare Society, Red Ribbon Club, Green Club, Psychology Society and Environment Society whereby students get ample opportunities to explore their creativity.

Participation of the students in various Creative Writing contests, Declamation/ Debate and Poetry Recitation, Group Discussions helps them to strengthen their verbal and written communication skills. The Institution invites expert resource persons to conduct Workshops on communication skills to develop communication competence among the students

Department of Physical Education is very active and efficient in imparting both physical and mental toughness to the sports persons. It was a matter of immense pride that the College won the Overall Champions Trophy in Panjab University Inter College Competitions 2011. It is highly commendable that we have been achieving top positions as Winners or Runners up in Panjab University Inter College Championship. Besides this laudable feat our sportswomen excelled in various State, National and International competitions.

The process of education is not restricted to classroom teaching alone. The students are continuously engaged in a variety of extracurricular activities to enable them to become socially responsible citizens. There is an enthusiastic participation of a large number of students in NSS and NCC. They participated in Blood Donation Camps. AIDS Awareness Campaigns and Tree Plantation Drives. A seven day-night camp was held in the College campus, from February 3rd, 2013 to February 9th, 2013. Activities of the Camp focused on all round mental, physical and spiritual development of the volunteers.

Our NCC Unit helps in cultivating discipline, dedication and commitment among the students. It instills a sense of purpose and engenders self esteem in the volunteers. As many as 85 Cadets enrolled themselves in the Army Wing, Naval Wing and Air Force Wing of NCC. Besides the NSS and NCC activities, the Student Council elections were held peacefully in the College and students unanimously elected their student leaders and Class Representatives. The College always encourages students to form various clubs aligned with academic and non-academic interests.

Students are guided and encouraged to organize various events and activities such as Cultural Programmes, IT fest, Sports Meet, Seminars, Workshops etc to instill in them a sense of responsibility, team work and organizational skills.

- **Better Career Options**

Placement Cell of the College remains active throughout the year. It provides individual career counseling, professional planning and works to help them navigate their summer training internship. It effectively manages to keep up-to-date with employment opportunities by displaying the advertisements regarding job vacancies and by inviting employers for on campus job interviews. Professional consultants and experts are also invited for career guidance to the students. An in-house support is provided to the students for their queries and career guidance. The Placement Cell also organizes seminars to keep students abreast of industry trends and career opportunities.

During the academic year 2011-2012, the placement and career counseling cell organized various Workshops and Seminars on latest technologies like Dot Net, Career Guidance, and how to appear in interviews. Various companies like IIJT, IIPS, PT Education, Hall mark, Conjoinix, Padrone Technologies etc, were invited to motivate students. College also organized an online test for BA and B.Com students conducted by Genpact. A written test for awarding scholarship was conducted by Sebiz Infotech for the IT students in October 2012. In the same month a very lively and interesting seminar was conducted on "Personality Development and Corporate World Grooming," by the Reliance Company.

PLACED STUDENTS

| Name | Class | Company/ Organization |
|----------------------|-----------|--|
| Shruti Walia | M.Sc (IT) | Hartron |
| Gagampreet | M.Sc (IT) | Bebo Technologies |
| Pooja | M.Sc (IT) | Bharat Group of College, Mansa. |
| Jyoti Sandhir | M.Sc (IT) | Gurukul Vidya Peeth, Banur |

| | | |
|-----------------------|-----------|--|
| Swati | M.Sc (IT) | Seasia Infotech, Mohali |
| Deepika Gupta | M.Sc (IT) | Bhawan Vidyalya |
| Ramandeep Kaur | M.Sc (IT) | Punjab School Educational Board |
| Sudha | BA III | Punjab Police |
| Pooja | BA III | Punjab Police |
| Mandeep Kaur | BA III | Punjab Police |
| Kirandeep Kaur | BA II | Punjab Police |

In September 2012 various companies like Dishtek, Soft Edge etc. were invited to motivate the students for escalating their career opportunities and the following students were placed in.

| Name | Class | Company/ Organization |
|----------------|--------------|---|
| Gurpuneet Kaur | M.Sc (IT) | Milagro (Web Developer) |
| Ima Sharma | M.Sc (IT) | Tech Mahindra (Associate) |
| Neha Mayor | M.Sc (IT) | Mayor Group (Instructor) |
| Poonam | M.Sc (IT) | NICT Institute (Regional Marketing Supervisor) |

The course of recruitment is still on the rise since the placement support is an ongoing process, with selections taking place throughout the year and many companies are collecting the database of our students for campus selection and recruitment.

The Counseling Cell provides necessary guidance and advice to help the students succeed in the face of increased competition while maintaining healthy practices. It establishes a communication channel between the students and Faculty helps them to deal with rising stress and resolve tension. The Faculty members who also act as counselors are accessible and assist the students in areas such as academic difficulties, career options, personal, social and family problems.

Through various activities such as debates, declamations creative writing, workshops, seminars, talks, brain-storming sessions, etc the students are given the right imposture to build robust confidence and self-esteem.

- **Community Orientation**

The Institution promotes voluntary Blood Donation of students to local hospitals, provides financial support through voluntary contributions to the poor and needy who approach the authorities, and responds to the calls of the state government in giving financial assistance to disaster victims. The Institution participates in the various campaigns of Environmental Management and health care. These are the various efforts being made by the Institution towards Community Service. The College NSS team regularly visits villages and hold camps to bring awareness on Adult Education, Health and Hygiene, AIDS awareness and better ways of life.

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

Though there is no direct role of students in designing the curriculum, yet efforts are made to obtain their suggestions in order to recommend them to the Board of Studies when ever courses are up for review by the University. The members of BOS present their points of view, based on various inputs received by them from the students, College Departments, Alumni, Parents, Employers and Community. Their recommendations help in locating the areas of focus while framing the syllabus for the new/upcoming academic session. The Principal of the College interacts with the students from time to time, and invites their suggestions.

The BOS members take up the obtained feedback for discussion in Board Faculty meeting and have much to contribute to the dialogue that involves curriculum developments. The College teachers also discuss various issues related to curriculum with their peers at Workshops, Seminars and Refresher courses. Feedback is obtained from prospective employers/ industry during placement drives/ camps and this is kept in view while suggesting possible changes in the curriculum so as to provide greater diversity and flexibility to the learners.

The collected response and opinions are then shared in the general staff meetings of the College for the purpose of creating awareness, and

generating new ideas. Such exchange of ideas helps in conceptualizing the necessary changes and improvements in curriculum revision.

1.3.6 How does the Institution monitor and evaluate the quality of its enrichment programmes?

The following are the measures taken by the Institution for quality sustenance and enhancement in curricular aspects.

- Feedback mechanism.
- Departmental meetings.
- Periodical evaluation of curriculum.
- IQAC guidance.
- Introduction of ICT.

Seeking feedback and information from the students helps the College in identifying the areas of improvement. Feedback from the students is regularly gathered. Feedback is also obtained from members of various inspection committees visiting the College from time to time. Their suggestions are forwarded to the University for further consideration.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the Institution in the design and development of the curriculum prepared by the University?

To keep the track of new developments in the respective areas of specialization, and improve academic skills, the teachers are encouraged to participate in National and International Conferences / Seminars / Symposia, etc organized by the College and other universities and Institutions of the country. Faculty members also attend Orientation and Refresher courses held in the University from time to time. The College also grants study leave to the teachers for higher studies and research under the Faculty Improvement Programme (**FIP**).

The Board of Studies (BOS) is a body constituted by Panjab University. Whenever courses are up for review by the University, the members of

BOS present their points of view, based on various inputs received by them from the students, College departments, Alumni, Parents, Employers and Community. Their recommendations help in locating the areas of focus while framing the syllabus for the next academic session. A large number of our Faculty members are/ have been on the Under Graduate Board of Studies of their respective subjects. They are able to propose changes and give suggestions, which are duly incorporated into the curriculum.

Faculty members presently on the Board of Studies of their respective subjects are:

- Mrs. Harpreet Kaur- Fine Arts
- Dr. Savneet- Psychology

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

- Feedback reports are obtained from students, alumni, teachers on curriculum design and development. Staff members are assigned as mentors for students and periodic meetings are held where students can interact and discuss their problems with their mentors.
- On analysis, relevant revisions are identified and communicated to the authorities of the affiliating University in the form of suggestions and improvements for necessary modifications in the curriculum. The Institute has no autonomy with regard to curriculum design but its contributions are marked in the form of suggestions made by the senior teachers who are the members of Board of Studies at University.
- Feedback obtained is studied and analyzed through discussion by the Faculty in the departments of the course/subject concerned. Accordingly, necessary recommendations are communicated through the head (Principal) of the Institute to the affiliating University or through Members of Board of Studies for improving the curriculum. On their

recommendations appropriate inclusions /deletions are adopted in the process of curriculum development

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

From the session 2012-13 Master of Arts (English) degree has been introduced.

Rationale for introducing Masters in English:

- To help the students develop literary sensibility, critical thinking and sharp and deep understanding of a wide range of literary texts, literary history, literary criticism/theory and formation of literary cultures.
- To help the students develop holistic understanding of literature, history, society, culture as well as their own place within this larger framework of world literatures.
- To help the students develop the necessary critical competence and acumen that enables them to interpret and analyze literary/social/political/cultural texts in an independent, autonomous manner.
- To help the students develop a fairly specialized understanding of the English language, its multiple conjunctures with the English Studies in India and modes of teaching English, both as a second and a foreign language.
- To prepare the students in such a way that they are eventually able to exercise such wide-ranging career options as teaching, journalism, advertising, media, theatre, translation and corporate communication.
- To cater to the specific, regional needs and aspirations of the students from the states of Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh.
- To promote English Studies in the region and suggest ways in which new direction(s) could possibly be given in this particular area, especially in context of specific needs of the region.

- To help students acquire sensitivity towards life in general and social, political and cultural issues in particular.
- To sensitize the students in such a way that they become responsive to the issues affecting their lives directly and also start playing role of socially active human beings, capable of making interventions into society and transforming it, wherever it is possible.
- To encourage the students develop tolerance for 'difference,' while retaining their respect for all literatures and cultures and an ability to take genuine pride in their own society, history and culture

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 How does the College ensure publicity and transparency in the admission process?

Publicity

- The College issues a detailed advertisement in various leading National and Regional newspapers in the months of May and June. These advertisements highlight the distinctive features of the College, various courses offered, admission dates, sale of prospectus etc. A separate advertisement is also given in the newspapers announcing the dates of the sports trials, which are held before the commencement of the admission process.
- The College also features on the radio and local TV channels. Banners are displayed at the main gate of the College well in advance to make the prospective students aware of the admission schedule for the different programmes of study. Admission related information is distributed in schools of the tricity to tap prospective students.
- The College has an official website www.ggscw.in which is updated time to time by Faculty members from the Department of Computer Applications. The site has links for downloading of admission forms and displays relevant information.
- Every year the College publishes one common prospectus for all programmes which provides complete information about the admission process. A separate prospectus is published for the hostel in which all the necessary information for the resident students is enunciated clearly.

Transparency

In order to ensure transparency in the admission process, merit lists for various classes, are displayed on the College notice boards well in advance (where seats are limited). Admissions are done according to these merit lists by announcing names of the candidates on the public address system in the auditorium where wards and their parents

/guardians are seated. In the case of classes like B.Com, admissions are centralized and done through the University. For classes like B.A, number of seats are open and flexible and the admissions are done according to rules and regulations prescribed by the University. Dates for admission are strictly adhered to and clear instructions are given by the members of Admission Committee to the students.

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

- In B.A (General) there is no cut off percentage according to the University rules. The admissions are done on the dates prescribed where the candidate presents herself before the admission committee.
- For B.Com, students are selected following the online centralized admission process conducted by Panjab University. The University sends names of students who are allotted this College for admission.
- For B.A (Hons) and B.Com (Hons), the College follows the eligibility criteria set by the University as honors course is offered in the second year following the declaration of first year result.
- For B.C.A, MSc(IT), M.Com and M.A. English admissions are done on merit-cum-interview basis. Lists of eligible candidates are prepared according to merit and admissions are done accordingly.

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

The College offers three years Undergraduate degree courses in the Humanities, Commerce and Computer Application streams. Admissions to Commerce stream is centralized and done by the Panjab University.

Admission to Computer Application is strictly on merit basis and to Humanities on first come first serve basis. The Institution as compared to other Colleges within the city gets its Computer Application and Commerce seats filled at par. However for Humanities students prefer to go to Govt. Colleges because of the fee structure. Admissions to various Post Graduate courses are also done on similar lines.

The selection of students for various courses is made on the following basis as per the directives of Panjab University:

| Program | Mode of Selection |
|---------------------|--|
| BA | Must have passed 12th Standard with minimum 33% marks |
| B.Com. | Must have passed 12th Standard with minimum 35% marks |
| B.C.A | Must have passed 12th Standard with Mathematics and minimum 40% marks |
| M.A. English | Must have passed BA with minimum 45% marks in English or 50% in aggregate. |
| M.Com. | Must have passed B.Com with minimum 45% marks |
| MSc(IT) | Must have passed BCA/B.Tech./B.E. in Computer Science examination. |

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

Internal guidelines of the College related to the admission process and student profiles at the intake level are reviewed time to time. Various steps are evolved to screen and help students during the admission process such as counseling regarding subject combinations etc. However, eligibility criteria, admission mechanisms are framed by the University and have little scope for flexibility at the College level. A record of students doing exceptionally well in any field is maintained and they are motivated with scholarships and freeships. Economically weak students are also encouraged with freeships and free books.

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

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

Central/state government already has fixed quotas for students from disadvantaged community, differently-abled, economically weaker sections, sports personnel etc. While admitting students from these categories the College abides by the state reservation policy. For B.com and BCA, 85% of the allotted seats are reserved for students from U.T. and 15% for others. Further seats are divided among SC, ST, physically challenged, wards of freedom fighters, wards of defense personnel, sports etc. However, if seats remain vacant in any category, then they are transferred to general category in compliance with the rules of the state government/PU. Being a women's College, we admit only girl students, although special concern is always shown towards students who are victims of any social disgrace or natural calamity. There is a provision for an extra seat for the single girl child. There is a ramp and a wheel chair in the College campus for the differently abled persons. Economically weaker sections of students are encouraged with scholarships, fee concessions and books from the Book Bank etc.

The College under the directions from the Central Government Acts and the affiliating University offers every possible help to the minority community. The College is proud of having produced many sportswomen at the National and International level. We offer our sports girls very liberal concessions, freeships, free hostel and mess facilities.

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

| Programmes | Number of applications(appx) | | | | Number of students admitted | | | | Demand ratio | | | |
|-------------|------------------------------|---------|---------|-------------|-----------------------------|---------|---------|---------|--------------|---------|---------|---------|
| UG | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
| BCA | | | | | | | | | | | | |
| 1st year | 200 | 200 | 150 | 55 | 72 | 85 | 61 | 33 | 9:25 | 17:40 | 61:150 | 3:5 |
| 2nd year | 36 | 37 | 64 | 41 | 36 | 37 | 64 | 41 | 1:1 | 1:1 | 1:1 | 1:1 |
| 3rd year | 49 | 39 | 34 | 64 | 49 | 39 | 34 | 64 | 1:1 | 1:1 | 1:1 | 1:1 |
| BCOM | | | | | | | | | | | | |
| 1st year | 158 | 134 | 118 | Centralized | 158 | 134 | 118 | 142 | 1:1 | 1:1 | 1:1 | 1:1 |
| 2nd year | 138 | 161 | 150 | 178 | 138 | 161 | 150 | 149 | 1:1 | 1:1 | 1:1 | 149:178 |
| 3rd year | 143 | 132 | 163 | 148 | 143 | 132 | 163 | 126 | 1:1 | 1:1 | 1:1 | 63:74 |
| B.A | | | | | | | | | | | | |
| 1st year | 118 | 134 | 118 | 187 | 118 | 134 | 118 | 187 | 1:1 | 1:1 | 1:1 | 1:1 |
| 2nd year | 139 | 85 | 117 | 109 | 139 | 85 | 117 | 109 | 1:1 | 1:1 | 1:1 | 1:1 |
| 3rd year | 121 | 131 | 89 | 109 | 121 | 131 | 89 | 109 | 1:1 | 1:1 | 1:1 | 1:1 |
| | | | | | | | | | | | | |
| Programmes | Number of applications(appx) | | | | Number of students admitted | | | | Demand ratio | | | |

| | | | | | | | | | | | | |
|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | | | | | | | | | | | |
| UG | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
| BPEd | | | | | | | | | | | | |
| 1st year | 42 | 25 | Closed | closed | 34 | 25 | Closed | Closed | | | | |
| PG | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
| M.Com | | | | | | | | | | | | |
| 1st year | 200 | 200 | 250 | 238 | 32 | 35 | 41 | 40 | 4:25 | 7:40 | 41:250 | 20:119 |
| 2nd year | 10 | 29 | 33 | 43 | 10 | 29 | 33 | 41 | 1:1 | 1:1 | 1:1 | 1:1 |
| MSc(IT) | | | | | | | | | | | | |
| 1st year | 50 | 45 | 40 | 30 | 18 | 25 | 18 | 15 | 9:25 | 5:9 | 9:20 | 1:2 |
| 2nd year | 10 | 18 | 18 | 18 | 10 | 18 | 18 | 18 | 1:1 | 1:1 | 1:1 | 1:1 |
| M.A. English | | | | | | | | | | | | |
| 1st year | | | | 21 | | | | 21 | | -- | -- | 1:1 |
| 2nd year | | | | -- | | | | -- | | | | |

* Students of second and third year are promoted. The College also gets some additional forms for the same.

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS

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

In order to cater to the needs of differently-abled students, the College has a ramp and a wheel chair is provided to the students to go to upper floors to attend classes. If any student is unable to attend classes on the 1st or 2nd floor due to an accident or any other reason, then teachers accommodate them by arranging the classes on the ground floor for the convenience of that student. All government policies regarding admissions, examinations etc are strictly adhered to for differently-abled students.

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

Before the commencement of the programme, the student's knowledge and skill is assessed on the basis of their merit in the previous class, and the proofs given by them to validate their claim (in the form of certificate issued to them by competent authorities, appended to the application forms) which are thoroughly scrutinized by the concerned teacher in-charge.

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

Students are given one month time period to make themselves comfortable with the subjects in which they are enrolled. After the admission, class tests and informal interaction is conducted to assess the level/standard of the students which helps in assessing the student's knowledge and skills. During this period, the teachers guide them at every stage. If students find it difficult to continue with a particular programme, they are allowed to change from one stream to another (where possible) or from one subject to another. Teachers guide the students in

making the right choices by judging their knowledge, skill and aptitude. The College also runs remedial courses for slow learners in order to bridge the knowledge gap.

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

The College is committed to creating young women with well rounded personalities having a sensitive approach to issues such as gender, inclusion, environment etc. Efforts are also made to develop a keen sense of accountability on these issues on the part of the staff as well. The College has various Societies and Clubs, like the Gurmat Vichar Sabha, Environment Society, Youth Welfare Society etc. which hold regular activities for students, in order to sharpen their perception towards such issues. Renowned experts in these fields are invited to the College for interaction with the students and for spreading awareness. Students also participate in various competitions in other Colleges in the city. Over the years, the themes of the plays chosen for representation in the Youth Festivals have also dealt with issues like gender imbalance, female foeticide, gender discrimination etc. Students from different parts of the country who live in the hostel are also encouraged to showcase their folkdances, songs and talent in the College functions so that they also develop a sense of affinity with their fellow students.

As far as staff is concerned, orientation sessions of class IV and helping staff members is done for development of effective working skills. Time management, courtesy, positive behavioral attitude towards their job, commitment and efficiency are highlighted in these programmes.

2.2.5 Does the Institution identify and respond to special educational/learning needs of advanced learners?

Class tests and presentations/Seminars by students are regular features of classroom teaching by which they are able to identify advanced learners. The participation of students in the classroom discussions also throws light on their

learning abilities. There are two house examinations in academic year, which help in evaluating the students. The advanced learners are provided with extra books/material by the teachers who set suitable goals for them so that they feel adequately challenged. To encourage and motivate them for attaining excellence in the University Annual Examinations they are given various incentives in form of scholarships, Roll of Honor and prizes. They are guided and motivated for better career options.

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

As the students settle into the classroom after taking up their respective programmes of study, individual teachers keep record of students from disadvantaged sections of society, economically weaker sections etc. Such students are regularly monitored and tutored even beyond classroom hours in order to motivate them to complete the degree. The College library has a Book Bank which provides books for the full session to needy and meritorious students. The results of house test for such students are analyzed and discussed with other teachers, teaching the concerned students and special needs are identified. The College keeps in touch with the parents/guardians of such students through mail, parent-teacher meetings which are regular features of the College. Thus, the College keeps continual track of students who are at a risk of drop out and is committed to control this phenomena.

2.3 TEACHING-LEARNING PROCESS

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

- Teaching, learning and evaluation schedules are discussed and planned before the commencement of the new academic session. The details are

given in the academic calendar which is printed in the prospectus as well as the attendance register. The academic year is divided into three terms. The activities to be carried out during these terms including the syllabus to be covered in each term are discussed in detail among the teachers in consultation with the head of the department. Accordingly, the students are given topics for project work, presentation and class-room discussions. The two house examinations held as per University schedule in the months of September and December, help in evaluating the students on the basis of their performance and results. The internal assessment is based on the student's performance in the two house examination, her regularity in classes, participation in various activities and overall behavior. The total weightage of marks for both the house test is 10% in each subject in the Annual Examination of Panjab University-4% of September examination and 6% of December Examination.

- In BA the internal assessment for elective subjects is out of 20 marks and for compulsory subjects it is out of 10 marks which form 10% of the total aggregate marks in the Annual University Examination. For B Com and BCA students the internal assessment for all subjects is 10 marks while 10 marks are for Project Work in B Com. These marks are added in the total aggregate of the Annual University Examination (20%).
- For M.Com, MA English and MSc. (IT) internal assessment is of 20 marks in all theory and practical subjects in three semesters. However, there is no internal assessment in the fourth semester.

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

The IQAC contributes significantly to improve the teaching-learning process; primarily by functioning as an agent for self-introspection at the end of each academic session. The parameters enunciated in the IQAC are questioned, analyzed and discussed as also the various practices adopted by the College during that year and this leads to re-thinking and fore-planning for the next session, thus reducing inherent complacency in the system.

This committee helps in monitoring promotion, implementation and continuous improvement in College curriculum, co-curricular and extracurricular activities.

The IQAC Cell consists of:

- Dr. (Mrs.) Charanjeet Kaur Sohi, Principal
- Col (Retd.) J.S. Bala, Secretary, SES (Management)
- Mr. Satish Kumar, Member
- Mrs. Satvinder Kaur, Co-ordinator
- Mrs. Anita Waraich, Member
- Mrs. Harpreet Kaur, Member
- Mrs. Gurpreet Kaur, Member
- Mrs. Prabjot Kaur, Member
- Dr. Jatinder Kaur, Member
- Dr. Jaswinder Kaur, Member
- Mrs. Pooja Malhotra, Member
- Mrs. Rohini Arora, Member
- Mr. T.S. Cheema, Office Superintendent
- Dr. S.S. Gill, Vice Chancellor, Baba Farid University
- Mr. S.S. Virdi, From Industry
- Ms. Amanpreet Kaur(Alumni)

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

Over the years, the College has made a conscious effort to shift the focus of the classroom to the other side of the podium. Various support structures and systems are in place for the teachers to inculcate skill based learning in the students. Apart from the conventional lecture method used for the classroom teaching, seminars, projects, case studies, role-playing, technology based learning, group discussion, practical training, field surveys etc are regular features throughout the session. The Faculty lays great stress on one-to-one

interaction with the learner, whenever possible. In order to promote collaborative learning, students are assigned various projects, surveys etc where they need to acquire skills to work with other fellow students. For example, B.Com students are assigned projects and report preparation of the same for development of communication skills. They are divided into groups for this task and the students prepare a common report. They learn the skills of collaboration as well as interaction during this exercise. Independent learning is continually assessed through the examination system and classroom feedback. Thus, the various 'spaces' in the College and outside as well, like the classroom, the grounds, the library and the auditorium, give a platform to the students for wholesome, multi dimensional learning.

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

The College possesses several distinctive features that contribute greatly to acquiring knowledge, management skills and transform students into life-long learners and innovators. Great efforts are made by the teachers to inculcate qualities/values and skills that would last a life time. In order to promote independent critical thinking among students, a very vital role is played by the election of the Student's Council. This Council acts as an apex body to plan, execute, control and manage various student related and other activities of the College. The formation of this council is highly beneficial as it gives opportunities to all students to use their judgment, creativity and scientific temper during their College days. The elected members develop strong leadership skills and are an asset to the College. It is a conscious effort on the part of the Faculty to let the students plan and execute events themselves as it gives them a good experience in Event Management as they look after several aspects such as:

- Contacting, inviting and receiving guests.
- Hospitality
- Making stage arrangements, decorations etc.

- Anchoring the functions.

This experience in Event Management within the safe environs of the College campus makes them proactive and helps them in acquiring skills that are useful throughout life. Our BCA student, Amanpreet Kaur acted as compere for various College functions. She perfected her skills and was given a chance to conduct the stage at the National Youth Festival, 2009, held at DAV College, Amritsar where she won the appreciation of one and all.

The College magazine '**Gyan Manik**' plays a pivotal role in nurturing creativity among students. It provides a platform to students to give expression to their creative outpouring, while encouraging them to write and create. Other activities like Debates, Creative Writing Workshops, Group Discussions, Case-studies etc. promote critical thinking among students.

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

In order to provide an effective learning experience, teachers are encouraged to use modern teaching aids and tools like computers, audio-visuals, multi-media, ICT, Internet etc. Different faculties use various resources available online for effective teaching.

2.3.6 How are the students and Faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, Seminars, Workshops etc.)?

To keep pace with recent development and emerging trends in the various fields, subject experts are invited to the College to deliver lectures. For example, a National Level Seminar-cum-workshop on personality development was held on 9th February, 2012. Resource persons from the University Business School, Chandigarh and from Delhi University addressed the students. A very lively and interesting seminar was conducted on "Personality Development and Corporate

World Grooming," by the Reliance Company. To create a positive impression and the right professional image, the students were advised to focus on their appearance, posture, communication skills, social etiquette and graces. Along with the specialized tips, the students were guided through the grooming and corporate etiquette nuances to enhance their personality. The two distinguished experts, Dr. Indu Chhabra, Chairperson, Department of Computer Science and Applications, Panjab University Chandigarh, and Rishemjit Kaur, Scientist, CSIO, Chandigarh, delivered lecture series on the topic "Education and Research in Computer Science", on February 20, 2013. Faculty members are encouraged to participate in Seminars, Symposia and Conferences at all levels (State, National and International) where contemporary topics and themes are discussed. The College also provides free internet facility to the students and the teachers so that they can access latest information from the web. In addition to this, the College has subscribed to various journals and e-journals which keep the students and teachers updated on the latest development in their field of interest. It is also mandatory for the lecturers to attend a fixed number of Refresher courses in their subject. Students are encouraged to explore the inter-disciplinary realm as well. For instance, the departments of Psychology and Sociology worked together for the Seminar on 'Marital Problems and their Solutions: Legal Rights of Married Women' held on November 11, 2011 in connection with the Chandigarh Police Week. Celebrating the Youth Day on August 13, 2012, the College organized one day workshop on, 'Making the Right Choices,' Mr. Rahul from Infosys talked about the various winning strategies. He also guided the students to work smarter rather than harder. On eve teasing, S. Naunihal Singh, Senior Superintendent of Police, Chandigarh interacted with the students and they were encouraged to dial 100 in order to inform the police about any incident of eve teasing or harassment. He assured them that perpetrators of crime will be brought to book. Following this campaign against eve teasing, a permanent Naka was put up outside the college gate.

On November 1, 2012 a Seminar on "Role of Police in Women Empowerment" was organized by the Student Welfare Society in collaboration with the Chandigarh Police.

Chandigarh Traffic police organized a workshop on 'Road Safety'. Such events not only encourage blended learning but also motivate the students to go beyond the textbooks.

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

Academic support and guidance is provided at every step, right from the admission time. A special guidance and counseling committee is constituted at the time of admission for helping students seeking admission to the College. They are asked about their area of interest and advised accordingly, keeping in mind their performance in the lower examination. During their stay in the College, students are constantly guided and supported by the teachers as well as tutors who mentor them.

Students also seek personal counseling and have actually benefited with these guidance services provided by the official counselor of the College, Dr. Savneet, Department of Psychology. For instance, an Undergraduate student was suffering from a mood disorder and would go into depression from time to time. She was given behavior therapy and referred to PGI for cognitive therapy. With help, she is doing well and is presently serving as a school teacher in an Army School. Another case was of a basic personality disorder, where the student would become aggressive. She was also referred to PGI and benefited from personal counseling.

Approximately 50 students in general and 10 in particular have benefitted from the counseling given by the College counselor. The tutors also mentor the students for resolving their daily conflicts, hassles and frustration.

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

The Faculty is constantly motivated and encouraged to adopt innovative approaches/methods in the classroom: -

- Group discussions are often held in the classrooms to discuss the pros and cons of a particular topic. This practice not only increases the knowledge but also verbal skills of the students.
- Role playing is another method used in classrooms. Very often, drama is taught in literature classes by assigning different roles to the students. In the department of Commerce, mock conferences are held with students as board members.
- Presentations by students are held on assigned topics for comprehensive understanding of the syllabi.
- Interaction with the Industry is organized, especially for the Commerce Faculty. The College makes special arrangements for students to visit industrial sites and corporate houses for aiding them in preparation of reports and projects. A number of educational trips and tours are also organized throughout the session, so that classroom knowledge is supplemented.
- Efforts are also made to improve the communication skills of the students. Most of the students who join the College do not have good command over the English language. The department of English makes special efforts to show movies based on novels and plays prescribed in the syllabus. The students are also made aware of the importance of learning English in the global context.

The department of Computer Science and Applications is also aware of the challenges of classroom teaching. They also incorporate the following methods for effective learning:

- Practical exposure of problems through projector or through real implementation.
- Visits to companies, research labs and e-visits through internet resources like Youtube.
- Guest lectures by experts from industry and from various Universities.
- Introduce students to new technologies like mobile learning, e-learning and smart class rooms.
- In-depth knowledge of various devices like motherboard, types of memories, USB devices etc by showing them practically.
- Introduce students to new programming skills, programming practices, logic development, models etc through freeware and open ware softwares so that students can use them anywhere through internet, free of cost.
- Introduce students to new models and working of any model through simulation models available on internet.
- To enhance students aptitude and knowledge, students are introduced to online websites available for various self-assessment tests.

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

The College has an impressive library with open access system. The library is well stocked and enriched with reference books, coffee table books apart from light reading books like fiction, self help, biographies of eminent personalities, magazines, journals and newspapers. The stock is regularly updated and great efforts are made to keep abreast of latest academic development. The library is automated with 'Libsys' software and is a member of the Chandigarh Librarians Consortium and Panjab University Book Club which gives us the facility to stay up-to-date with the latest publications of the Universities. In order to motivate advanced learners, students in Honors and Post Graduate students can get three books issued for study. A facility of Book Bank is also available to provide books for the full session to needy as well as meritorious students. Internet facility is available for staff and students in the library for accessing e-resources.

Thus, the library plays a pivotal role in augmenting the teaching learning process.

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

The Institution has not faced any major challenge in completing the curriculum within the planned time frame and calendar. Faculty members chalk out the outline well in advance for the entire academic session and then divide the syllabus according to the upcoming house tests in September and December. College activities and functions are mostly planned in such a way that they do not interfere with the classes. However, if syllabi completion is affected due to certain unforeseen circumstances, teachers take extra classes in order to ensure that syllabus is completed well in time.

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

Teaching learning is continually monitored, evaluated and assessed by various mechanisms in place, in the College. The internal system of the College is structured in such a way that learning of the student is assessed comprehensively. The results of the house tests are discussed in the staff meetings where teachers discuss individual student's results and analyze the need for improvement and the scope for excelling in students. The tutorial system ensures that students open up to their tutors regarding the problems they face during their stay in the College. The system of feedback from students, as discussed in the next part, also serves to monitor and evaluate the teaching learning process. IQAC through interaction with teachers and students submit periodical reports of the feedback to the Principal

2.4 TEACHER QUALITY

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

| Highest Qualification | Professor | | Associate Professor | | Assistant Professor | | Total |
|-----------------------|-----------|--------|---------------------|--------|---------------------|--------|-------|
| | Male | Female | Male | Female | Male | Female | |
| Permanent teacher | | | | | | | |
| D.Sc./D.Litt | -- | | -- | -- | -- | -- | -- |
| PhD | 1 | | -- | 5 | 1 | 7 | 14 |
| M.Phil. | -- | | -- | 1 | -- | 8 | 09 |
| PG | -- | | 1 | 5 | -- | 06 | 12 |
| Temporary teachers | | | | | | | |
| PhD | -- | | -- | -- | -- | -- | -- |
| M.Phil. | -- | | -- | -- | -- | 6 | 6 |
| PG | -- | | -- | -- | 1 | 10 | 11 |
| Part-time teachers | | | | | | | |
| PhD | -- | | -- | -- | -- | -- | -- |
| M.Phil. | -- | | -- | -- | -- | 1 | 1 |
| PG | -- | | -- | -- | -- | 1 | 1 |

The College strives to recruit and retain teachers who are competent, experienced and experts in their field of study. Vacancies in any department are advertised in local as well as national newspaper. After getting the applications a scrutiny is made and a merit list is prepared according to Panjab University guidelines. Then the College applies to the affiliating University for a panel of experts to conduct the interviews. The expert panel consists of:

- Two Subject Experts deputed by the Panjab University
- One Vice Chancellor nominee

- DHE nominee and Subject Expert
- Principal of the College
- President of the College Management Committee

After the interview and the selection of the most deserving candidate appointment letters are given. Thereafter approval is sought from DHE and the affiliating University.

To retain the available staff they are paid salaries according to the grades specified by the Panjab University. The staff is also provided facilities like casual leave, medical leave etc. They can also avail of study leave to upgrade their academic qualification.

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

The courses of Biotechnology and Bioinformatics are not yet available in our College. As far as IT is concerned, our Institution has made a lot of efforts to recruit the best quality teachers. The Institution conducts Seminars related to IT and its related trades at regular intervals to upgrade the technological skill of our teachers. To attract the new Faculty and to retain the existing teachers the College provides research facilities like Library, Internet etc. To encourage the staff to participate in Workshops and Seminars, teachers are sent on duty leave and other benefits to upgrade their knowledge by participating in State/National and International Seminars. During the last three years, many of our teachers have participated in number of State level, National and International level Seminars and Workshops.

To keep pace with recent developments and emerging trends in various fields, subject experts are invited to the College to deliver lectures. Faculty members are encouraged to participate in Seminars, and Conferences at all levels (State, National and International). The College also provides internet facility to the

students and the teachers so that they can access latest information from the web. In addition to this the College has subscribed to various journals which keep the students and teachers updated on the latest developments in their field of interest. It is also mandatory for the teachers to attend a fixed number of Refresher courses in their subject.

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

a) Nomination to staff development programmes

| Academic staff development programmes | Number of Faculty nominated | |
|---|------------------------------------|---|
| Refresher courses | 2008-09 | 4 |
| | 2009-10 | 1 |
| | 2010-11 | 1 |
| | 2011-12 | 2 |
| HRD programmes | | |
| Orientation programmes | 2008-09 | 3 |
| | 2009-10 | 0 |
| | 2010-11 | 0 |
| | 2011-12 | 2 |
| Staff training conducted by the University | NIL | |
| Staff training conducted by other Institutions | NIL | |
| Summer/Winter schools, Workshops, etc. | 2008-09 | 2 |
| | 2009-10 | 5 |
| | 2010-11 | 2 |
| | 2011-12 | 1 |

b) Faculty training programmes organized by the Institution to empower and enable the use of various tools and technology for improved teaching-learning.

- **Teaching learning methods/approaches**

The College organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using software and other electronic tools. The College has a lot of licensed software such as Windows, MS Office, Visual Basic, Java, Linux, etc. The College also supports these endeavors by providing infrastructural support. Teachers engage multimedia classes for teaching concepts that involve complex visualizations and seminar presentations of the PG level students are conducted in the laboratory using computer and LCD projector. The computer department of the College regularly organizes training programs for teachers of other departments to make them aware of the latest developments in the technology. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods.

- **Handling new curriculum**

We have a lot of experienced and qualified staff to handle the new curriculum with ease. Two of our Faculty members are members of Board of Studies in Panjab University, Chandigarh. They play an active role in designing the new curriculum. Whenever there is a change in the syllabus initiated by PU, the same is conveyed to the HODs by the Principal. The HODs then call meetings of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively.

- **Assessment**

The self assessment report is one of the important yard sticks used for the promotion of the Faculty. It also gives a picture of the needs of the Faculty in terms of their research and other activities. Suggestions to improve the academic system, provided by the Faculty through the self assessment report are also taken into account by the College. The Principal also maintains the ACR of the

teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

- **Cross cutting issues**

The cross cutting issues like Gender, Climate Change, Environment Education, Human Rights, ICT etc, find an ample space when it comes to applying them positively into the curriculum. The College, at its own level and with the assistance from UGC and other bodies like ICSSR etc. make arrangements for Seminars and Conferences of National level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The College regularly organizes State level Seminars on Women Empowerment, Female Foeticide. The Management too has supported the cause of the women education thereby offering free books to the girl students. College has been celebrating Tree plantation drives by VASUDHA (Our Environment Society). The subject of Environmental Education is a part of the College curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of Environment. Similarly the College offers Introduction to Computer Science, to the students of the College thereby enabling them to learn the latest technology which can help them make a better future.

- **Audio Visual Aids/Multimedia**

Our Computer department is provided with audio visual aids as per their requirement. We have latest Computer aided packages, as per our requirement. It includes projectors, computers, sound system etc. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials. Recently, the College has built a multimedia Seminar room which boasts of state of the art facilities like projectors, sound system and computers etc.

- **Teaching learning material development, selection and use**

The teachers of our Institute are given free access to internet. This helps them collect learning material from the internet, etc. College has a well developed library which contains thousands of books of various subjects. Besides this the College organizes Seminars and Conferences which help as a learning source

for the Faculty. Dr. Ramnik Kohli (Dept. of English) has partly prepared course material for B.Com I, English and Business Communication Skills for the University School of Open Learning, Panjab University.

c) Percentage of Faculty

- **Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies: 20%.**
- **Participated in external Workshops/Seminars/Conferences recognized by National/International professional bodies: 60%.**
- **Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies: 40%.**

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

College encourages teachers to participate, present and publish papers in National and International Seminars/Conferences. The expenses incurred by the teacher to attend and participate in Seminars and Workshops are reimbursed by the Institution. Teachers are given study leave, if they want to pursue research according to rules of the University. Dr. Harneet Kaur received publication grant for the publication of her Doctoral thesis from the University under UGC merged scheme for publication. To organize National or State level Conferences/Seminars, the College supports the hosting department by providing the necessary resources and manpower, and sometimes arranging for the sponsorer as well.

2.4.5 Give the number of Faculty who received awards/recognition at the state, National and International level for excellence in teaching during the last four years. Enunciate how the Institutional culture and environment contribute to such performance/achievement of the Faculty.

Dr. Charanjeet Kaur Sohi, Principal of the College has created history by being the first Principal of the college to win the Senate Elections in 2012, from the Constituency of 'Heads of Affiliated Colleges' of Panjab University, Chandigarh. She has been bestowed upon the award of the **Indira Gandhi Shiksha Shiromani Award**, by the International Institution of Education and Management, New Delhi. She has also been awarded the **Best Citizen of India Award** by International Publishing House, New Delhi and **Golden Educationist Award** by National and International Compendium, New Delhi for her outstanding achievements in the field of education. Dr. Sohi is a proud recipient of **Global Achievers Development Award** in the field of Education Excellence conferred on her by the Economic Growth Society of India at an International Conference held on April 20, 2013 in Kathmandu (Nepal).

2.4.6 Has the Institution introduced evaluation of the teachers by the student and external peers? Is yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the Institution has introduced evaluation of the teachers by the students. A well-structured questionnaire is given to the students to get their feedback, on an assurance of anonymity. The questionnaire is analyzed by the head of the Institution and accordingly, the feedback is passed on to the concerned teacher for his/her improvement. The students are encouraged to give their suggestions regarding the improvement in teaching-learning process of any subject by using the suggestion boxes. This feedback helps in reviewing the methodology with the concerned teacher, and the necessary alterations are worked out.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the Institution ensure that the stakeholders of the Institution especially students and Faculty are aware of the evaluation processes?

Evaluation methods are communicated to the students and other Institutional members in many ways:

- In our Inaugural function the Faculty members are introduced to the students by the Principal. They are also informed about the various rules and regulations, evaluation methods, mandatory attendance.
- Internal assessments are displayed on the notice board well ahead of the deadline for sending the same to the University.
- Staff meetings are held periodically to discuss evaluation process.
- All major notices are put up on the notice board of the College which is placed just at the entrance for the convenience of the students. These notices are also displayed on the departmental notice boards.
- Every Monday the College holds assembly at 10:45 am in the Multi Purpose Hall. All the parameters /procedures related to evaluation are conveyed to the student in the assembly by the Senior Tutor.
- At the time of admission, the students are given all information regarding the evaluation methods by the teacher in charge. Rules are also mentioned in the College Prospectus. The Prospectus contains the academic calendar, internal test schedule, list of holidays etc.
- College website www.ggscw.in contains all the information related to different courses, rules and regulations as well as evaluation methods.

2.5.2 What are the major evaluation reforms of the University that the Institution has adopted and what are the reforms initiated by the Institution on its own?

As per the guidelines laid down by Panjab University, the students are awarded internal assessment in each subject, which is based on their performance in September and December House examination. Teacher also takes into account the student's regularity and performance in the classes throughout the year while preparing the assessment. If the student is not able to take house examination due to some medical problem or any other reason, then they are given the chance to appear in the conditional tests held in the first week of February. The result of this examination is inc credited to the internal assessment, on the basis of the weightage they carry.

The College has adopted various University reforms concerning evaluation viz.

- Same pattern of question papers is used in house examination.
- Internal assessment is awarded to the students as per the University criteria.
- Class tests and unit tests are conducted to evaluate the performance of students.
- Student centric learning is carried out through Assignments, Projects, Seminars and Practical sessions.

2.5.3 How does the Institution ensure effective implementation of the evaluation reforms of the University and those initiated by the Institution on its own?

The Institution conducts September and December House Examination and sends the internal assessment on the basis of marks scored by the students. 40% assessment is based on September tests and 60% based on December tests. Attendance is also considered while giving the assessment.

Innovations in teaching/learning/ evaluation introduced by Institution

- Sometimes the students of a particular class whose teacher is on leave are adjusted in the class of another teacher who teaches the same subject in the same period to the other section. This ensures that students do not suffer any academic loss.
- Various departments arrange guest lecture by eminent scholars from time to time.
- Provide strong academic guidance and grants for academic needs.
- Adopt innovative methods of teaching
- Emphasis is laid on the development of communication skills.
- Unmatched team spirit of the staff and students which creates conducive environment.
- Encourage National, Social and Community Services.
- Provide ample opportunities to students to showcase their talent and skills.

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

The Institution adopts both formative and summative methods of evaluation. Formative approach involves measuring the students learning through verbal skills, group discussions, seminars and weekly class tests. The evaluation done through these methods gives the teacher a direction in which to proceed with his/her teaching, taking into account, the student's level. The summative evaluation is done during the 2 terminal tests that are held in the months of September and December on the University pattern.

The answer sheet of the students with good score are discussed and shown in the class to the other students so they get motivated to perform better next time. The students who score high in each subject and overall aggregate in December exam are given prizes at Annual Prize Distribution Function of the College which enhances the morale of Prize winners and inspires others to do well. The students who secure 1st position in University in each Faculty is given cash prize of Rs 10,000, and Rs 5000 cash prize for 2nd position in University. This incentive motivates the students to study well and perform better.

The weak students can join the remedial class in order to do well in the Annual Examination.

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

Class tests, assignments, monthly tests and the house examinations, held in the months of September and December respectively, help in monitoring the progress of the students. The result is dispatched to the students at their home address. Parent teacher meeting is held thereafter to make the parents aware of

the progress of their wards. If due to any unavoidable reason, the parents are not able to attend the meeting then information regarding the irregular / underperforming students is communicated to the parents telephonically. Mentors also keep the track of their students' progress by keeping records of their result and attendance.

Panjab University results of last 4 years of the students.

| Class | 2011-12 | 2010-11 | 2009-10 | 2008-09 |
|-------------------|----------------|----------------|----------------|----------------|
| BA-I | 79.13 | 83.33% | 83% | 83.52% |
| BA-II | 91.66% | 96.42% | 97.6% | 95.38% |
| BA-III | 98.33% | 91.20% | 96.8% | 93.33% |
| BCA-I | 65.57% | 76.19% | 43.05% | 71.42% |
| BCA-II | 100% | 97.22% | 100% | 97.92% |
| BCA-III | 97.05% | 100% | 100% | 100% |
| B.Com-I | 92.56% | 87.58% | 90% | 88.23% |
| B.Com-II | 91.94% | 91.19% | 92.6% | 93.61% |
| B.Com-III | 98.77% | 99.24% | 99.3% | 98.44% |
| M.Com.II | 100% | 100% | 100% | 100% |
| M.Sc(IT)II | 100% | 100% | 100% | 100% |
| B.P.Ed. | | -- | 97.85% | 97.85% |

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

Staff meeting is held before finalizing the internal assessment. The parameters such as academic performance, participation in co-curricular activities, sports, behavior, attendance etc. are fixed which are followed by the teachers to evaluate and give the assessment. The internal assessment is put up on the notice board. Students are given chance to raise an objection. After that the revised assessment is finalized and sent to the University.

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

Yes, the Institution and individual teachers use assessment /evaluation as an indicator for evaluating student performance. Students with distinction get prizes at the Annual Prize Distribution function of the College while remedial classes are taken in the months of January and February for underperforming students. The written and practical skill, group performance, project assignment and attendance are few of the method used in and out of class rooms as indicators of student performance.

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

Students are shown their test papers and answer sheets. If any student has complaint regarding evaluation method she can raise objection and the teachers look into the matter. The students are also shown the answer sheets of brilliant students so that they are able to compare their own performance with them. Through this exercise they can identify their problems and work harder to strengthen them. Student can contest the evaluation process. They can directly approach the members of Grievance Cell or drop their written complaint in Grievances Box placed at two prominent places in the College. They can discuss their problem freely with their mentors. Students can also contact Registrar (Examination) of the College. At the University level, provision of revaluation is available for students to seek redressal.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the College have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Learning outcomes are defined in our Institution through:

- Extremely good University results

- University ranks
- Placements
- Higher studies
- Research activities

These learning outcomes are made aware of to the students and staff in the following ways:

- During the Inaugural function the College learning outcomes and performances is reported by the Principal to the student and the staff.
- Students and Parents are made aware of these outcomes through the College prospectus.
- Annual Report is read out by the Principal at the Annual Prize Distribution function and College Convocation.

2.6.2. How are the teaching, learning and assessment strategies of the Institution structured to facilitate the achievement of the intended learning outcomes?

Teachers plan their syllabus accordingly beforehand to achieve outcomes. Different approaches are used to achieve goals. Internal assessment given to the students in their respective subject is ascertained on the basis of their marks, scored in September and December exams. The December exams are conducted strictly on the University pattern. The results are sent to their parents via post.

The students have to score at least 25% marks to fulfill their condition. If they secure below this mark they are warned well in time and have to appear in condition test which are held in the month of February. After condition test, if they do not clear, they are not allowed to sit in Annual University Examination. Another condition of 75% attendance, as per University rules, is compulsory and is strictly implemented in the College. All these strategies ensure the achievement of intended learning outcomes. Following strategies help to create a supportive and a positive learning environment in the College.

- Tutor ward system
- Counseling for slow learners

- Special coaching classes for fast learners
- Motivation for rank holders
- Continuous Internal assessment programmes
- Assignments
- Seminars, Presentations, Workshops

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

The HRD and ED Cells of the College prepare the students for getting quality jobs and developing the spirit of entrepreneurship skills. The IQAC motivates the students for higher studies and research. To enhance the social and economic relevance of the courses offered the measures/ initiatives taken up are:

- Students are guided regarding the future prospects of various options in the relevant field and they are further sensitized on the societal responsibilities through extension activities with NSS, YRC, RRC, and VOYCE.
- Value added lectures on entrepreneurship skills are conducted.
- Campus placements for quality jobs in reputed industries.
- For innovation in research aptitude students are encouraged to undertake/ participate in Research projects, National Seminar and Conference.
- Special events are organized by students.
- The College is dedicated for quality education which helps in branding our students as the best in the operational areas.

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

After every house test, staff meetings are held to analyze the students' performance. If a student is performing well in one subject and not performing or attending classes of other subjects, such cases are discussed seriously and taken care of to understand the ability of that student and try to help her to

perform well the next time. Efforts are made to create the students' interest in that particular subject so that the result improves. Sometimes we come across few students who have barriers of learning. These barriers are addressed by:

- By showing answer books to make them understand their strengths and weakness
- Extra classes for slow learners
- Providing question banks
- Timely redressal of students grievances

2.6.5 How does the Institution monitor and ensure the achievement of learning outcomes?

The IQAC of College has a set mechanism to monitor the students learning outcomes. Attendance is compulsorily taken for every lecture. The class test and assignments are evaluated within a short duration and the marks are recorded, which acts as a ready reckoner for the academic progress of the students. The student's participation in the class and the marks scored in tutorials, assignments helps to judge the students by the staff members. The results of tests, exams are recorded and evaluated for every semester. The slow learners are taken care of by the mentors in counseling cell. Remedial programs are arranged for slow learners. Library register, attendance register are monitored to know about the student's interest in academic activities. The Faculty members are encouraged to conduct surprise tests, quizzes to monitor the academic progress of each student. Department wise result analysis is done for every term.

2.6.6 What is the Graduate attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the students?

The College aspires to be premier Institution in the field of education for women by inculcating in them qualities of competence, confidence and excellence. The College has its own specific Graduate attributes.

- To make our students achieve distinction in its academic programme, intellectual vigor, cultural and moral sensitivity.
- The College aims to make its students employable.
- To be creative, strategic and critical thinkers with highly developed problem solving skills.
- Exhibit a positive work attitude and work ethic in order to achieve successful outcomes.
- To have the ability to communicate effectively.

The College ensures the attainment of these attributes through the following

- Well qualified Faculty who work consistently and tirelessly to impart wholesome education
- Special emphasis is laid on inculcation of moral and ethical values through value added activities.
- Periodic Personality Development Workshops/ Soft Skills Workshops.
- 100% participation of the students and the Faculty in extension activities, NSS, NCC, Red Ribbon Club, Environment Society etc.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the Institution have recognized research centers of the affiliating University or any other agency/organization?

The College does not have any recognized research centre as yet. However the Commerce Department of the College has applied for one.

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

The Institute has a Research Committee and it has following members:

1. Dr. Charanjeet Kaur Sohi, Principal
2. Dr. Jatinder Kaur, Coordinator
3. Dr. Reena Parti
4. Dr. Harneet Kaur Sandhu
5. Ms. Baljit Kaur

Some of the recommendations made by the committee:

- Teachers should take up minor and major research projects.
- Departments running Post Graduate classes should apply for research centers
- To develop an aptitude of research among both Faculty and students (UG and PG)
- To encourage Faculty to pursue M Phil. and Ph.D. degrees.
- Encourage students and Faculty to write research papers.

Impact of Recommendations

- Faculty has been initiated for enrolling for M. Phil. and Ph.D.
- Research papers are undertaken by students and Faculty
- Teachers and students have started participating actively in Seminars, Conferences and Paper Presentations.

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

The College encourages the Faculty in research activities. Whenever any project is sanctioned by UGC, full support is provided by the College. To inculcate the culture of research, the College has updated its library facilities. The College also subscribes to various journals and is planning to start a research journal of its own shortly. The Faculty is encouraged to present and publish papers in Seminar/Conferences of National/ International Level by sanctioning them duty leave and providing access to ICT and Library facilities in the College.

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

The College encourages the students for paper presentations and project work. As students of PG level (M Com / MSc(IT) are required to undergo Summer Training/ Research project as a part of their course work, so these students are familiarized about the basic research concepts by the teachers and are encouraged to undertake empirical research work.

3.1.5 Give details of the Faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Many of our Faculty members are involved in research activities of their own and have completed either M. Phil. or Ph.D. degree while in service. Most Faculty members try and present research papers at National and International Seminars/ Conferences. Some of our Faculty has guided M. Phil students.

| Sr. no | Name | Department | Research Activity | Specialization |
|---------------|-------------------|-------------------|--------------------------|-------------------------|
| 1. | Dr. Jatinder Kaur | Commerce | Guided M Phil (1) | Banking and Finance |
| 2. | Dr. Jaspreet Kaur | Commerce | Guided M Phil (4) | Financial Management |
| 3. | Dr. Reena Parti | Commerce | Guided M Phil (1) | Developmental Economics |

The following Faculty has registered for Ph.D.

| Sr. no | Name | Department |
|--------|-----------------------|---------------------------------|
| 1. | Mrs. Sukhmeen Kaur | Asst. Prof. in Punjabi |
| 2. | Mrs. Suparna Randhawa | Asst. Prof. in Pub. Admin. |
| 3. | Mrs. Rohini Arora | Asst. Prof. in Computer Science |
| 4. | Ms. Baljeet Kaur | Asst. Prof. in Computer Science |
| 5. | Mrs. Manpreet Kaur | Asst. Prof. in Commerce |
| 6. | Mrs. Sonia Sharma | Asst. Prof. in Commerce |
| 7. | Mrs. Manpreet Kaur | Asst. Prof. in Commerce |
| 8. | Mrs. Ritu Dhanoa | Asst. Prof. in Commerce |
| 9. | Ms. Hiteshwari Sabrol | Asst. Prof. in Computer Science |
| 10. | Mrs. Pooja Malhotra | Asst. Prof. in Commerce |

3.1.6 Give details of Workshops/ training programmes/ sensitization programmes conducted/organized by the Institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Following Seminars/ Lectures were organized by the various departments during last few sessions

- **September 9, 2005**

The Commerce department organized a Seminar on “**Entrepreneurship Development**”

- **February 7, 2006**

One Day State level Seminar on “**Amelioration and Empowerment through Awareness of Rights and Duties**” was organized in collaboration with Dean P.U Chandigarh

- **November 17-18, 2006**

The Department of Commerce organized a two day National Seminar sponsored by U.G.C on “**Value Added Tax: Challenges and Implications**”

- **February 23, 2008**

A State Level Seminar on “**Women Shackled in NRI Weddings**” sponsored by College Development Council, Panjab University, Chandigarh was organized.

- **February 26, 2011**
UGC sponsored National Seminar on “**Science and Technology in Colonial Punjab(1849-1947) : An Overview**” was organized by Department of History.
- **February 9, 2012**
Organized a Seminar cum Workshop on “**Personality Development**” sponsored by Punjab University.
- **March 3, 2012**
One day National Seminar on the theme “**Human Rights: Issues and Perspectives**”
- **August 13, 2012**
One day Workshop on “**Making Right Choices**” about various winning strategies was held on the college campus
- **October 15, 2012**
Seminar on “**Personality Development and Corporate World Grooming**” by Reliance Company
- **November 1, 2012**
Seminar on “**Role of Police in Women Empowerment**” was organized in collaboration with the Chandigarh Police.
- **February 11, 2013**
Interaction of IG Police with the students of the College.
- **February 20, 2013**
Seminar “**Education and Research in Computer Science**” in Collaboration with the CSIO, Chandigarh
- **February 23, 2013**
One day ICSSR-NWRC sponsored National Seminar on the theme “**Incredible India: Issues, Perspectives and Innovations in Indian Tourism Industry**” was also organized in the College.
- **March 5, 2013**

One day UGC sponsored National Seminar on the theme “**Human Rights Talked Of More Than Ever But Violated As Much As Ever**” was also held in the College.

3.1.7 Provide details of prioritized research areas and the expertise available with the Institution.

As stated the College does not have a registered research centre of the affiliating University as yet. However our Faculty members are involved in research at individual/collaborative level. Following is the detail along with research areas and expertise of the different Faculty members.

| Sr. No | Name | Subject | Specialization area |
|---------------|-------------------------|-------------------|---|
| 1. | Dr. Jaslene Dhaliwal | English | Australian Poetry |
| 2. | Mrs. Jagjot Kaur | -- | Modern European Drama |
| 3. | Mrs. Harbinder Chahal | -- | British Novel |
| 4. | Dr. Ramnik Kohli | -- | British Poetry |
| 5. | Dr. Harneet Kaur | -- | British Drama |
| 6. | Dr. Rakesh Sehgal | Commerce | Accounting |
| 7. | Dr. Jatinder Kaur | -- | Banking and Finance |
| 8. | Dr. Jaspreet Kaur | -- | Determinants of Corporate Dividend Policy |
| 9. | Mrs. Pooja Malhotra | -- | Finance |
| 10. | Dr. Gurpreet Kaur Dhatt | -- | Business Management and Commerce(Finance) |
| 11. | Dr. Jaswinder Kaur | Sociology | Dual Earner Couples in Chandigarh: Study of Marital Satisfaction Strain and Strategies. |
| 12. | Mrs. Prabhjot Kaur | Political Science | Energy crisis and Third World |
| 13. | Mrs. Rohini Arora | Computer Science | Genetic Algorithm |

| | | | |
|-----|---------------------|--------------------|--|
| 14. | Mrs. Meenu Sharma | -- | A High performance Data Transport Protocol. |
| 15. | Ms. Baljeet Kaur | -- | Data Structures |
| 16. | Ms. Davinder Kaur | -- | Data Mining |
| 17. | Ms. Nishwinder Kaur | -- | Genetics |
| 18. | Dr. Reena Chawla | Economics | Developmental Economics |
| 19. | Ms. Harpreet Kaur | Economics | International Trade. |
| 20. | Ms. Tawinder Kaur | -- | Statistics and Maths |
| 21. | Dr. Aradhana | Hindi | Surinder Verma Key Natkon ka Natyashilp ki Drishti se Adhyaan. |
| 22. | Dr. Surinder Kaur | History | Sino-Japanese Relations British Rule in India |
| 23. | Ms. Jasneet Kaur | -- | Ancient Indian History |
| 24. | Mrs. Lucky Malhotra | Music | Music Instruments(sitar) |
| 25. | Dr. Amandeep Kaur | Physical Education | Eating Disorder and Physical Activity Status. |
| 26. | Mrs. Savneet Kaur | Psychology | Work Engagement in reference to Occupational Stress |
| 27. | Mrs. Suparna Sharma | Pub. Admin | Role of NGOs in Women and Child Welfare. |
| 28. | Mrs. Sukhmeen Kaur | Punjabi | Travelogues |
| 29. | Dr. Gurvinder Singh | Punjabi | Folklore and Culture (Punjab) |

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

The Institution makes zealous efforts to invite experts on various subjects during special Workshops/ Seminars to create awareness among staff and students. The resource persons are provided TA/DA and honorarium for visiting our campus

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

The Sabbatical Leave for research activities has not been availed by any Faculty members. But three of our teachers carried out their Ph.D. by availing study leave under the UGC sponsored 'Faculty Improvement Programme'. The Institution provides duty leave to Faculty for participating and presenting papers at National and International Conferences. The registration fees for Seminars/ Conferences are also paid by the College. These incentives improve the research culture on the campus.

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

The Faculty of Computer Science is actively involved in practical research. The software for Examinations and the website of the College have been created by them. M.Sc (IT) students work on live projects which are later used in companies and industry.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

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

The College receives grant from UGC and Panjab University exclusively for Research, Seminars and Workshops. Over and above the grant, expenditure is borne by the College from its own resources for infrastructure and learning resources, registration fee for Faculty and expense on inviting eminent scholars.

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

As such the Institution doesn't have any provision for seed money to be availed by the Faculty for research.

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

As per University Syllabi or curriculum, except M Sc (IT) and M Com. no degree program includes any Research work/Project, hence there is no need to provide any financial support to the students for research project.

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

The Institute has been conducting basic degree program and in these degree programs there is no provision for research work. However, for the inculcation of research aptitude in the students, Institute takes several initiatives like interdisciplinary Seminars on the current, relative and burning issues. The course of Environment Science designed by the University is taken up by all the students up to degree level and this helps students make connections between their subjects and environmental issues which is the need of the day.

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

- Well stocked library containing books pertaining to the latest syllabi and reference books of all relevant subjects and disciplines. The Institute ensures optimal use of various equipment and research facilities by its staff and students.
- Research journals, access to e-resources.
- Extended library timings for staff and students motivate them to pursue research in their relevant field/ interests.
- Computers and 24x7 connectivity through Wi-Fi

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

Recently the UGC gave the College a grant of 20 lacs for setting up of an English Language lab. The gadgets and equipments can be used for research in language.

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

| Nature of Project | Duration | Title of the Project | Name of funding agency | Total Grant | | Total Grant till Date. |
|-------------------|--|---|------------------------|-------------|----------|------------------------|
| | | | | Sanctioned | Received | |
| Minor | 1 ½ years April 2010 – October 2011 | Exploring the quality gaps in Higher Education Institutions: A viewpoint of Undergraduates of Chandigarh, Mohali & Panchkula. | UGC | 57,500 | 57,500 | 57,500 |

3.3 RESEARCH FACILITIES

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

- 4 computer labs with internet facility.
- Well stocked library with e-resources and extended working hours.
- Faculty has access to P.U. libraries (Main & departmental).
- The College library also has a tie up with the British Library.

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

As the University has permitted the Colleges to set up research centers from the coming session 2013-14, so College has applied for the same in Commerce Faculty. For this a research lab equipped with computers and Internet facility is being set up in the College. If given permission, the College will start M Phil/ PhD course work from the session 2013-14.

3.3.3 Has the Institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes', what are the instruments/ facilities created during the last four years.

We have received a grant of Rs. 20 lac from UGC for setting up of an English Language Lab and a well equipped state of art lab has been setup.

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

As such, there are no research facilities outside the campus and other laboratories but the Institute has tied up with the following companies/Institutes to train our students from computer department.

- Bebo Technologies
- Tech Mahendra
- Soft Solutions
- SPIC PEC Campus
- Tedron Technology
- Conjoinix
- Appin

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

Our fully automated library has 18,600 books and 10 journals. It has a seating capacity of 120 people and is open to all researchers.

The College has joined the 'National Library & Information Services Infrastructure for Scholarly Content (INFLIBNET N-LIST)" programmes under which access to

e-resources (3000+e-journals and 75000+e-books) to students, researchers and Faculty from Colleges is provided.

3.3.6 What are the collaborative researches facilities developed / created by the research Institutes in the College. For ex. Laboratories, library, instruments, computers, new technology etc.

We have received a grant of Rs. 20 lac from UGC for setting up of an English Language Lab that has been set up as already mentioned. Beside that the following infrastructure exists which can be utilized for teaching as well as research-

- Library
- Computers
- Seminar Hall
- Auditorium

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students

It is a notable achievement of our Computer Deptt to have designed the software for our examination branch and to have created the College website.

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

The College has not started to publish research journals but it has plans to start soon.

3.4.3 Give details of publications by the Faculty and students:

- Publication per Faculty Number of papers published by Faculty and students in peer reviewed journals (National / International)
- Number of publications listed in International Database (for e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Books with ISBN/ISSN numbers with details of publishers

| Name | Department | Title Of the paper | Journal/Book |
|---------------|------------|--|--|
| Jatinder Kaur | Commerce | Islamic Banking : A Viable Option for India | Journal of Commerce and Business Studies ISSN 2249-992X |
| | | FMCGs and Rural Market: Opportunities and Challenges Ahead | Journal of Humanities and Social Sciences ISSN 2250-43X |
| | | Role of RBI In Curbing Recent Inflationary Conditions | ALMANC -2012 ISBN – 978-81-7072-136-9 |
| | | Teacher: The Custodian of the Moral Fiber of the Society | Book published by Publication Bureau, Punjabi University, Patiala |
| | | Sports Tourism in India –A SWOT Analysis | International Conference Proceedings published by Department of Physical Education, Panjab University Chandigarh ISBN:978-81-925348-0-0 |

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| | | <p>What Ails Indian Tourism?</p> <p>Anywhere, Anytime: The Future of Employment is Flexible</p> <p>Market Leaders and their Innovative Strategies: An Overview</p> <p>Economic Reforms: Are We any better off?</p> <p>Winning Customers through Emotions</p> <p>Bank Consolidation: The Need of the Hour</p> <p>Bright Spots Amid Recession for Emerging Economies:</p> | <p>Challenges and Opportunities in Indian Tourism Industry An edited book with ISBN: 978-93-80144-80-1</p> <p>Business Challenges and Strategies in Emerging Global Scenario An edited book with ISBN: 978-93-80144-29-0</p> <p>An edited book- Leadership Skills: Parameters and Paradigms ISBN-978-81-910125-5-2</p> <p>Economic Surge-2011 ISBN: 978-81-922707-0-8</p> <p>Proceedings of International Management Conference of Materialism and Consumers 2011 by Punjab College and Technical Education, Ludhiana</p> <p>Emerging Economies: Challenges and Opportunities. An edited book published by Gian Jyoti Institute of Management and Technology, Mohali</p> |
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|----------------|----------|--|--|
| | | <p>Mergers and Acquisitions</p> <p>Corporate Leadership: Women Do make a Difference</p> <p>Rural Indebtedness: Causes and Cures</p> <p>Books Edited</p> <p>Human Rights- Issues and Perspectives</p> <p>Incredible India: Challenges and Opportunities in Indian Tourism Industry</p> <p>Commitment and Betrayal: Revisiting Human Rights</p> | <p>ALMANC 2011 ISBN 978-93-5017-314-5</p> <p>An Anthology of Papers published by Desh Bhagat Institute of Management and Computer Science, Mandi Gobindgarh ISBN: 978-81-910125-3-8</p> <p>Journal: The Indian Banker published by Indian Banks Association, Feb 2010, Vol. 5, No 2</p> <p>UNISTAR Books Pvt. Ltd. ISBN: 978-93-81832-96-7</p> <p>Twenty First Century Publications ISBN: 978-93-80144-80-1</p> <p>Twenty First Century Publications ISBN: 978-93-80144-79-5</p> |
| Pooja Malhotra | Commerce | <p>Medical Tourism – An Innovative Approach to Alternative Tourism</p> <p>Management Of Tourism in the State of Punjab</p> | <p>Innovate- Lead- Succeed ISBN-978-81-910125-4-5</p> <p>Tourism and Hospitality Industry Challenges and Innovations</p> |

| | | | |
|--------------|----------|--|---|
| | | <p>Measuring the Satisfaction Level of Tourists in the States of Himachal Pradesh & Punjab</p> <p>Potential and Prospects of Himachal Pradesh as a Tourist Destination</p> <p>Victim Women, Shattered Health: A Study of Impact of Domestic Violence on Health of Women</p> <p>Book Edited</p> <p>Incredible India: Challenges and Opportunities in Indian Tourism Industry</p> | <p>ISBN-978-93-80318-22-6</p> <p>The Communication ISSN-0975-6558 Vol.20. No.1 (2011)</p> <p>Challenges and Opportunities in Indian Tourism Industry An edited book with ISBN - 978-93-80144-80-1</p> <p>Commitment and Betrayal: Revisiting Human Rights ISBN 978-93-80144-79-5</p> <p>Twenty First Century Publications ISBN: 978-93-80144-80-1</p> |
| Sonia Sharma | Commerce | <p>Investment Behaviors and Risk Tolerance of Employees: An Empirical Study.</p> <p>Post Merger Performance of Indian Manufacturing Companies.</p> <p>Women On Board – The Case for Business Diversity.</p> | <p>Journal of Commerce and Business Studies ISSN 2249-992X</p> <p>Business Challenges and Strategies in Emerging Global Scenario An edited book with ISBN: 978-93-80144-29-0</p> <p>Transcending Barriers Towards Business Transformation ISBN 978-93-81212-20-2</p> |

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|---------------------|----------|---|--|
| | | Corporate Governance Disclosure Practices- An Empirical Study of Tourism Industry | Incredible India: Challenges and Opportunities in Indian Tourism Industry ISBN: 978-93-80144-80-1 |
| | | Whistle Blowing as a Right To Freedom of Speech. | Commitment and Betrayal: Revisiting Human Rights ISBN 978-93-80144-79-5 |
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| Manpreet Kaur | Commerce | Turn of the month and Intra – Month effect: Evidence from | Indian Management Studies |

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| | | Indian Stock market | Journal ISSN 0974-4355 |
| | | Return Based Investment Strategies in the Indian Stock Market Contrarian Effect Wins | GGGI Management Review ISSN 2249-4103 |
| Manpreet Kaur | Commerce | An Integrated Approach to Multi-Channel Management in Banks: Indian Scenario | Business Challenges and Strategies in Emerging Global Scenario ISBN 978-93-80144-29-0 |
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| | | Internet Banking Content Analysis of Selected Banks Online Portals | Journal of Internet Banking and Commerce Vol. 17, No I ISSN 1204-5357 |
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| | | Opportunities and Environmental Problems of Eco-Tourism in Leh District | Incredible India: ISBN: 978-93-80144-80-1 |
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| | | Sports and Adventure Tourism: Uttrakhand | Incredible India: |

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| Dr. Jaswinder Kaur Bhangoo | Sociology | Book Dual Earner Couples an Emerging Trend | Kitab Mahal Publishers, Delhi |
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| Mrs. Harbinder Chahal | English | Dalit Abuse: A violation of Human Rights | Human Rights Issues and Perspective ISBN - 978-93-81832-96-7 |
| Dr. Ramnik Kohli | English | Elderly and Human Rights : An Emerging Challenge Brecht's Rejection of Tragedy: An Outcome of the World | Human Rights Issues & Perspective ISBN - 978-93-81832-96-7 Political Science and Global |

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| | | Wars. Human Rights and Capital Punishment | Governance: A Multi disciplinary Approach ISBN - 978-81-920809-1-8 Commitment and Betrayal- Re Visiting Human Rights ISBN-978-93-80144-79-5 |
| Dr. Harneet Kaur | English | Tom Stoppard's Experiments with Drama Revisiting Kanthapura: A Saga of Layered Colonization 'Parody and Whodunit: The Case of Tom Stoppard's <u>The Real Inspector Hound</u> ' | Book published with Publication Grant from PU, Chandigarh ISBN-978-81- 904236-5-6 Published in book : 'Literature of Small Cultures: An Assertion of Difference' ISBN 978-81-909755-1-3 Published in 'Ambrosia': Journal of English Language, Literature and Critical Studies' Vol. I, 2011 ISSN: 2449-4499 |
| Meenu Sharma | Computer Science | Cyber Crime and Human Rights | Human Rights Issues and Perspectives ISBN - 978-93-81832-96-7 |
| Hiteshwari Sabrol | Computer Science | Web Intelligence: An Extension to Web | Web Information Systems and Technologies, 2011 ISBN - 978-93-80144-22-1 |
| Aradhana | Computer Science | Developing Trust Polices for Cloud Scenarios | Computer of Communication Technology 2011 ISBN - 978-1-4577-1386-6 |

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| | | Implementing Trust Polices for Cloud: A Case Study. | International Conference on Emerging Trends in Network and Computer Communication, 2011 ISBN - 978-1-4577-0239-6 |
| Dr. Reena Parti | Economics | <p>Economic Reforms – Need for Attention towards Social Sector</p> <p>Women and Her Right to Dignified Life</p> <p>Human Rights and Children</p> <p>Good Governance and Human Rights in India</p> <p>Global Slowdown Challenges and Opportunities for India</p> | <p>Second Generation Reforms in India- Implementation Challenges and Quest for the Third. Economic Surge 2011 Vol. I, Nov 2011 ISBN 978-81-922707-0-8</p> <p>Commerce Spectrum: Journal of Commerce and Business Studies Vol I, Issue 1, December 2011 ISSN- 2249-992-X</p> <p>Commitment and Betrayal: Re-visiting Human Rights ISBN -978-93-80144-80-1</p> <p>Human Rights Issues and Perspectives 2012 ISBN 978-93-81832-96-7</p> <p>ALMANC-2011 ISBN – 978-93-5017-314-5</p> |
| Harpreet Kaur | Economics | <p>Public Private Partnerships -Fueling India's Infrastructure Growth.</p> <p>Land Acquisition: Protecting the Interests and Rights of the Landowner through Human Rights Perspective.</p> | <p>Globalization and Economic Development Dr. Rais Ahmed, 2009 ISBN 81-8324-315-0</p> <p>Human Rights Issues and Perspectives 2012</p> |

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| | | | ISBN 978-93-81832-96-7 |
| Aradhana | Hindi | <p>Hindi Rajbhasha: Antrarashtriya Bhasha Key Ore</p> <p>Surendra Verma Key Natkon Mein Rajneetik Sarokar</p> <p>Pushka Maitriya Ke Upanyas Vision Mein Stri Adhikaran Ka Swaroop.</p> | <p>Vashvikaran Key Daur Mein Hindi ISBN – 81-86400-145-X</p> <p>Purva Mimaansa ISSN – 09076-0237</p> <p>Commitment and Betrayal: Re-Visiting Human Rights ISBN – 978-93-80144-79-5</p> |
| Dr. Surinder Kaur | History | <p>Sage of Freedom Movement : Contribution of Punjabi Women-Rajkumari Amrit Kaur</p> <p>Starvation: Grave Violation of Human Rights</p> <p>Religious Potential of Industrial Tourism in India.</p> <p>Right to Food for the Human Race: The Biggest Challenge.</p> | <p>Science and Technology in Colonial Punjab(1849-1947) : An Overview Journal Fiefdom 2012 ISBN-97881922709-5-1</p> <p>Human Rights: Issues and Perspectives 2012 ISBN -9789381832-96-7</p> <p>Incredible India: Challenges and Opportunities in Indian Tourism Industry ISBN: 978-93-80144-80-1</p> <p>Commitment and Betrayal: Re-Visiting Human Rights ISBN – 978-93-80144-79-5</p> |
| Prabhjot Kaur | Political Science | Impact of Information and Communication Technology on Teacher Education | Re-Imagining Teacher Education- Perspectives and Transformations ISBN 978-93-80144-91-7 |
| Dr. Amandeep Kaur | Physical | Health and Physical Activity Status of Punjab School | UGC Sponsored National |

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| | Education | <p>Teachers.</p> <p>A Study of Vigilance as Related to Gender and Performance of Basketball Players</p> <p>Sports Tourism in India- an Overview</p> | <p>Conference, Govt. College - 11, Chandigarh</p> <p>Proceedings of International forum of Physical Education, Panjab University, Chandigarh 2012 ISBN 978-81-925348-0-0</p> <p>Proceedings of International Conferences on Futuristic Trends in Physical Education, Punjabi University, Patiala 2012 ISBN 978-93-80144-62-7</p> |
| Dr. Savneet | Psychology | <p>Gender Differences on Occupational Stress, Ways of Coping and Anxiety among College Teachers.</p> <p>Spirituality at Workplace and Organization Performance.</p> <p>Spiritual Tourism in India.</p> <p>Human Rights and Mental Illness: A Case Study.</p> <p>Work Engagement in Relation to Spiritual Well Being and Emotional Intelligence among Teachers.</p> | <p>Indian Journal Psychological Science Vol. 3, July 2012.</p> <p>New Horizons, A Research Journal ISSN-2275-5218</p> <p>Incredible India: Challenges and Opportunities in Indian Tourism Industry ISBN - 978-93-80144-80-1</p> <p>Commitment and Betrayal: Re: Visiting Human Rights ISBN – 978-93-80144-79-5</p> <p>Chapter in edited book by Dr. Sudhir K. Samentray Wellbeing at Work Place: A Search for Synergy</p> |

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| | | <p>Lateral and Longitudinal Thinking towards Strategic Success.</p> <p>Article on Anger</p> <p>Misuse of Emergency Contraceptive Pills</p> | <p>ISBN 978-81-88865-59-8</p> <p>Indian Journal of Training and Development,44(4),Oct-2011</p> <p>Indian Express October 2, 2010</p> <p>Hindustan Times March 26, 2009</p> |
| Mrs. Suparna Sharma | Public Administration | Role of NGO in Women and Child Development in Chandigarh (UT) | <p>Diviner</p> <p>ISBN 0973-8320</p> <p>Vol 5, No 2 July-Dec 2008</p> |
| Sukhmeen Kaur | Punjabi | pMjwbI kwiv c hwSIey qy ivcr rhy mn`uK dw sMqwp | <p>Re-visiting Human Rights</p> <p>ISBN 978-93-80144-79-5</p> |

3.4.4 Provide details (if any) of

- **Research awards received by the Faculty**
- **Recognition received by the Faculty from reputed professional bodies and agencies, Nationally and Internationally**
- **Incentives given to Faculty for receiving state, National and International recognitions for research contributions.**

The College Principal, Dr. Charanjeet Kaur Sohi, received **Education Leadership Award** by Indian Solidarity Council for outstanding achievements and remarkable role in the field of education. She was also awardee of the **Indra Gandhi Shiksha Shiromani Award**, bestowed upon her by the International Institution of Education and Management, New Delhi. She has also been awarded the **Best Citizen of India Award** by International Publishing House, New Delhi and **Golden Educationist Award** by National and International Compendium, New Delhi for her outstanding achievements in the field of education. Dr Sohi is a proud recipient of **Global Achievers Development Award** in the field of Education Excellence by the Economic Growth Society of India at an International Conference held on April 20, 2013 in Kathmandu (Nepal).

Dr. Jatinder Kaur, Associate Professor, Department of Commerce was awarded **Shiksha Ratan Award** by **India International Friendship Society, New Delhi** for her contribution in the field of education.

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing Institute-industry interface?

We have a placement cell in our College which communicates from time to time with the companies and fulfill their requirements. The placement cell takes the students to the job fairs where different companies come and select the students according to their requirements. There are regular industrial visits / internship training for students of M.Sc. (IT), M.Com. We also invite guest lecturers who are

experts in different areas regularly besides organizing Seminars, Conferences and Workshops.

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

The teachers are always very willing to guide and counsel the students while selecting their future courses of study.

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

The College utilizes the expertise of its staff in managing IT services inside the campus

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

The consultancy provided by the staff is only on the gratuitous basis and no such income is generated as such.

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

As mentioned in the previous point any consultancy provided by staff is only on the gratuitous basis and as such no revenue is generated.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the Institution promote Institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The Institution has NCC (Navy, Army and Air) wings, NSS, Red Ribbon Club and Environment Society. Throughout the year these clubs/ societies are busy organizing camps, workshops and talks on various vulnerable issues. Our NSS volunteers go to old age homes/ orphanage houses and reach to underprivileged

on festival days and spend quality time with them and distribute gifts etc. All these activities lead to the holistic development of the students. The College has always felt concerned about the increasing access of students from various sections of the society to higher education. By providing reservations, financial aids, scholarships, the College has registered significant increase in students' social participation during last few years. The College is an 'equal opportunity' Institution established to provide knowledge and quality education to all sections of society. It aims to maintain modern outlook with contemporary developments without compromising on moral values. To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies has always been our aim. Its vision is to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges. The Institute is conscious of its role in campus-community connection, wellbeing of its neighborhood and has initiated a number of community development activities. These include organizing regular Blood Donation Camps, involvement of the Faculty, student and also neighboring Institutes for raising various charity activities and relief funds during natural calamities and organizing NSS camps. The College also organizes Eye and Bone Density Camp and Traffic awareness programs. World AIDS day and World Women's Day are also observed.

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

Whenever students are involved in any social movements/activities generally they are accompanied by teachers incharge who take down the attendance of students present. The students who actively participate in these activities throughout the year are honored/ awarded at the Annual Prize Distribution Function to encourage other students also, to come forward and participate in community network movements.

3.6.3 How does the Institution solicit stakeholder perception on the overall performance and quality of the Institution?

The College is highly concerned with its stakeholders and their opinions, suggestions and perceptions.

Students

- The students' representative of each class can communicate the requirement/problem if any to the concerned teacher/ HOD and Principal.
- Students have the freedom to approach the Principal during working hours without prior appointment.
- Feedback forms
- Suggestions boxes are placed at various places in the campus.

Parents

- Regular Parent Teacher Meets are held where the parents are informed about their wards academic performances, attendance records etc.
- Parents are allowed to meet teachers / mentors and Principal on any working day during the College time to make any enquiry about their ward.

Staff

- Regular staff meetings are conducted to discuss important issues regarding academic/ administrative/ cultural/ sports.

Alumni

- Alumni Association holds formal meeting on the convocation day and informal interaction whenever required

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

The College is incessantly organizing a number of outreach activities which relate to academic, social, cultural, community service, adventure etc and all culminating in building a healthy society contributing to nation building. The College with the help of many voluntary organizations and NGOs organizes the outreach programs. The NSS unit has conducted several blood donation camps and tree plantations drives. The expenditures for the same are generally borne by such organizations but over and above if need arise, it is reimbursed by the College. In the past 4 years the following amount was spent on extension activities conducted by the College:

| SESSION | RECEIPTS | EXPENDITURE |
|----------------|-----------------|--------------------|
| 2009-2010 | 79657.55 | 79657.55 |
| 2010-2011 | 123142.55 | 123142.55 |
| 2011-2012 | 66446.45 | 66446.45 |
| 2012-13 | 91000 | 91000 |

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

To promote the participation of students in extension activities like NCC/NSS students are enrolled in these activities in the beginning of the year and their records are maintained by teachers incharge. Before enrolling the students, motivational sessions are organized to make them aware of their role in society and thereby inspire them to work for the upliftment of the poor, illiterate and downtrodden. Our Institution has 2 NSS wings consisting of 230 volunteers. The Programme officer chalks an action plan for the year and executes it. In addition to this, visits of officers of Army/Air/Navy wings to our College are organized to motivate the students to develop leadership skills.

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

The day care centre at Bhapu Dham colony is under the care of NSS unit of the College. The students visit it regularly and look into the problems faced by the children and caretakers. A survey was made regarding lack of space and facilities at day care center at Bhapu Dham colony, Sector 26, Chandigarh. The College NSS unit wrote a letter regarding this problem to Bal Bhavan. However no action was taken. The unit then contacted the Liaison Officer who advised them to give the entire report in writing to him which he would then forward to the concerned authorities. The letter has now been handed over to the Liaison Officer for further action. The students of NSS unit also did white washing and beautification of this centre.

A talk on “**Female Foeticide**” was delivered by Ms. Ishita Uppal (Brand Ambassador for Haryana State against Female Foeticide) to our volunteers on November 23, 2012. A short film was also screened, and the volunteers took an oath to fight against this social evil.

The Red Ribbon Club in collaboration with an NGO ‘Vision Demonde’ celebrated Youth Day on August 8, 2012. As part of Youth Day celebrations an AIDS awareness campaign was held in the College campus.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the Institution, comment on how they complement students’academic learning experience and specify the values and skills inculcated.

Through the extension activities, the students get first hand awareness and feel of the socio economic situation. They are exposed to the problems faced by the masses in general and are sensitized to crucial social issues which prepare them to meet future challenges of life in a more constructive way. It also helps in polishing their all round personality. The students are motivated to follow the motto ‘**NOT ME BUT YOU**’ in their lives and are prepared to serve the society

whole heartedly. The students learn the value of social justice, equality and right of speech for antisocial acts.

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

The children of the Day Care Centre of Bhapu Dham Colony are made to participate in the cleanliness and beautification drive along with NSS volunteers of our College.

3.6.9 Give details on the constructive relationships forged (if any) with other Institutions of the locality for working on various outreach and extension activities.

The Blood Donation camps are organized with the help of P.G.I, Chandigarh. The NSS and NCC department coordinate all the activities under the norms of the University. The units also organize tree plantation, slum cleanliness and awareness activities like environment, pollution etc.

3.6.10 Give details of awards received by the Institution for extension activities and/contributions to the social/community development during the last four years.

We have not received any awards for extension activities during the last four years.

3.7 COLLABORATION

3.7.1 How does the Institution collaborate and interact with research laboratories, Institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The following Institutes and Industries have played an important role for the benefit of the students.

- Bebo Technologies
- Tech Mahendra
- Soft Solutions
- SPIC PEC Campus
- Tedron Technology
- Conjoinix
- Appin

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with Institutions of National importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the Institution.

The following Institutes and Industries have played an important role for the benefit of the students.

- Bebo Technologies
- Tech Mahendra
- Soft Solutions
- SPIC PEC Campus
- Tedron Technology
- Conjoinix
- Appin

3.7.3 Give details (if any) on the industry-Institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the Institution viz. laboratories / library/ new technology /placement services etc.

NIL

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of National and International Conferences organized by the College during the last four years.

Following are resource persons/ eminent personalities/ scientists/ participants who contributed to National/ International Seminars and Workshops.

| Date | Event | Resource person |
|-------------------|---|---|
| February 26, 2011 | UGC sponsored National Seminar on “Science and Technology in Colonial Punjab(1849-1947) : An Overview” | 1) Dr. Manmohan Singh (Former Education Secretary, Punjab) 2) Dr. R.S. Khandpur, Director General. Pushpa Gujral City, Kapurthala 3) Dr. Rajesh Kochhar, Emeritus Scientist, CSIR 4) Mr. P.K. Bansal, Additional Director, Industry and Commerce, Haryana 5) Dr. Satpal Sangwan, Scientist NISTAD, New Delhi 6) Dr. Sukhdev Singh Sohal, Head, Department of History, GNDU 7) Dr. Alok Srivastva, Department of Chemistry, Panjab University, Chandigarh 8) Dr. Sarvdeep Singh Dhatt, Orthopadician, PGIMER, Chandigarh 9) Dr. Pawan Kapoor, Director, CSIO, Chandigarh |
| November 11, 2011 | Seminar on Marital Problems and their Solutions: Legal Rights of Married Women | 1) Dr. Seema Vinayak, Chairperson Department of Psychology, Panjab University 2) Mr. R.S. Ghuman, IPS (SP Operations and Vigilance) |

| | | |
|------------------|---|---|
| February 9, 2012 | Seminar cum Workshop on “Personality Development” sponsored by Punjab University | <ul style="list-style-type: none"> • Dr. S.K. Chaddha, Professor and Coordinator Placement Cell, Panjab University Chandigarh • Dr. Sanjay Kaushik, Professor, University of Business School and Coordinator Placement Cell, Panjab University Chandigarh • Dr. Monica Singaria, Associate Professor Faculty of Management Studies ,Delhi University |
| March 3, 2012 | National Seminar on Human Rights: Issue and Perspectives | <ul style="list-style-type: none"> • Dr. Baltej Singh Mann, Professor and Head, Sri Guru Tegh Bahudur National Integration Chair, Punjabi University, Patiala. • Dr. Naval Kishore, Dean College Development Council, Panjab University Chandigarh • Dr. Monica Chawla, Associate Professor in Commerce, Department of Evening Studies, Panjab University, Chandigarh • Dr. Vandana Maini, Associate Professor in Commerce, Department of Evening Studies, Panjab University, Chandigarh • Dr. Anand Pawar, Associate Professor of Law, Rajiv Gandhi National University of Law. • Dr. Neeru Natra, Associate Professor of Law, Rajiv Gandhi National University of Law. • Dr. Rajni Malhotra Dhingra, Associate |

| | | |
|------------------|--|--|
| | | Professor, Vivekananda Institute of Professional Studies, Guru Gobind Singh Indraprastha University, Delhi. |
| August 13, 2012 | One day Workshop on “Making Right Choices” about various winning strategies was held on the college campus | <ul style="list-style-type: none"> • Mr. Rahul, Infosys |
| October 15, 2012 | Seminar on “Personality Development and Corporate World Grooming” by Reliance Company | -- |
| November 1, 2012 | Seminar on “Role of Police in Women Empowerment” was organized in collaboration with the Chandigarh Police. | <ul style="list-style-type: none"> • Mr. Alok Kumar, DIG • Mr. R.S. Ghuman, SSP (Operations) • S. Naunihal Singh, SSP • Mr. B.S. Chadha. Deputy Superintendent of Police • Prof, Paramjit Singh Jaswal, VC, Rajiv Gandhi University Law • Prof. Nishtha Jaswal, Chairperson, Department of Law, Panjab University • Dr. Sherry Sabharwal, Department of Sociology, Panjab University • Dr, Upneet Lali, Deputy Director, ICA |

| | | |
|-------------------|--|--|
| February 11, 2013 | Interaction of IG Police with the students of the College | <ul style="list-style-type: none"> • Mr. R.S. Upadaya, IG • S. Naunihal Singh, SSP |
| February 20, 2013 | Seminar “Education and Research in Computer Science” in Collaboration with the CSIO, Chandigarh | <ul style="list-style-type: none"> • Dr. Indu Chhabra, Chairperson, Department of Computer Science and Applications, P.U. • Dr. Rishemjit Kaur, Scientist, CSIO, Chandigarh |
| February 23, 2013 | Incredible India: Issues, Perspectives and Innovations in Indian Tourism Industry. | <ul style="list-style-type: none"> • Prof R.K Kohli, Dean University Instruction (D.U.I) Panjab University • Dr A.K Vashisht Chairperson, University Business School • Dr. A.S Chawla, Registrar Punjabi University, Patiala • Dr. Manoj Sharma, UBS, PU, Chandigarh |
| March 5, 2013 | National Seminar Human Rights: ‘Talked of More than Ever but Violated as much as Ever’ | <ul style="list-style-type: none"> • Dr S.S Johl, Chancellor Central University of Punjab, Bathinda • Dr B.S. Ghuman, Former Dean, Faculty of Arts, Punjab University • Dr. Anand Pawar, RGNLU, Patiala |

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated - a) Curriculum development/enrichment b) Internship/ On-the-job training c) Summer placement d) Faculty exchange and professional development e) Research f)

Consultancy g) Extension h) Publication i) Student Placement j) Twinning programmes k) Introduction of new courses l) Student exchange) Any other

NIL

3.7.6 Detail on the systemic efforts of the Institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

NIL

CRITERION IV INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

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

In order to provide the best possible education to the students, the College has framed its own infrastructural policy to create and enhance the infrastructure that facilitates effective teaching and learning. The Management takes active interest in the infrastructural needs of the College and offers liberal funds whenever the need arises. The campus is replete with an expense of infrastructure which includes all the latest facilities, well equipped labs and spacious rooms. The library has been newly constructed and redesigned in an imposing double story building with ICT facilities and e-resources access. The College Hostel has been expanded and renovated with a grant of Rs. 85 lacs received from UGC. The Seminar Room equipped with modern technological facilities, Mata Ganga Auditorium, Student Centre, Canteen, Play grounds, Fitness centre, Parking and Backup generator are the significant user need based infrastructure in the campus. The latest addition is a new Language Lab for Functional English which has been setup with a grant of Rs. 20 lacs from UGC.

Infrastructure feedback is also collected from the stakeholders in order to make improvements.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities-classrooms, technology enabled learning spaces, Seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

b) Extra-curricular activities-sports ,outdoor and indoor games, gymnasium auditorium, NSS,NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

a) Curricular Activities-

As mentioned earlier the College has ample learning spaces for its students:

A. Classrooms – there are 30 class rooms UG-26, PG-04 (at times the labs are also used as classrooms)

B. Laboratories-

| | |
|----------------------|---|
| Computer labs | 04 (UG-3 and PG-1) |
| Psychology lab | 01 |
| Fine Arts lab | 01 |
| Music (vocal) | 01 |
| Music (instrumental) | 01 |
| Home Science labs | 03 (including the Anatomy and Physiology lab) |
| Language Lab | 01 |
| Seminar Hall | 01 (60 Seating Capacity) |
| Multipurpose Hall | 01 (700 Seating Capacity) |
| Picture Gallery | 01 |
| Open Air-theatre | 01 |

The College has a Small Workshop to address to the needs of the College in terms of repairs and maintenance of electrical gadgets and furniture etc.

C. Library

D. Hostel- Rooms/Common Room/ Mess/ Prayer Room/ Office/ Hygienic Kitchen

E. Administrative Block- Including Reception Room and College Office

F. Principal's Office

G. Staff Rooms-06

H. Other facilities- Bank, Parking Area, Canteen etc.

b) Co-Curricular Activities-

The College has the following infrastructure for co-curricular activities:

| | |
|----------------------|----|
| 1. Seminar halls | 01 |
| 2. Class room + Labs | 30 |
| 3. Student Centre | 01 |
| 4. Multipurpose Hall | 01 |
| 5. Open Air Theatre | 01 |

c) Extra-Curricular Activities-

The College participates, holds competitions in extra-curricular activities like Dance, Drama, Debate, Declamation, Music, Painting, Elocution, Poetical Recitation, Flower Arrangement, Mehndi and many sports competitions etc and for all these the following facilities are provided:

1. Multi-Purpose Hall
2. Student Centre
3. Hostel Common Room
4. Open Air Theatre
5. Fine Arts and Home Science Labs

Sports: Indoor Facilities

1. Gymnasium with multi facilities such as tread mill, cross trainer, steam bath, sauna bath, chilled shower, etc.
2. Table-tennis, badminton court, judo mats, wrestling mats, power lifting and weight lifting stations, Gymnastic apparatus and yoga mats

Sports: Outdoor Facilities

1. Cycle track 200mts
2. Softball court
3. Kho-Kho court

4. Kabbadi court
5. Volley-ball court
6. Korf-ball court
7. Ball Badminton court

The College participates in 28 different sports events in Panjab University and Inter-College Competitions. The sport students participate in All India Intervarsity, State, National and International Championships.

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

Master Plan

The Master plan of the College campus includes the existing building and the projected expansion in the future. A copy of the Master plan is enclosed for your perusal **(Annexure-III)**

Present (existing) Physical Infrastructure

1. Three Storeyed Teaching Block
2. Mata Sahib Kaur Block
3. Administrative Block (Air-Conditioned)
4. Principal's Office (Air-Conditioned)
5. Library (Air-Conditioned)
6. IT Block (Computers)
7. Seminar Hall
8. Student Centre
9. Canteen
10. Gymnasium/Fitness centre
11. Multipurpose hall
12. Hostel

13. Beautifully landscaped terrain.

Projected further Expansions

Providing coolers to all the students living on the top floor of the Hostel.

Utilization of Infrastructure

The College utilizes the infrastructure facilities optimally. The College is presently running three Postgraduate courses namely MSc (IT), M Com and M.A (English) and there are departments like Computers, Home Science, Fine Arts, Music(I), Music(V), Commerce, Humanities and Social Sciences engaged in Undergraduate courses, therefore all the infrastructure available is being utilized. Library is open for use for staff and students from 9.00am to 4.00pm. Hostel is made available for accommodating visiting teams. Multi-purpose Hall is used for holding various College functions, weekly Assembly, Seminars and Workshops, etc. It is also put to use for conducting several examinations by various bodies like Panjab University, Punjabi University, Banks, Panjab Technical University, IIMs, University Grants Commission, Railways, etc. It is also used by agencies /organizations like NCC, Election Commission, and Sikh Educational Society. It is venue for special/cultural/educational functions. Exhibition/Festivals are also arranged on the College campus. The Student Centre is used for several extension activities by various Clubs, Societies and Associations like NSS, NCC, Environment Society and Red Ribbon Club to name a few. Many Television (Miss Panjab, Miss Himachal), Radio (F.M) and other shootings have taken place in the open air theatre.

The facilities available in the fitness centre are not only used by College students and staff but are also offered to the outsiders (only women) on membership basis.

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

A provision of ramp and a wheel chair has been made for the differently abled persons. Western type washrooms/ toilets are also available. The Institution

ensures that these students are accommodated on the ground floor, with comfortable furniture and attendant facility.

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

- **Hostel Facility – Accommodation available**
 - **Recreational facilities, gymnasium, yoga center, etc.**
 - **Computer facility including access to internet in hostel**
 - **Facilities for medical emergencies**
 - **Library facility in the hostels**
 - **Internet and Wi-Fi facility**
 - **Recreational facility-common room with audio-visual equipments**
 - **Available residential facility for the staff and occupancy Constant supply of safe drinking water**
 - **Security**
-
- **Hostel Facility – Accommodation available**

The hostel has 350 well-lit and well ventilated rooms and almost every room faces the huge lawn in between. Each room is well furnished with a bed, a table and a wardrobe. The other amenities include a newly renovated dining hall with modern kitchen and latest appliances, an aesthetically decorated common room with two huge coolers, a home theatre and a music system. The Hostel inmates are provided warm water in winters and purified water for drinking at all times. Accommodation is on the basis of merit and availability. Free boarding facility is provided to outstanding sports women admitted in the sports wing. The Hostel is managed by the one Hostel warden and her assistant; they are helped by the Chief Warden, the hostel committee and Student Prefects of the Hostel.
 - **Recreational facilities**-There is a Fitness Centre with latest equipment, sauna rooms adjoining the Hostel which is open till 4pm, besides this there are many indoor and outdoor sports facilities available to the hostellers.

- **Facilities for medical emergencies-** Both the senior and junior Warden are living on the campus and in case of any emergency they immediately escort the student to the hospital.
- **Library facility in the hostel-** The library is open from 9am to 4 pm and the students are allowed to issue books, sit and study in the library.
- **Recreational facility-** The hostel common room is aesthetically decorated with a home theatre, a music system and two desert coolers to keep it cool in the summer months, in the days of functions it is the venue for all rehearsals.
- **Available residential facility for staff-** There is accommodation for the two Hostel Wardens and a small Principal's retiring room is also there within the hostel. The housing facility for the mess contractor and mess workers is outside the hostel periphery. There is arrangement of purified drinking water for every hostel inmate.
- **Security-** There is a security guard at the College gate round the clock and the gates of the Hostel are locked at 8 PM after the Hostel assembly in which attendance of the students is taken. There is a night watchman also on duty.

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

There is qualified doctor who visits the campus regularly (twice a week). There is first aid kit with the Warden in the Hostel premises to cater to any emergency. The students are at all the times well looked after but if the need be then the warden or the chief warden escorts them to the hospital immediately which is just 10 min drive from the College. Regular awareness programs on health are given to students by organizing Seminars with the help of doctors from various hospitals in the city.

4.1.7 Give details of the common facilities available on the campus –Spaces for Special units like IQAC, Grievance Redressal Unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.

| Sr. no | Facilities | Location |
|---------------|---|---|
| 1. | IQAC (Internal Quality Assurance Cell) | Principal's Office. |
| 2. | Grievance Redressal Unit | Student Center There are suggestion boxes available on the campus for the students/faculty/staff to drop their suggestions/complaints and these complaints are checked and redressed. |
| 3. | Women's Cell | Student Center Women's Cell comprises of Senior Faculty members who can be approached by students whenever they require any assistance. |
| 4. | Counseling and Career Guidance | Student Center The Faculty in charge of counseling assists the students in areas ranging from academic to personal. |
| 5. | Placement Unit | Student Center The Faculty in charge of Placement of Graduates and Postgraduates arranges field visits, organizes campus interviews, summer training courses, expert lectures to assist the students in making their resume and locating desired jobs. |
| 6. | Health Centre | Student Center There is a visiting doctor who addresses the medical problems of the students and the staff |
| 7. | Canteen | A Canteen with a wide variety of eateries and both indoor and outdoor seating space is situated in the Student Centre. |
| 8. | Recreational spaces for students and staff | There is an Open Air Theatre, an Auditorium, a Student Centre and lush lawns, many functions are held in the above mentioned places. |
| 9. | Safe drinking water | The students and the staff are provided safe and purified drinking water. |
| 10. | Auditorium | College Campus There is huge auditorium which is the venue of many functions and it can seat 700 people |

4.2 LIBRARY AS A LEARNING RESOURCE

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

Yes, the College Library has a Library Advisory Committee. It acts as a link between the library-users and the library staff. The Library Advisory committee comprises of the following members.

1. Dr. Charanjeet Kaur Sohi, Chairperson
2. Mrs. Sukhdeep Kaur, Librarian
3. Dr. Jatinder Kaur
4. Dr. Jaswinder Kaur
5. Dr. Ramnik Kohli
6. Dr. Savneet Kaur
7. Mrs. Rohini Arora
8. Student Representative

The Committee meets 2 times in a year to make various important decisions and implement those initiatives:

- To allocate budget
- The library has been redesigned in a more spacious double storey building to accommodate more students and Faculty.
- Problems of library and users are discussed and solved.
- Library performance is monitored or enhanced through user's feedback.
- Books Exhibitions/Book Hunting/ Quiz are organized to encourage students to improve their reading habits.
- Display stand to display fresh arrivals.
- Change of Library software form SOUL to LibSys.
- Introduction of e-journal facilities and ICT learning resources.
- Extended Library hours.
- OPAC.

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.) 5285' 96''
- Total seating capacity 140
- Working hours

| | |
|--------------------------------|----------------------|
| On Working Days | 7hrs (9am to 4pm) |
| On holidays | Closed |
| Before examination days | 7hrs (9am to 4pm) |
| During examination days | 7hrs (9am to 4pm) |
| During vacation | 5hrs (9am to 2pm) |

Layout Of The Library

| | |
|---|-----|
| Individual reading carrels | No |
| Lounge area for browsing and relaxed reading | Yes |
| IT Zone for accessing e-resources | Yes |

4.2.3 How does the Library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library ensures the purchase of books/journals/reading material on the recommendations of the Head of the Department of concerned departments and Faculty. The library staff checks the duplicity of books. Thereafter the recommended list of books is sanctioned by the Principal and then the order is placed by the librarian.

| Library Holdings | Year -1 2008-2009 | | Year-2 2009-2010 | | Year- 3 2010-2011 | | Year-4 2011-2012 | |
|------------------|----------------------|-------|---------------------|-------|----------------------|-------|---------------------|------------|
| | Number | Total | Number | Total | Number | Total | Number | Total Cost |

| | of books | Cost | of books | Cost | of books | Cost | of books | |
|--|-------------|--------|----------|----------|----------|----------|----------|----------|
| Text Books | 129 | 35,971 | 418 | 1,42,978 | 1105 | 2,32,705 | 1341 | 3,10,300 |
| Reference Books | 1 | 500 | 32 | 21,830 | 55 | 40,524 | 57 | 75,510 |
| Journals/ Periodicals | 14 / 28 | 35,574 | 10 / 28 | 26,950 | 16 / 32 | 29,991 | 10 / 32 | 37,645 |
| e-resources | --- | --- | --- | --- | --- | --- | --- | 5,000 |
| Any other Specify (Donated Books) | 24 | 2,147 | 37 | 5,688 | 73 | 10,103 | 58 | 8,951 |

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

- **OPAC (Online Public Access Catalogue):**

The library has prepared databases of books in English Language. As soon as new books are purchased and processed, their bibliographic description is added in the OPAC. One terminal is dedicated for the readers to use OPAC for their search of books.

- **Electronic Resource Management Package for e-journals:**

The College has joined the "National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET N-LIST)" programme under which access to e-resources(3000+e-journals and 75000+ e-books) to students, researchers and Faculty from Colleges is provided.

- **Federated searching tools to search articles in multiple databases: NIL**

- **Library Website:**

A dynamic link of library is provided on the main website of the College i.e. www.ggscw.in

The College Library has created a blog to cater the needs of the users in specialized way. The link to blog is

<https://ggscwchandigarh26library.blogspot.com>

- **In-house/remote access to e-journals:**

Separate Login IDs and passwords which are generated by INFLIBNET under N-List programme are distributed amongst Faculty members for accessing e-journals and e-books remotely from the College.

- **Library automation**

The library is fully automated with “LibSys” software which has following advantages:

- Flexible to run on any operating system
- Support for multi-media files
- Interactive, screen-oriented and menu driven user interface
- User-defined security levels
- Optional web-based architecture
- It supports MARC21, Unicode, SRU-SRW, and Z39.50

The library automation software is equipped with the following modules Acquisition, Cataloguing, Circulation, Serials, OPAC, and Reports.

- **Total number of computers for public access:**

There are sixteen computers in the library: a separate computer is placed inside the premises of the Library for searching the resources of the library for Online Public Access Catalogue; one computer for the server of the Library software; one computer for the circulation section; two computers for updating the records and one for overall control of the data. IT Zone which consists of ten computers where students and Faculty can access e-resources.

- **Total number of printers for public access:** Printing facility is not available to the students.
- **Internet Bandwidth/speed:** 2Mbps
- **Institutional Repository:** N.A.
- **Content Management system for e-learning:** N.A.
- **Participation in Resource Sharing networks/consortia (like INFLIBNET):** Yes Institutional Membership of British Library and INFLIBNET N-List programme. And also member of Book Club, Punjabi University, Patiala.

4.2.5 Provide details on the following items

- **Average number of walk-ins** 120-150
- **Average number of books issued/returned** 100
- **Ratio of library books to students enrolled** 17:1
 - Students 1166
 - Books 18600
- **Average number of books added during last three years** 1300
- **Average number of login to OPAC** 60-70
- **Average number of login to e-resources** 77
- **Average number of e-resources downloaded/printed** --
- **Number of information Literacy trainings organized** 03
- **Details of “Weeding out” of books and other materials** : Every year the books which are unserviceable/torn/out of syllabus/ obsolete are weeded out from the library. Books which are missing for last 3 years are written off with the consent of the Principal. Proper record is maintained of weeded out and written off books.

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts** None
- **Reference** CAS and SDI on demand,
Ask-a-Librarian
- **Reprography** On Demand
- **ILL (Inter Library Loan Service)** Yes
- **Information deployment and notification** --
- **Download** Yes
- **Printing** Yes
- **Reading List / Bibliographic Compilation** Yes with ICSSR
- **In-house/ remote access to e-resources** Yes
- **User Orientation and awareness** Yes
- **Assistance in searching Databases** Yes through orientation

- **INFLIBNET/IUC facilities** Yes

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

Library staff is always there to help the users. The Internet facility is available for the users to access the e-resources. Following supports are provided by the library staff

- OPAC: how to use it.
- How to search the particular document from the shelves
- How to search information from e-resources
- Helping them in compiling projects.
- Current Awareness Services and SDI on demand

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

Separate computer in the IT zone is reserved for the visually and physically challenged persons; head phone and other helpful devices are attached to it. He/she can also take the help of Windows Narrator Tool for Screen Reading. The library staff is there to help them.

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

The users of the library can give feedback by writing in the feedback register kept in the library or by putting letter in the suggestion box outside the library. The feedback of the users is analyzed by the Library Committee and changes are made accordingly if needed.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available(Hardware and Software) at the Institution

- No. of Computers with Configuration(Provide actual no. with exact configuration of each available system)
- Computer-Student Ratio
- Stand alone Facility
- LAN Facility
- Licensed Software
- No. of Nodes/Computers with internet facility
- Any other
- No. of Computers with Configuration(Provide actual no. with exact configuration of each available system)

The College is equipped with latest computers. Most of the computers in the College are either i3, Core 2 Duo, Pentium IV with 1-2 GB RAM or 80- 320 GB Hard Disk. Some of the computers in the College are Pentium III with 256 MB RAM and 40 GB Hard Disk.

Summary of Computer Hardware in the Institute

| Sr. No. | Item Name | Quantity |
|---------|---------------------|----------|
| 1. | Server | 02 |
| 2. | Desktop | 113 |
| 3. | Printers | 19 |
| 4. | Scanners | 01 |
| 5. | UPS | 44 |
| 6. | LCD Projectors | 03 |
| 7. | OHP Projector | 01 |
| 8. | Networking Switches | 10 |
| 10. | ADSL Router Wi-Fi | 01 |
| 11. | Xerox Cum Scanner | 02 |

Hardware Configuration

Server Specification

| Sr. No. | Particulars | Configuration/ Specification | | Make | Quantity |
|---------|-----------------------|------------------------------|---------------|--------|----------|
| 1. | Library Server | Processor | E7500 2.9 Ghz | Compaq | 01 |
| | | Core 2 Duo | | | |
| | | RAM | 4GB | | |
| | | LAN Card | 100/1000 GB | | |
| | | HDD | 320GB | | |
| | | DVD R/W | DVD RW | | |
| | | Monitor | HP LCD | | |
| | | Keyboard | Compaq | | |
| | | Mouse | Compaq | | |
| 2. | Oracle Server | Processor | Xeon Intel | HP | 01 |
| | | RAM | 2.4Ghz | | |
| | | LAN Card | 4GB | | |
| | | HDD | 100/1000 GB | | |
| | | DVD R/W | 250+500 GB | | |
| | | Monitor | DVD RW | | |
| | | Keyboard | HP TFT | | |
| | | Mouse | HP Key Board | | |
| | | | HP Mouse | | |

Desktop Configuration

| Sr. No. | Configuration/ Specification | | Make | Quantity |
|---------|------------------------------|------------------------------|---------------------|----------|
| 1 | Processor | i3 3.2GHz | HP Elite 7100 MT | 35 |
| | RAM | 2 GB | | |
| | HDD | 320 GB | | |
| | DVD R/W | DVD RW | | |
| | Monitor | HP v185e | | |
| | Keyboard | HP Keyboard | | |
| | Mouse | HP Mouse | | |
| 2. | Processor | Intel® Core™ 2 Duo CPU E7300 | DELL | 44 |

| | | | | |
|---|---|--|--------------------|----|
| | RAM HDD DVD R/W Monitor Keyboard Mouse | @ 2.66 GHz 2 GB 160 GB DVD RW DELL LCD 19" QWERTY[Dell] Optical [Dell] | Vostro 220s | |
| 3 | Processor RAM HDD CD ROM Monitor | Intel Pentium IV 512 + 256 MB = 9Qty1GB =5 Qty 40 GB CD R CRT | IBM | 21 |
| 4 | Processor RAM HDD CD ROM Monitor | AMD ATHLON 256 MB 40 GB CD R CRT | Compaq | 03 |
| 5 | Processor RAM HDD CD ROM Monitor | Intel Pentium III 512 MB 80 GB CD R CRT | Local Assembled | 04 |
| 6 | Processor RAM HDD CD ROM Monitor | Intel Pentium III 512 MB 40 GB CD R CRT | Local Assembled | 01 |
| 7 | Processor RAM HDD CD ROM | Intel Pentium IV 512 MB 40 GB CD R | Local Assembled | 01 |

| | | | | |
|----|---|--|---------------------|----|
| | Monitor | CRT | | |
| 8 | Processor RAM HDD CD ROM Monitor | Intel Pentium IV 512 MB 80 GB CD R CRT | Local Assembled | 01 |
| 9 | Processor RAM HDD CD ROM Monitor | Intel Pentium IV 1 GB 80 GB CD R CRT | Local Assembled | 01 |
| 10 | Processor RAM HDD CD ROM Monitor | Intel Pentium IV 512+256 MB 40 GB CD R CRT | Compaq , IBM CPU | 01 |
| 11 | Processor RAM HDD CD ROM Monitor | Intel Pentium III 256 MB 20 GB CD R CRT | HP Brio | 01 |

Other Hardware

| | | | | |
|---|---------|-----------------------|-------|----|
| 1 | UPS | 8KVA with Batteries | APC | 01 |
| 2 | UPS | 6KVA with Batteries | APC | 02 |
| 3 | UPS | 10 KVA with Batteries | APC | 01 |
| 4 | UPS | 3KVA with Batteries | APC | 02 |
| 4 | UPS | 0.5 KVA | APC | 38 |
| 5 | Printer | LaserJet | HP | 17 |
| 6 | Printer | Dot Matrix | Wipro | 02 |

| | | | | |
|---|-----------|-------------|---------------|----|
| 7 | Projector | LCD | Sharp | 01 |
| | | LCD | Panasonic | 01 |
| | | LCD | Sony | 01 |
| | | OHP | | 01 |
| 8 | Switches | | D Link | 10 |
| 9 | Modem | ADSL DG-632 | BSNL Nokia | 01 |

- **Computer - Student Ratio**

M.Sc (IT)-I & II - 1:1

B.A (CS)-I,II&III - 1:1

BCA-I, II & III - 1:2

B Com- I, II & III - 1:2

- **Stand alone facility**

2 laptops are available for Stand-alone use.

- **LAN facility**

There are four computer labs, fully computerized Administrative Block and library which are interconnected with each other through LAN.

- **Licensed Software**

The College has Microsoft MSDN Alliance and Lifetime license for Microsoft Office. It has got licensed Oracle 9i. Some softwares do not required licenses and can be downloaded directly from the internet like C/C++, FORTRAN, Java, Linux OS.

| Sr. No. | Product Name | Quantity |
|---------|----------------------------------|----------|
| 1. | Microsoft MSDN Academic Alliance | |
| 2. | Linux Red Hat 7 (Free ware) | 01 |
| 3. | Linux Fedora Core (Free ware) | 01 |
| 4. | Corel Draw 8.0 (Academic) | 01 |

| | | |
|-----|---|---|
| 5. | Lotus Smart Suit | 10 |
| 6. | Wings 2000 Accounts Pkg | 10 |
| 7. | Foto Lab | 10 |
| 8. | Adobe Photoshop | 01 |
| 9. | Oracle 8i | 19 CD Pack |
| 10. | Oracle 9i | 16 CD Pack |
| 11. | Tally 7.2 | 01 |
| 12. | Busy | 01 |
| 13. | Compiler & Interpreter for C, C++, Lisp, Fortran & Java | Downloaded regularly from Internet free users |

- **Number of Nodes/Computer with internet facility.**

The College has the facility to connect all the computers with the internet, but we have provided internet on limited computers as per the requirement. 05 computers in Lab-1, 01 computer in each Staff Room, 01 in hostel, 01 in Seminar Room and 01 for Stock Keeping are provided with the Internet facility. Internet connection is also provided for the non-teaching staff in the administrative office on 09 computers.

4.3.2 Detail on the computer and internet facility made available to the Faculty and students on the campus and off-campus.

College has got Broadband connection from BSNL (BSNL Broadband BBG COMBO ULD 6000/ 4MPS Multi User). The campus is fully equipped with Wi-Fi connection. One computer with internet facility is provided in the Seminar room for any member of the College. For the students 05 computers with internet facility are kept in computer lab-1 which any student can use for study purpose.

4.3.3 What are the Institutional plans and strategies for the deploying and upgrading the IT infrastructure and associated facilities?

The College has best internet plan with Wi-Fi facility. The College has made one year Campus Agreement with Microsoft. Upgradation is done by replacing the old systems with new ones or old systems are upgraded with latest configuration whichever is possible. The College purchases new systems with latest technology according to the requirement. The Institution also has technical staff to maintain the computers. It also hires/employees persons whenever needed.

4.3.4 Provide details on the provision made in the budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the Institution (Year wise for last four years).

| Sr. No. | Details | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|----------------|----------------|-------------------------|-----------------------------|----------------------------|-----------------------------|
| 1. | Procurement | Rs. 1 lakh (approx) | Rs.13,74,115/- (approx.) | Rs.3,23,732/- (approx.) | Rs.11,46,994/- (approx.) |
| 2. | Up gradation | Rs. 1 lakh (approx) | Rs.2,64,835/- (approx) | Rs.2,46,406/- (approx) | - |
| 3. | Deployment | Rs.50,000/- (approx) | Rs. 55,000/- (approx) | Rs. 50,000/ (approx) | Rs. 60,000/ (approx) |
| 4. | Maintenance | Rs. 20,000/ (approx) | Rs. 25,000/ (approx) | Rs. 25,000/ (approx) | Rs. 25,000/ (approx) |

4.3.5 How does the Institution facilities extensive use of ICT recourses including development and use of computer-aided teaching/ learning material by its staff and students?

The College has sufficient infrastructure i.e. computers, printers, scanners, OHP and LCD Projectors which the staff can utilize any time to prepare their course material/lectures. The College has Seminar Room with multimedia facility where

students/teachers can deliver presentations/lectures. The Library with ICT facility is open to Faculty and students for learning resources. Staff rooms also have internet facility.

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

College has one Seminar room with multimedia facility having seating capacity of 60 students in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize that. The College also has one well equipped lab with projector for practicals. Besides that, College has 2 laptops and one more projector that can be placed in any room as per the requirement of the teachers for a smart class.

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

No

4.4 MAINTENANCE OF CAMPUS FACILITIES

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

The following table describes the Budget allocation for the last four years:

| Facilities | Year 2008-09 | Year 2009-10 | Year 2010-11 | Year 2011-12 |
|-------------------|---------------------|---------------------|---------------------|---------------------|
| Land | 406535 | | 15000 | Rs 30,000/ |
| Building | 933543 | 863857 | 254548 | Rs 70,000/ |
| Furniture | 207000 | 74061 | 92138 | Rs 1,00,000/ |

| | | | | |
|------------------|---------|---------|-------|--------------|
| Equipment | 33500 | 195086 | 45653 | Rs 2,50,000/ |
| Computers | 1289984 | 1489766 | 45500 | Rs 3,50,000/ |
| Vehicles | NIL | NIL | NIL | NIL |

The Purchase committee and the Bursar oversee the optimal utilization of Budget allocated for various activities. The procedure for budgetary allocations is well drawn out involving the Management, Principal, Bursar, the Heads of the concerned Departments, Purchase Committee and the Accounts Department. During the Annual Budget meeting the budget is allocated for various activities.

- CMF (College Management Fund) is used for the construction and maintenance of the buildings and payments of salaries.
- GF(General Fund) is used for paying water and electricity funds, arranging College functions and meeting the expenditure incurred on furniture fixtures, etc.
- Grant-in-aid is used by contributing 5% (by the College) for disbursing salaries.
- The revenue generated from the Hostel is used for the upkeep and maintenance of the Hostel
- SWF (Student Welfare Fund) is used for the general development of the students/prizes/scholarships, etc.
- AF (Amalgamated Fund)is used for books, seminars and sports. Funds are also used for the promotion of sports and other organizational activities.

4.4.2 What are the Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

The College has a vast network of infrastructural facilities available for its staff and students. There are employees on permanent and contractual basis who maintain the infrastructure of the College. The additional technical assistants /helpers for upkeeping, cleanliness and maintenance are also hired on need basis. There is a Cleanliness and Beautification committee comprising of the teachers, students and the non-teaching staff and areas of the College are divided among them and they are in charge of the beautification and cleanliness

of that area. Any repair and renovation work is also suggested by the committee and action is taken after the approval of the committee.

The Environment Society and the Green Club alongwith the NSS workers plant saplings during the rainy season. The hard work of the sweepers and the creativity of the gardeners are the reason behind the well maintained lawns, athletic tracks and garden/courts for various games. It is to their credit that the College has won 1st prize in the category of Best Maintained Campus at the Annual Rose Festival competition in 2013.

The maintenance and repair of the infrastructure is taken into account by the College on regular basis in a systematic way.

- The staff under the supervision of concerned Head regularly maintains the laboratory equipments.
- The internal stock verification and audit of the various departments are done on regular basis.
- The library also keep check on the books issued, returned, damaged or to be weeded out.
- The upkeep and maintenance of the computers/ labs is a continual process.
- Plumbing, electrical fittings, repair of furniture, cleaning of water tanks is also carried out whenever required by maintenance department
- Permanent staff is appointed for cleaning the College campus, the classrooms and the wash rooms daily.

4.4.3 How and with what frequency does the Institute take up calibration and other precision measures for the equipment/instruments?

As and when the instrument breaks it is repaired. Every year at the time of stock taking, committees are formed and each and every equipment/instrument is checked and if it is found to be beyond repair then it is written off.

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

There is a caretaker in the College who is responsible for the upkeep and maintenance of the building and electricians, plumbers, technicians and

overseers are appointed as per their requirement arises. The computers in the computer department are maintained by the staff or help is sought from external agencies. In the Fitness Centre the sensitive multi Gymnasium and steam and sauna bath are looked after by the staff appointed for its maintenance.

The College uses its own funds to maintain its infrastructure.UGC grants are also useful for maintenance purpose.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

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

The College publishes its updated prospects / handbook annually. It provides every kind of information to the students. The College publishes two prospectus every year, one is for all the programs of study, which includes information regarding aims and objectives of the College, Sikh Educational Society, College profile, courses of study, infrastructure and learning resources, Faculty , committees and societies, achievements, sports activities, cultural /co-curricular activities, admission procedure, migration rules, examination rules, library rules, prizes/roll of honor/ scholarships and concessions, code of conduct, mode of payment, academic calendar and admission schedule of PU Chandigarh. The other prospectus is for the Hostel.

The College ensures its commitment and accountability by constituting various committees/societies:

- Admission committee carries out admission on merit basis.
- Freeships/scholarships are given to the students on merit and need basis.

- Various cultural societies create a platform for the students to express their skills and talents.
- Classes are held for weak students or meritorious students to enhance their academic capabilities.
- Outstanding sports students are given fee concessions, free hostel accommodation and exemption from mess charges.
- All these achievements and commitments are read out along with exact statistics in the Annual Report of the College and updated on its website.

5.1.2 Specify the type, number and amount of Institutional scholarships/ freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The College provides financial support to its students through freeships/ scholarships, which are given to deserving /needy / sports students. Many scholarships (approximately 15 in number), have been started on private basis.

For the session 2011-2012

| Sr. # | Concession | Amount |
|--------------|-----------------------|---------------|
| 1. | Freeship | 84023 |
| 2. | Full Fee Concession | 12150 |
| 3. | Half Fee Concession | 6750 |
| 4. | Sister Fee Concession | 10800 |
| 5. | Sports Fee Concession | 319664 |
| 6. | Total Freeship | 103409 |
| 7. | Grand Total | 536796 |

Award of post matric scholarships for the students belonging to minority communities/ for the session 2011-2012 is Rs. 66,000/- (D.H.E)

For the Session of 2010-2011

| Sr. # | Concession | Amount |
|--------------|-------------------|---------------|
|--------------|-------------------|---------------|

| | | |
|----|-----------------------------|----------------|
| 1. | 100% Concession | 187591 |
| 2. | 75% Concession | 46097 |
| 3. | 50% Concession | 40151 |
| 4. | 25% Concession | 16000 |
| 5. | Hostel Concession | 1464850 |
| 6. | Sister Concession (College) | 3982 |
| 7. | Sports Concession (College) | 447202 |

For the session 2009-2010

| Sr. # | Concession | Amount |
|--------------|---------------------|----------------|
| 1. | Fee Concession | 97323 |
| 2. | Full Fee Concession | 2700 |
| 3. | Half Concession | 1350 |
| 4. | Sports Freeship | 964107 |
| 5. | Total Freeship | 60693 |
| 6. | Hostel Concession | 2152418 |

For the session 2008-2009

| Sr. no | Concession | Amount |
|---------------|--|-----------------|
| 1. | 121 Freeships + 6 Half fee concessions | 12 lacs |
| 2. | Hostel Sports concession | 6,42,700 |

These scholarships and freeships are given to those students who meet the laid down criteria of merit. The financial aid is made available and disbursed on time.

5.1.3 What percentage of students receives financial assistance from state government, central government and other National agencies?

The students belonging to SC/ST, OBC and weaker sections are identified during admissions. The College provides help to these students in every possible way. Nearly 10% of students are currently availing financial assistance.

Fee concessions and scholarships are awarded by State/Central Govt. and some independent societies to SC/ST, OBC, minorities, economically weaker section, physically disabled, only girl child and brilliant students.

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections**
 - **Students with physical disabilities**
 - **Overseas students**
 - **Students to participate in various competitions/National and International**
 - **Medical assistance to students: health centre, health insurance etc.**
 - **Organizing coaching classes for competitive exams**
 - **Skill development (spoken English, computer literacy, etc.,)**
 - **Support for “slow learners”**
 - **Exposures of students to other Institution of higher learning/ corporate/business house etc.**
 - **Publication of student magazines**
-
- **Students from SC/ST, OBC & Economical weaker section**

The students who belong to SC/ST, OBC and economical weaker section are provided with every possible help during the sessions in the form of scholarships, concessions and freeships. The College offers liberal concessions to the meritorious and needy students. Freeships are given according to their previous merit and concessions are according to the need of the students. Besides this the Central Govt. State Govt. and University

sponsored scholarships are also given to such students. For the empowerment of SC/ST and OBC students UGC sponsored remedial classes are also organized by the College.

- **Students with Physical Disabilities**

College follows reservation rules for Physically Handicapped students as per UGC norms. Their requirements and needs are given special attention. College infrastructure is friendly towards physically disabled students and the College has a ramp facility as well as a wheel chair for such students. In case of any emergency or temporary physical disability like in cases of accidents, College is committed to accommodate such students on the ground floor for their classes. Moreover all the important places/ facilities are available on ground floor such as Library, Seminar Room, Canteen, and Multi Purpose Hall.

- **Overseas Students**

Overseas students are given admission as per University guidelines. The Institution extends its services to overseas aspirants.

- **Student to participate in various competitions/ National and International**

The College is committed to provide career guidance to the students. College Career Counseling and Placement Cell organize various Seminars/ Workshops to motivate the students to appear in various National and International competitive exams. College also provides timely interaction of the students with various agencies which provide counseling for appearing in such exams. Moreover the external centers are also encouraged to conduct scholarship tests in order to select students for free or discounted coaching.

- **Medical assistance**

Medical assistance is one of the prime concerns of the Institution. The College has a part time lady doctor for timely medical assistance for hostlers as well as for the day scholars. For good health and hygiene Hostel Committee and Mentors plays an important role by providing personal counseling. The College keeps on organizing check up camps where the local doctors from renowned hospitals like PGI, GMCH-16, Grewal Eye Institute visit the College. In addition to the medical assistance Seminars on awareness about various medical

problems like AIDS, Breast Cancer, Health and Food Safety issues, Salt therapy etc are held in the College. These camps also provide free testing like Eye test, Bone density test, Blood test etc.

- **Skill development (Spoken English, computer literacy, etc.)**

The College regularly conducts Personality Development Programmes which enhance the IQ level and Communication Skills of the participants. The College also invites Guest Speakers from the industry who provides regional and global employment opportunities to the students. Special classes are taken for communication skills taking into consideration the rural background of the students.

- **Support for “slow learners”**

Slow learners are identified by the Faculty in the beginning of the session. The Institution conducts remedial classes in different subjects to enhance their skill and competence. Enrichment courses like Personality Development Programmes are also conducted to improve the personality of the students and to motivate them for an innovative and creative mindset.

- **Publication of student magazine**

The College publishes its annual College magazine ‘Gyan Manik’. The students of the College very enthusiastically contribute their articles for the magazine. The College magazine is printed under the supervision of the College Editorial Board. All the major sections of the magazine have staff as well as the student editors. The staff help the students chisel their writing and creative skills.

5.1.5 Describe the efforts made by the Institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

To cultivate and perpetuate an interest in entrepreneurship among students, many Seminars/ talks are conducted on regular basis like in Event Management, Workshops in Candle Making, Soap Making, Tie and Dye and Creative Writing, to name a few. The Home Science and Fine Arts departments also promote and support the development of income generating skills among the young girls, which can be utilized later in their life to earn a livelihood.

Our placement cell encourages students to visualize starting of their own enterprises once they leave the College and tries to build in them Leadership Skills, Marketing Skills, Managerial Skills, Public Speaking Skills etc.

5.1.6 Enumerate the policies and strategies of the Institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

- **Additional academic support, flexibility in examinations**
- **Special dietary requirements, sports uniform and materials**
- **Any other**
- **Extracurricular and Co-Curricular Activities:** The College has various Clubs, Societies and Committees who promote the participation of the students in various extracurricular and co-curricular activities. Talent search contest is held in the beginning of the session to bring to surface the hidden potential of our students and it serves as a platform, to exhibit their prowess. Professional help is financed by the College for the students who participate in cultural activities at Inter-College, Inter-University Panjab University Zonal and Inter-Zonal Youth Festival especially in the field of Drama, Histrionics, Folk Dance and Classical Music. Adequate funds are allotted to various activities and the talented performers are polished by the teachers so that they can shine at Zonal/ Inter-College/Inter Zonal competitions. In case of the sports persons, reputed coaches are engaged to guide and train them to participate in various sports and games at all levels.
- **Additional academic support and flexibility** is given in the form of retest to the students who have been participating in NCC, NSS, Sports and Cultural Activities during the session. Moreover, extra classes are also held for them. Their special dietary needs are also taken care of during the tournaments, the students are given Rs. 50/- per day for one month for their diet apart from their free main diet. The sports uniform is provided to each student and track suits are also distributed to them during Annual Function. Approved sports equipments are made available to them. Scholarships are given to the outstanding sports girls.

Hostel is free for outstanding sports girl and they are awarded scholarships amounting to Rs. 3500/-, Rs. 2500/- and Rs. 2000/- for 1st, 2nd and 3rd positions respectively. Best Sports Person of the College and College Color are awarded to the students who win prizes at Inter-College and Inter-Varsity levels.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOFEL/GMAT/Central/State Services, Defense, Civil Services, etc.

The students appearing in the various competitive examinations are extended all possible help. College library is well equipped with sufficient learning resources for competitive exams. Every year a number of students appear for CAT, TOFEL, MAT, GMAT, UGC NET and IELTS and many attain good scores. However, the College is in the process of updating its data with the activation of the Alumni as many of the students do not inform the College about their progression after leaving it.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The College has a Counseling Cell for its students, which provides, comprehensive services to make sure that every student has a positive and wholesome campus experience. The Faculty members who act as counselors are accessible and assist with solutions in areas such as academic difficulties, career options, personal, social and family problems. Through meaningful communication and connection with each student, counselors are able to handle many complicated issues.

- **Academic and Career Counseling**

The Faculty of the College is fully involved in the academic and personal counseling of students by assisting them to explore the many resources available, to help them realize their education /career goals. Every year on the academic front the Admission Committee and the Counseling Cell guide many

students who need help in making informed decisions. First year students seek academic counseling for course selection, subject options and co-curricular/extracurricular activities. The counselors also assist them in adjusting to the College, accessing campus resources, developing learning skills and increasing self-awareness.

- **Personal and Psycho-Social counseling**

All the newly admitted students, as well as old students, are divided into tutorial groups and a group of 30 students are assigned to each mentor. The mentor takes care of her/his group maintaining a complete record of their progress. Counseling is done for these students in various areas such as abuse issues, stress management, homesickness, grief issues, orientation issues and academic performance based issues. The issues addressed vary from student to student and so do the counseling sessions. A number of students work together with their tutors/mentors to resolve matters that are causing disruption in their lives.

Students also seek personal counseling and have actually benefited with these guidance services provided by the official counselor of the College, Dr. Savneet, Department of Psychology. For instance, an Undergraduate student was suffering from a mood disorder and would go into depression from time to time. She was given behavior therapy and referred to PGI for cognitive therapy. With help, she is doing well and is presently serving as a school teacher in an Army School. Another case was of a basic personality disorder, where the student would become aggressive. She was also referred to PGI and benefited from personal counseling.

5.1.9 Does the Institution have a structured mechanism for career guidance and placement of its students? If yes, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of student selected during campus interviews by different employers (list the employers and the programmes.)

The College is all about preparing young women for successful future. Entering a profession can be daunting and advice from career experts help ease the transition. The Placement Cell provides individual counseling, professional planning and works diligently to keep the students well informed about various job openings, as also to help them navigate the summer training enrichment opportunities. It effectively manages to keep up to date with local employment opportunities by inviting employers for on-campus job interviews. Students utilize the placement services to the optimum in order to parlay classroom success into career success. All Undergraduates /Post Graduates have access to on campus counseling programmes. From preparing resume to helping the students map a career path for specific goals, the College provides all the assistance they need to meet their professional aspirations.

Efforts are made by the Placement Cell to facilitate the employment of its outgoing students in various fields. All students who are pursuing MSc. (IT), M.Com are encouraged to take up jobs in Banking, Information Technology, Insurance and Educational sectors. From time to time, mock interviews are conducted by the Placement Cell to build up the confidence of the graduating students. For this purpose motivational talks and seminars are organized, and a personality development workshop is also conducted.

The information of various training Institutes are displayed on the Notice Boards and the students are informed about the available employment opportunities and entrance tests published in the newspapers, magazines and journals. This data also helps the prospective employers to have an idea about the candidates available. Group discussions are encouraged among students to brush up their communication and soft skills. Companies visit the College regularly for providing suitable jobs to our students.

Every year, the final year students get placed in various leading Multi National companies like WIPRO, TECH Mahindra, Infosys, TCS, Accenture. Some of our students are working as lecturers / teachers in MCM DAV College, Guru Gobind Singh College for Women, SGGGS College, Sector-26, Chandigarh, Punjabi University Patiala and in schools like Govt. Model School, St. John's School, etc.

They are also employed in MNC's like Max New York Life, Career Launcher Institute and other leading organizations. Many of them have joined Army, Police and Administrative Services.

| Sr. No. | Name of the student | Company |
|----------------|----------------------------|---|
| 1. | Jyotika Arora | TCS |
| 2. | Preeti Diwan | TCS |
| 3. | Pooja Sharma | TCS |
| 4. | Nodhi Sharma | Tech Mohindra |
| 5. | Nivedita | Tech Mohindra |
| 6. | Shweta Gupta | iGate |
| 7. | Jyotsna | Accenture |
| 8. | Shikha | Accenture |
| 9. | Surinder Kaur | Smart Data |
| 10. | Shruti Walia | HARTRON |
| 11. | Gaganpreet | Bebo Technologies |
| 12. | Pooja | Bharat Group of Colleges, Mansa |
| 13. | Jyoti Sandhir | Gurukul Vidyapith, Banur |
| 14. | Swati | Seasia Infotech, Mohali |
| 15. | Deepika Gupta | Bhawan Vidyalya |
| 16. | Ramandeep Kaur | Punjab School Education Board |
| 17. | Amarjeet Kaur | Airtel |
| 18. | Gurpuneet Kaur | Milagro (Web Developer) |
| 19. | Ima Sharma | Tech Mahindra (Associate) |
| 20. | Neha Mayor | Mayor Group (Instructor) |
| 21. | Poonam | NICT Institute (Regional Marketing Supervisor) |

In February, 2011 Placement and Career Counseling Cell and Department of Computer Science and Applications organized Job Fest for all Graduate and

Post-Graduate students of our College as well as from all the Colleges in and around Chandigarh. Nearly 15 companies from IT Sector, BPO, Insurance Sector participated in this Job Fest. More than 1500 students appeared for interview for multiple companies out of which 100 students were selected and given appointment letters on the spot and 300 students were short listed and selected for their final round in companies after their University Examinations.

5.1.10 Does the Institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The College Grievance Cell functions on the basis of the suggestions/ complaints collected from various grievance boxes in which the students are free to express their problems and also suggest remedial actions. The major grievance of the students has been regarding the restriction on the usage of mobile phones and cleanliness of rest-rooms and Hostel mess. The grievances have been addressed to by improving the facilities of all the rest-rooms, and specifying areas in College where they can use cell phones.

- Most of the class-rooms are now connected to the generator to overcome the heat during power cuts. A new block has been constructed, which has provided a number of additional class-rooms with all the latest facilities to the satisfaction of the students.
- The College Hostel was renovated and new mess contractor was hired to improve the quality and variety of food as it had been a major grievance lodged by the hostellers.
- The students of the College wanted the authorities to do away with compulsory white uniform that they were required to wear every Monday. This year the compulsory uniform was done away with.
- Library has been shifted to a new building. It is now well lighted, more spacious and better stocked.

5.1.11 what are the Institutional provisions for resolving issues pertaining to Sexual Harassment?

A Sexual Harassment Committee has been constituted for prevention / action against sexual harassment. Following are the members of this committee which includes teaching as well as non-teaching staff and students.

- Dr. (Mrs.) Charanjeet Kaur Sohi, Chairperson
- Prof. Satish Kumar
- Mrs. Satvinder Kaur
- Mrs. Gurpreet Kaur
- Dr. Jatinder Kaur
- Dr. Jaswinder Kaur
- Dr. Savneet Kaur
- Mrs. Rohini Arora
- Sh. T.S. Cheema
- Hostel Warden
- President of Student Council – Elected Representative.
- Secretary of Student Council – Elected Representative.

There has been only one complaint so far regarding this issue and the committee is looking into the matter.

Seminars on Women Empowerment and interaction with Police to make the girls aware of the ways to tackle sexual harassment outside the campus are a regular feature of the College.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken of these?

Yes, there is an anti-ragging committee of the College and the members are:

- Dr. Charanjeet Kaur Sohi, Principal
- Prof. Satish Kumar
- Mrs. Satwinder Kaur
- Mrs. Jagjot Kaur
- Mrs. Jaswinder Kaur

- Mrs. Gurpreet Kaur
- Hostel Warden

Till date, no incident of ragging of any kind on the campus or in the hostel has been reported. The anti-ragging directions are very clearly stated in the Prospectus. In the beginning of the session when the new students are inducted the committee is very vigilant and makes surprise visits to the hostel and interacts with freshers on a regular basis.

5.1.13 Enumerate the welfare schemes made available to students by the Institution.

There is subsidized Canteen facility for all students. The Student Centre also inculcates the 'feel good factor' among them. The lush green lawns and plants help them to experience clean and healthy environment. Special diets are provided to sports students throughout the session. Recently the College has started supporting the students under 'earn while you learn' scheme by employing one of the students as a laboratory attendant, and another has been given employment in the Fitness Centre. There is a facility for paying fees on installment basis for economically weak students.

5.1.14 Does the Institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for Institutional, academic and infrastructure development?

Yes, the Institution has a registered Alumni Association. The Alumni Association was launched in 2004, with the objective of promoting and inspiring a feeling of fraternity among the old students, the present students and the Faculty.

The Current office bearers of the association are:

- Mrs. Satvinder Kaur, Co-ordinator
- Dr. Jaswinder Kaur
- Mrs. Prabhjot Kaur
- Dr. Reena Parti

- Dr. Amandeep Kaur
- Mrs. Rohini Arora
- Ms. Ramandeep Kaur
- Mrs. Pushpinder Kaur

During the Alumni Association Meets, the interaction of the current students with the ex-students is encouraged. The College seeks feedback from its Graduates for improvement of academic training as well as infrastructure through the informal interaction at College functions. They share their memories with the present students and this inculcates a respect in their minds for their teachers and the College. The views of the Alumni are sought to bring changes in the curriculum, introduction of new subject/ programmes of study.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed

| Student Progression | % |
|--|----------|
| UG to PG | 70% |
| PG to M.Phil | 25% |
| PG to Ph.D | |
| Employed <ul style="list-style-type: none"> • Campus Selection • Other than Campus Recruitment | |

On basis of a rough estimate of the last two years students' progression from Under Graduate to Post Graduate courses is about 70% and from Post Graduate Courses to M. Phil. / Ph.D. / Employment is about 25% to 30%. (This is an estimated calculation because the College does not have any record of progression of its students).

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of the previous

performance of the same Institution and that of the Colleges of the affiliating University within the city/district.

2008-09

| Class | Appeared | First Division | Distinction | Ranks | College Pass %age | Univ. Pass %age |
|-------------------|-----------------|-----------------------|--------------------|--|--------------------------|------------------------|
| BA I | 170 | 40 | 1 | - | 83.52 | 55.58 |
| BA II | 131 | 42 | - | - | 90.76 | 70.99 |
| BA III | 135 | 47 | - | - | 93.33 | 77.11 |
| BCA I | 49 | 16 | 1 | - | 71.42 | 36.65 |
| BCA II | 48 | 38 | 2 | - | 97.9 | 87.83 |
| BCA III | 42 | 39 | 6 | - | 100 | 98.60 |
| BCOM I | 153 | 39 | - | - | 88.23 | 69.29 |
| BCOM II | 141 | 49 | 1 | - | 93.61 | 75.58 |
| BCOM III | 128 | 60 | - | - | 99.2 | 95.78 |
| M COM I | 20 | 20 | 1 | - | 100 | * |
| M COM II* | * | * | * | * | * | * |
| MSC(IT)I* | * | * | * | 1 st , 2 nd , 5 th , 9 th | * | * |
| MSC(IT) II | 6 | 6 | 6 | - | 100 | * |
| B. P. Ed. | 33 | 27 | 4 | 2 nd , 3 rd , 5 th | 96.96 | * |

*Result not available.

2009-10

| Class | Appeared | First Division | Distinction | Ranks | College Pass %age | Univ. Pass %age |
|---------------|-----------------|-----------------------|--------------------|--------------|--------------------------|------------------------|
| BA I | 117 | 27 | - | - | 88.03 | 48.24 |
| BA II | 132 | 46 | - | - | 97.6 | 76.29 |
| BA III | 121 | 46 | - | - | 97.52 | 68.83 |
| BCA I | 72 | 12 | 1 | - | 43.05 | 33.83 |
| BCA II | 36 | 32 | 2 | - | 100 | 82.41 |

| | | | | | | |
|-------------------|-----|----|----|-----------------------------------|-------|-------|
| BCA III | 49 | 47 | 7 | - | 100 | 93.35 |
| BCOM I | 158 | 55 | - | - | 90.00 | 73.10 |
| BCOM II | 138 | 36 | - | - | 92.6 | 69.65 |
| BCOM III | 143 | 82 | 3 | - | 99.3 | 89.30 |
| M COM I | 30 | 26 | 2 | - | 100 | 94.26 |
| M COM II | 10 | 8 | - | - | 100 | 94.18 |
| MSC(IT)I | 17 | 17 | 15 | 1 st , 4 th | 100 | 89.85 |
| MSC(IT) II | 10 | 9 | 8 | - | 100 | 100 |
| B. P. Ed. | 27 | 11 | 14 | 6 th | 96.29 | |

2010-11

| Class | Appeared | First Division | Distinction | Ranks | College Pass %age | Univ. Pass %age |
|-------------------|-----------------|-----------------------|--------------------|-----------------|--------------------------|------------------------|
| BA I | 132 | 53 | 2 | - | 83.33 | 46.93 |
| BA II | 84 | 22 | - | - | 96.42 | 78.42 |
| BA III | 125 | 39 | 1 | - | 91.2 | 60.60 |
| BCA I | 84 | 36 | 1 | - | 76.19 | 49.09 |
| BCA II | 36 | 31 | 2 | - | 97.22 | 84.46 |
| BCA III | 38 | 37 | 5 | - | 100 | 89.19 |
| BCOM I | 145 | 42 | 2 | - | 87.58 | 63.75 |
| BCOM II | 159 | 45 | 1 | - | 91.19 | 72.77 |
| BCOM III | 132 | 73 | - | - | 99.24 | 93.74 |
| M COM I | 33 | 21 | - | - | 100 | 86.08 |
| M COM II | 29 | 27 | - | - | 100 | 92.48 |
| MSC(IT)I | 25 | 24 | 14 | 1 st | 100 | 76.53 |
| MSC(IT) II | 18 | 18 | 18 | 4 th | 100 | 100 |
| B. P. Ed. | 25 | 22 | 2 | - | 100 | |

2011-12

| Class | Appeared | First Division | Distinction | Ranks | College Pass %age | Univ. Pass %age |
|--------------|-----------------|-----------------------|--------------------|--------------|--------------------------|------------------------|
| BA I | 115 | 21 | 1 | - | 79.13 | 55.59 |

| | | | | | | |
|-------------------|-----|----|----|-----|-------|-------|
| BA II | 108 | 36 | - | - | 91.66 | 67.30 |
| BA III | 86 | 21 | - | - | 98.33 | 58.82 |
| BCA I | 61 | 19 | 1 | - | 65.57 | 43.81 |
| BCA II | 63 | 51 | - | - | 100 | 83.72 |
| BCA III | 34 | 32 | 3 | - | 97.05 | 89.69 |
| BCOM I | 148 | 53 | 1 | - | 92.56 | 63.63 |
| BCOM II | 149 | 48 | 3 | - | 91.94 | 69.31 |
| BCOM III | 163 | 80 | - | - | 98.77 | 91.71 |
| M COM I | 48 | 39 | - | - | 97.9 | 63.35 |
| M COM II | 33 | 29 | - | - | 100 | 98.88 |
| MSC(IT)I | 17 | 13 | 3 | - | 100 | 69.47 |
| MSC(IT) II | 24 | 21 | 20 | 1st | 100 | 100 |

UNIVERSITY RANKS

| Session | Class | Name of the Students | University Position |
|----------------|-----------|-----------------------|---------------------|
| 2008-09 | B.P.Ed. | Sukanya | 1st |
| | | Leela Bhatt | 2nd |
| | | Sunita | 3rd |
| | MSC(IT) | Poonam Rohilla | 1st |
| | | Navneet Kaur | 2nd |
| | | Shinky Sharma | 5th |
| | | Khushbu Sharma | 9th |
| 2009-10 | B.P.Ed. | HarshaDua | 2nd |
| | | Chetali Nandi | 3rd |
| | | Anu | 5th |
| | MSC(IT) | Shruti Walia | 1st |
| | | Jobrinder Kaur | 4th |
| 2010-11 | B.P.Ed. | Soni Devi | 6th |
| | MSC(IT) | Shruti Walia | 4th |
| | | Neha Mayor | 1st |
| 2011-12 | M.SC.(IT) | Neha Mayor | 1st |

5.2.3 How does the Institution facilitate student progression to higher level of education and/or towards employment?

Students are motivated to take up Honours in their elective subjects as Honours. students are given weightage at the entrance level of PG courses. They are also guided about various entrance procedures of PG Courses at the University. Efforts are made by the Placement Cell to facilitate the employment of its students in various fields. All students who are pursuing M.Sc(IT) and M.Com are encouraged to take up jobs in Banking, Information Technology, Insurance and Educational sectors. From time to time, mock interviews are conducted by the Placement Cell to build up the confidence of the Graduate students. For this purpose, motivational talks and Seminars are organized, and Personality Development Workshops are also conducted. The advertisements of various training Institutes are displayed on the Notice Boards and the students are informed about the available employment opportunities and entrance tests published in the newspapers, magazines and journals. The Placement Cell prepares the database of meritorious outgoing students, and contacts reputed companies for their placement. This data also helps the prospective employers to have an idea about the candidates available. Group discussions are encouraged among students to brush up their communication and soft skills. Companies visit the College regularly for providing suitable jobs to our students.

In the year 2011, the Computer Department of the College in association with Placement Cell organized a Job Fest in the College Campus. In this Job Fest, more than 20 reputed Companies like WIPRO, Airtel, CANAM, Kerrox, NIIT, Religare Insurance etc. participated. More than 1500 students from in and around the city registered with various companies and more then 300 students were offered jobs.

In addition to this, every year, the final year students get placed in various leading Multi National Companies like WIPRO, Tech Mahindra, Infosys, TCS and Accenture. Some of our students are also working as lecturers / teachers in MCM DAV College, Guru Gobind Singh College for Women, Sector-26, SGGGS College, Sector-26, Punjabi University, Patiala and in schools like Govt. Model School, St.

John School, etc. They are also employed in Max New York Life, Career Launcher Institute and other leading organizations. Many of them have joined Army, Police and Administrative Services.

The College facilitates student progression to higher level of education by conducting various seminars, workshops, lectures by experienced and senior guest faculties from University and other Colleges. Experts from various top companies from tri-city also help the students to get themselves familiarized with the higher trends of education in companies and level of expertise that is required in the IT-industry.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The College has adopted various methods to support the weak students. We organize remedial classes in which special attention is given to the students who are weak in studies. Personal attention is given to the students in tutorials, which are conducted on every Monday. In tutorials students can discuss all their problems with their respective mentors. The Placement Cell of the College also provides career counseling to the students. In it students are told about various jobs available in their particular streams. Since many of our students (likely dropouts) are first generation women learners from lower section of society special efforts are made to counsel them about the value of education in a women's life. They are also given incentives in form of scholarships and special help by the teacher if needed. Regular parent teacher meetings also provide the much needed support to these students.

5.3 STUDENTS PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The College gives due importance to sports, games, cultural and other extracurricular activities. Ample opportunities are given in creative arts, oratory, dramatics, dance, music etc. Various Interclass/ Inter College competitions are

organized and students are encouraged to participate as well as organize the events. The students of our College participate in various sports and games such as Volleyball, Badminton, Netball, Basketball, Table Tennis, Boxing, Cricket, Weight Lifting and Power Lifting, Athletics, Swimming, Lawn Tennis, Shooting, Hockey, Judo, Kho-Kho, Kabaddi, etc, in various Inter-University/ Inter College tournaments and Senior National/ State Championships. The College, through its Literary Society, encourages young students of the College to polish their phonetic skills and chisel their writing abilities. Further, the Youth Welfare Society of the College organizes functions that give students the opportunity to participate in skits, songs, dance etc. To encourage the students to take part in extracurricular activities, a Talent Search Contest is held in the beginning of the session to bring to surface the hidden potential of our students and it serves as a platform to exhibit their prowess. The talented performers are polished by the teachers so that they can shine at Zonal/ Inter-College/ Inter-Zonal/ competitions. In the case of sportspersons, reputed coaches are engaged to guide and train them to participate in various sports and games at all levels. In the field of sports our students have always brought laurels to the College. The dates for various Inter-College competitions for various games/ sports are fixed by Panjab University, Chandigarh. The College also makes its own Annual calendar for cultural and extracurricular activities in the beginning of the session which is displayed and followed. The Annual Calendar for 2012-13 is as follows.

| 1st Term | |
|----------------------------------|---|
| Inaugural Function | 3 rd week of July, 2012 |
| Mentoring/ Tutorial | 1 st and 3 rd Monday of every month |
| Hostel Function | 2 nd week of August, 2012 |
| Talent Search Contest (Cultural) | 2 nd week of August, 2012 |
| Departmental Activities | |
| NSS Orientation Camp | 1 st week of August, 2012 |
| Van Mahotsav/ Teej Celebration | 2 nd week of August, 2012 |
| Literacy Day | 8 th September, 2012 |
| NSS Camp | Autumn Break |

| | |
|---|--|
| Tours & Trips Seminars Commerce BCA House Examination | Autumn Break/ Winter Break Last week of February 2013 1 st week of September 2012 2 nd week of September 2012 |
| 2nd Term | |
| Inter College Society Function Youth Festival Departmental Activities Quiz/Home Science/Fine Arts workshop/ Creative Writing NSS/AIDS Day Seminars and Talks Celebrations Guru Nanak Dev Ji's Birthday House Examination | 3 rd week of October 2012 To be announced by P.U (tentatively in October) 2 nd /3 rd week of November 2012 1 st December, 2012 Oct/Nov 2012 10 th November 2012 4 th week of November, 2012 1 st week of December 2012 |
| 3rd Term | |
| Founder's Day Sports Day IT Fest Women Empowerment Week NSS/NCC Function Job Fest Hostel Function Alumini Meet Convocation & Prize Distribution Function | Last week of January, 2013 1 st week of February, 2013 1 st week of February, 2013 1 st week of March, 2013 1 st week of March, 2013 1 st week of March, 2013 2 nd week of March, 2013 2 nd week of March, 2013 Mid March, 2013 |

5.3.2 Furnish the details of major student's achievements in co curricular, extracurricular and cultural activities at different levels: University/ state/ zonal/ National/ International, etc. for the previous four years.

During the last four years, students have won top positions in sports, co curricular, extracurricular and cultural activities at different levels. The details of the prizes won are as follows:

| Sr. no | Venue | Event | Item | Prize |
|------------------------|---|-----------------------------------|---|---|
| Session 2011-12 | | | | |
| 1. | S.G.G.S College | Green Fest | <ul style="list-style-type: none"> Foliage arrangement Mehandi application | 1 st Prize 1 st Prize |
| 2. | Rose Garden | Rose Festival | <ul style="list-style-type: none"> Foliage arrangement | 1 st Prize |
| 3. | S.D. College, 32, CHD | | <ul style="list-style-type: none"> Poster on Effective ways of handling the mentally challenged | Consolation Prize |
| Session 2010-11 | | | | |
| 4. | PG Govt. College for Girls, Sector 11, Chandigarh | Rajiv Gandhi Urja Diwas' | <ul style="list-style-type: none"> Inter College Eco-Rangoli Contest | 1 st Prize |
| 5. | S.G.G.S College, Sector 26, Chandigarh | Environment Day | <ul style="list-style-type: none"> Rangoli Arrangement Leaf Arrangement Mehandi Application Salad Making Poster Making | 2 nd Prize 3 rd Prize 1 st Prize 1 st Prize 3 rd Prize |
| 6. | Govt. PostGraduate College Sector 11, Chandigarh | Inter College Rangoli Competition | <ul style="list-style-type: none"> Rangoli Arrangement | 3rd prize |
| 7. | Rose Garden | Rose Festival | <ul style="list-style-type: none"> Floral Rongoli Foliage Arrangement | 1 st Prize 2 nd Prize |
| 8. | Panjab University Chandigarh | K.K. Grover Goodwill Declamation | <ul style="list-style-type: none"> Declamation | 3rd prize |

| | | | | |
|-----|-------------------------------------|--|--|--|
| 9. | SD College Sector 32, Chandigarh | Psychofest | <ul style="list-style-type: none"> • Face Painting • Poster Competition • Dance Competition | 2 nd and 3 rd prize 2 nd prize 2 nd prize |
| 10. | Panjab University | Chandigarh Social Science Congress | <ul style="list-style-type: none"> • Poster Making | 3rd prize |
| 11. | Panjab University | Inter College Sports Tournament | <ul style="list-style-type: none"> • Panjab University Overall Championship Trophy | Winner |

Session 2009-10

| | | | | |
|-----|--|---------------------------------------|---|-----------------------|
| 12. | Panjab University | Inter College Sports Tournament | <ul style="list-style-type: none"> • Panjab University Overall Championship Trophy | Winner |
| 13. | Khalsha College Jhar Sahib | Zonal Youth Festival | <ul style="list-style-type: none"> • Punjabi play 'Udhadi Hoyi Guddi' | 1 st Prize |
| 14. | GCM College, Sector 11, Chandigarh | Sambhang Festival | <ul style="list-style-type: none"> • Punjabi play 'Udhadi Hoyi Guddi' | 2 nd prize |
| 15. | Department of English and Cultural Studies Panjab University, Chd | Rangoli Competition | <ul style="list-style-type: none"> • Rangoli Arrangement | 2 nd prize |
| 16. | SGGS College, Sector 26, Chandigarh | Green Fest | <ul style="list-style-type: none"> • Rangoli Arrangement | 1st prize |
| 17. | MCM –DAV College | Psychofest | <ul style="list-style-type: none"> • Collage Making | 3rd prize |

Session 2008-09

| | | | | |
|-----|--|--|----------------|--|
| 18. | Panjab University | Inter College Competitions | • Punjabi play | 1st prize |
| 19. | MCM DAV College, Sector 36, Chandigarh | Panjab University Zonal Youth Festival Drama Competition | • Punjabi play | 1st prize |
| 20. | Guru Nanak National College, Doraha | Inter-Zonal Youth Festival | • Play | 3 rd prize Winner |
| 21. | DAV, College, Chandigarh | Sambhang Theatre Festival | • Play | 1 st Prize and The 'Mata Pratap Kaur' Running Trophy for best performance |
| 22. | Guru Nanak National College, Doraha | Fine Arts | • Still Life | 2 nd prize |

Zonal Youth Festival 2011-12, 2010-11, 2009-10 and 2008-09

| Year | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|----------------------------|-----------------|---------|---------|---------|
| Drama Team | 1 st | 1st | | |
| Drama Individual | 3 rd | | | |
| Skit Team | 2 nd | | | |
| Mime Team | | | | 2nd |
| Giddha Team | 1st (Ind.) | | | |
| Kawishri Team | 3 rd | | | |
| Kavishri Individual | 1 st | | 3rd | |
| Kali Singing | | | | |

| | | | | |
|-----------------------------------|------------|-----|--------------|-----|
| Folk Orchestra Team | | | 3rd | |
| Classical Vocal | 3rd (Ind.) | 3rd | 3rd | 2nd |
| Folk Song | 1st (Ind.) | | | |
| Rangoli | | | 1st | |
| Classical Dance | 2nd (Ind.) | 2nd | | |
| Theatre | | | | 1st |
| Debate | 3rd | | 1st | 2nd |
| Folk Instrument | | | 1st in Ghara | 3rd |
| Percussion | 2nd | | 2nd | |
| Mehandi | | | 2nd | 2nd |
| Poetry Recitation | | | 3rd | |
| Still Life | 1st (Ind.) | 3rd | 2nd | |
| Collage Making | 2nd | | 3rd | |
| Shabad | | 3rd | | |
| Home Science (cross stich) | | 3rd | | |
| Elocution | 2nd | | | |
| Painting | 3rd | | | |
| Story Writing | 3rd | | | |
| Poem Writing | 3rd | | | |

SPORTS ACHIEVEMENTS

| Session | Game | Inter University Tournament | | Inter College Tournament | | Senior State Championship | | Inter Zonal Tournament | | Others | |
|---------|----------------------------------|-------------------------------------|------------------|---|------------------|------------------------------|------------------|------------------------|------------------|----------------|------------------|
| | | Position | Overall Position | Position | Overall Position | Position | Overall Position | Position | Overall Position | Position | Overall Position |
| 2011-12 | Volleyball | 2 nd and 4 th | 2 nd | | | | 1 st | | | | |
| | Ball Badminton | | | | 2 nd | | | | | | |
| | Netball | | | | 2 nd | | | | | | |
| | Cross Country | | | | 3 rd | | | | | | |
| | Basketball | 4 th | | | | | | | | | |
| | Table Tennis | | | 4 th (3 students) | | | | | | | |
| | Boxing | | | Bronze (2 students) | | 3 rd (2 students) | | | | | |
| | Cricket | | | | | | | 3 rd | | | |
| | Weight lifting and power lifting | | | 3 rd | | Gold medal | | | | | |
| | Athletics | | | 2 nd , 3 rd and 4 th position in various events. | | | | | | | |
| | Swimming | | | 3 gold and 7 silver | 2nd | 3 gold medals | | | | 2 silver and 2 | |

| | | | | | | | | | | | |
|----------------|-----------------------|-----------------|--|---|-----------------|--|-----------------|--|--|----------------------------|--|
| | | | | | | | | | | bronze medals ¹ | |
| | Badminton | | | 4 th | | | | | | | |
| | Lawn Tennis | 3 rd | | 1 st | | | | | | | |
| | Shooting | | | | | | | | | Bronze medal ² | |
| | | | | | | | | | | Gold medal ³ | |
| 2010-11 | Volleyball | | | | 1 st | | 1 st | | | | |
| | Ball Badminton | | | | 1 st | | | | | | |
| | Netball | | | | 3 rd | | | | | | |
| | Cross Country | | | | 1 st | | | | | | |
| | Basketball | 1 st | | | 4 th | | | | | | |
| | Table Tennis | 3 rd | | | 1 st | | | | | Silver medal ⁴ | |
| | Boxing | | | | 3 rd | | | | | | |
| | Weight lifting | | | | 3 rd | | | | | | |
| | Athletics | | | 1 st , 2 nd , 3 rd and 4 th position in various events. | 1 st | | | | | | |

¹At National Women Festival held at Bhopal

² At 32nd National games held in Ranchi

³ At Master Shooting Championship held at Pune.

⁴ At National Women Sports Festival

| | | | | | | | | | | | |
|---------|----------------|-------------------------|--|---------------------------------------|-----------------|-----------------|-----------------|--|--|---------------------------------------|--|
| | Swimming | | | | 4 th | | | | | | |
| | Shooting | | | | | | | | | 8 th position ⁵ | |
| | | | | | | | | | | Gold ⁶ | |
| | | | | | | | | | | 2 gold and 8 medals ⁷ | |
| | Power Lifting | | | | 2 nd | | | | | | |
| | Judo | Silver and bronze medal | | | 2 nd | | | | | | |
| | Kho-Kho | | | | 3 rd | | | | | | |
| | Taekwondo | | | | 3 rd | | | | | | |
| 2009-10 | Football | 3 rd | | | 4 th | | | | | | |
| | Volleyball | | | | 1 st | | 1 st | | | | |
| | Ball Badminton | | | | 2 nd | | 1 st | | | | |
| | Netball | | | | 2 nd | | | | | | |
| | Cross Country | | | | 3 rd | | | | | | |
| | Basketball | | | | 1 st | | 3 rd | | | | |
| | Table Tennis | | | | 1 st | | | | | | |
| | Cricket | | | | | 1 st | | | | | |
| | Weight lifting | | | | 2 nd | | | | | | |
| | Athletics | | | 1 st , 2 nd and | 1 st | | | | | | |

⁵At International Shooting Championship held at Germany in June 2009

⁶ At National Shooting Championship held in Jalandhar

⁷ At All india Kumar Surinder Singh Championship held in Pune.

| | | | | | | | | | | |
|----------------|-----------------------|-----------------|---|-----------------|-------------------------------------|-----------------|--|--|--------------------|--|
| | | | 3 rd position for various events | | | | | | | |
| | | | 1 st , 2 nd and 3 rd position for various events | | | | | | | |
| | Swimming | | | | | | | | | |
| | Badminton | | | 4 th | | | | | | |
| | Shooting | | | 2 nd | | | | | | |
| | Power Lifting | | 1 st | | | | | | | |
| | Judo | Gold Medal | | 3 rd | 2 nd and 3 rd | | | | | |
| | Kho-Kho | 3 rd | | 3 rd | | 1 st | | | | |
| | Football | | 3 rd | 4 th | | | | | | |
| | Kabaddi | | | 1 st | | | | | 2 nd 8 | |
| | Wrestling | | | 1 st | | | | | | |
| | Hockey | | 3 rd | 2 nd | | | | | 3 rd 9 | |
| | Rowing | | | 2 nd | | | | | | |
| | Gymnastics | | | 2 nd | | | | | | |
| | Baseball | | | 2 nd | | | | | | |
| | Softball | | | 4 th | 1 st | | | | 3 rd 10 | |
| | Fencing | | | 1 st | | | | | | |
| 2008-09 | Volleyball | 1 st | | 1 st | | 1 st | | | | |
| | Ball Badminton | 1 st | | 1 st | | | | | 1 st 11 | |

⁸ At Senior National Tournament

⁹ At Junior State Championship

¹⁰ At Senior National Competition

¹¹ At Jr State Championship

| | | | | | | | | | | |
|-----------------------|--|--|--|-----------------|--|-----------------|--|--|--|--------------------|
| Netball | 1 st | | | 3 rd | | | | | | |
| Cross Country | | | | 1 st | | | | | | |
| Basketball | 3 rd | | | 4 th | | 2 nd | | | | |
| Table Tennis | 2 nd | | | 2 nd | 1 st | | | | | |
| Weight lifting | 3 rd | | | 1 st | | | | | | |
| Swimming | | | | 3 rd | 1 st | | | | | |
| Power Lifting | | | | 1 st | | | | | | |
| Judo | | | | 2 nd | 2 nd and 3 rd | | | | | |
| Kho-Kho | 1 st | | | 2 nd | | | | | | |
| Wrestling | 3 rd | | | 1 st | | | | | | |
| Hockey | 4 th and 3 rd | | | 2 nd | | | | | | 1 st 12 |
| Rowing | | | | 2 nd | | | | | | |
| Gymnastics | | | | 2 nd | 1 st | | | | | |
| Baseball | 1 st | | | 4 th | | | | | | |
| Softball | | | | 4 th | | | | | | |
| Handball | 1 st | | | 2 nd | | | | | | |
| Cycling | | | | 3 rd | | | | | | |
| Football | | | | 4 th | | | | | | |

¹²At Junior State Hockey Tournament.

5.3.3 How does the College seek and use data and feedback from its Graduates and employers, to improve the performance and quality of the Institutional provisions?

The College seeks feedback from its graduates, alumni and students who are employed in various companies and organizations for improvement of academics as well as infrastructure. These feedbacks help in bringing about need-based changes in the syllabus and inclusion of relevant units in the syllabus so as to enrich the required skills for employability.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazines, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The College brings out annually an issue of the College Magazine 'Gyan Manik' to give vent to the creative outpourings of our students. The students are encouraged to contribute articles for the College magazine in language of their choice i.e. English, Hindi or Punjabi. The magazine also has a separate Commerce and Computer sections. The process of collecting articles, designing Cover page, editing etc. are carried out by the Student Editors with the help of Teacher Editor. The Editorial Board of the College magazine comprises of the Chief Editor, Staff and Student Editors for various sections. Students have designed posters and invitations for various programmes hosted by the college.

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The College has a Student Council, which is an elected body made up of President, Vice-President, Secretary and Joint Secretary. Elections for this vibrant body are held in the month of September. Its main objective is to represent the interests of the students. The council members hold meetings with the Head of the Institution during which they raise issues about various College aspects that concern them, and ensure that their voices are heard. They help in managing College functions and events. Most importantly, the

council works hard for the incessant improvement of the College. Being a member of the Students' Council gives an opportunity to experience leadership while studying in College.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The students have their representation in Students' Council, and are exposed to administrative working of the College. There are Class Representatives, Hostel Prefects, and Group Leaders, who assist teachers/ hostel warden in executing their duties. The College provides opportunities to students to organize Seminars/Workshops/Industrial tours/ Trips so that they can develop their organizational and managerial skills. The Class Representatives play a major role in maintaining discipline in the class rooms, especially when the teacher is occupied in some important meeting/ work. They allocate work to the students and supervise its completion. The Hostel Prefects, who are nominated from the senior most class, help the Hostel Warden in her administrative work. They assist the hostel warden in case of emergency. They monitor the T.V. viewing of the boarders, and also ensure that cleanliness of the hostel especially the dining area is maintained. The students are also members of the Sexual Harassment Committee. Student editors of different sections of College magazines play an important role from conception to publication of the College magazine 'Gyan Manik'. The Students are also representative of important academic and administrative bodies like:

- Sexual Harassment Committee
- Library Committee
- Anti Ragging Committee

5.3.7 How does the Institution network and collaborate with the alumni and former Faculty of the association.

The College has an Alumni Association that was launched in 2004, with the objective of promoting and inspiring a feeling of fraternity among the old students, the present students and the Faculty. At present the Alumni Association is headed by Mrs. Satvinder Kaur and other Faculty members are

also a part of it. The Alumni association has maintained the addresses and telephone contacts of the former Faculty and Alumni. Every year the College organizes an Alumni meet for which the alumni are invited telephonically. The College also keeps in regular touch with the retired Faculty members. They are invited to all the College functions. The retired Faculty member who is also a member of the IQAC cell is invited to all the meetings of IQAC. Their valued advice adds to the experience of the committee.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the Institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, Institution's traditions and value orientations, vision for the future, etc?

- Empowering young women through Higher Education.
- 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 has been the main emphasis of the Institution, which has assisted in moulding overall integrated personality of the students. The mission of the society "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, the College has geared up efforts to introduce new courses of study and necessary infrastructural facilities and a team of well qualified Faculty who work consistently and tirelessly to impart wholesome education to the students.
- The NSS and NCC students are encouraged to serve society, to break new grounds and to cultivate leadership qualities thus promoting National development. By engaging the students in all aspects of College experience, the College ensures that they acquire the hallmarks of liberally educated women with keen self knowledge, lifelong intellectual and cultural interests and the ability to become socially responsible citizens.

6.1.2 What is the role of top Management, Principal and Faculty in design and implementation of its quality policy and plans?

Our College is one of the six Institutions run by the Sikh Educational Society (SES). The Management gives substantial freedom to the Principal who is the Academic and Administrative Head of the Institution to function in an independent manner to fulfill the vision and mission of the College. The Principal maintains proactive role in encouraging and motivating all Faculty members for overall academic growth and development of the College. Time

to time meetings are held to discuss the needs of infrastructure, manpower, new developments for the ensuing academic session and accordingly approvals are accorded by them, keeping the need based requirements on priority. The Management, the Principal and the Faculty are always working together for designing and implementation of the quality policy and plans. The Principal of the College is the head of the Institution and ensures that all provisions of the University by laws, the statutes and the regulations are observed. The Faculty is actively involved in decision making process. The teachers of various committees under the leadership of conveners' hold periodic meetings and suggest their recommendations to the Principal before arriving at suitable decisions for implementation. The Faculty members in the capacity of teacher representatives are members of the Management Committee. The Bursar of the College frequently interacts with the Management on account of proposals on infrastructural facilities, funds received and the expenditures incurred for better financial Management and accountability. Hence the Management, Principal and Faculty are actively involved in the decision making process to sustain and enhance quality of education imparted by the Institution.

New courses: The progressive steps have been taken by the Management to develop effective and efficient transaction of the teaching- learning processes. New programmes of study have been added. Apart from the ones introduced in the last five years some recent academic landmarks include- M.A. English.

Infrastructure: We provide students with quality infrastructure and updated facilities for better learning. A new well furnished library has been renovated and new classrooms are been added on the first floor, for the effective functioning of the College.

Manpower: In the beginning of new session, the Management along with the Principal sees to it that all vacancies are filled up with qualified staff in all areas of Institutional working. In the Hostel additional manpower has been employed on contractual basis to share the increasing workload and to improve quality. For the maintenance of the College lawns, an extra team of gardeners has been recruited. Faculty is encouraged by the Management to go for Research/ Academic Projects and Refresher Courses to upgrade and hone their teaching skills.

6.1.3 What is the importance of leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the Institutional strategic plan.**
- **Interaction with stakeholders.**
- **Proper support for policy and planning through need analysis, research inputs and consultations with stakeholders.**
- **Reinforcing the culture of excellence.**
- **Champion organizational change**
 - Strategic goals of the Institution are decided by the Management. However the Management encourages the Principal and the staff to take decisions about the Institutional functioning independently. Appointment of the Faculty to the major offices such as Bursar, Registrar are made by the Principal in consultation with the staff. Various committees such as IQAC, Steering, Examination, Sports, Purchase, Time table, Stock, etc are also constituted by the Principal with the consent of the staff members for smooth functioning of the Institution and achievement of the stated mission.
 - The Principal, as the academic and administrative head of the Institution bears the ultimate responsibility for the smooth running of the College. She receives reports from different College Committees periodically which offer advice and suggestions to her in matters in the terms of reference of their functions and takes either concrete decisions or forwards them to the Management if required.
 - The personal interaction of the Principal with the various stake holders, Faculty members, non teaching staff, students, parents, industry play an important role in the functioning of the College. Annual Parent-Teacher meet strengthens the bond of the parents with the Institution. Annual Alumni meet facilitates the contribution of the alumni for the growth of the College. These feedbacks help in starting new courses or discontinuing the unfruitful ones and also strengthen the teaching learning process.

- To promote the culture of excellence an effort is made to create strategic alignment in the whole organization. This ensures appropriate design of hard systems (Policies, Procedures Process, Systems, Performances and Soft systems, Values, Commitment, Motivation, Loyalty, Communication etc.) and progress towards the vision and mission of the Institution.

6.1.4 What are the procedures adopted by the Institution to monitor and evaluate policies and plans of the Institution for effective implementation and improvement from time to time?

The members of Board of Management are always available to guide us for overall development of the Institute. Academic matters and draft of Budget are discussed in College Governing Council Meeting and are placed before the Management for policy decisions. The Head of Institution appoints the conveners for various committees who along with the Principal further appoint the members for the same. Official notice is issued along with guidelines defining roles and responsibilities of the committees. The committees prepare active plans and submit to the Principal for approval. The committees submit annual report at the end of the year of the work done and this is evaluated by the IQAC. Periodic meetings of the Heads of the Departments with the Principal are conducted to ensure smooth and efficient running of the Institute, to prepare timetable, and to discuss various circulars from the University/DHE. Meetings of the teachers with their respective Heads are also conducted to discuss the allocation of the topics to be taught, completion of the topics, setting of the question papers, preparation of the departmental timetable etc. In order to monitor the performance of the teachers, the College collects feedback from the students. There are some special committees such as Admission, Examination, Disciplinary and Library Committee which help a lot in managing College administration. The Management encourages the research activities by providing funding for Seminars, Workshops and Conferences conducted on the campus. College teachers are motivated to take lead in development of College as a commitment.

6.1.5 Give details of the academic leadership provided to the Faculty by the top Management?

The Management of the College communicates with the Principal and the Faculty frequently to discuss the problems and issues related to the College development, administrative academic growth and infrastructural needs. The Principal with the support of the Management guides and motivates the staff of the College to achieve the Institutional goals and objectives.

By providing strategic leadership they play an influential part in paving the path for others to follow. Being supportive and accessible they respond to individualized needs. Their presences at all the important functions of the College encourage and support the staff and students.

6.1.6 How does the College groom leadership at various levels?

The College encourages active participation of all the staff members in meetings. Staff members are motivated to contribute in the meetings by sharing their views and by giving valuable suggestions which help them in developing their leadership skills. Each and every staff member of the College is put under some committee like Steering, Examination, Purchase, Sports, etc. which enable them to develop their competence and capability. The College also offers various opportunities to students to help them develop their leadership potential. The formation of an elected Student Council in the beginning of the session goes a long way in honing leadership qualities among the students. Active involvement and participation of students in various Clubs/Committees, Seminars, Workshops, Competitions, Cultural programmes organized by the College also enable them to develop their leadership competencies.

6.1.7 How does the College delegate authority and provide operational autonomy to the departments/ units of the Institution and work towards decentralized governance system?

The administration is decentralized. All the important functions such as Budget, Academics, Sports, Extra- curricular activities and Placements have been distributed to different committees which are responsible and answerable within the given framework. The teachers who are the Conveners/

Coordinators of various College Committees have special responsibilities. For example, the Senior Tutor is entrusted with the task of organizing Convocation function and she further assigns the duties to the staff and supervises the overall management of the function. A senior teacher in her capacity as the Convener of the prize distribution function organizes the function with the support of the staff from all faculties. Similarly, Dean, Student Welfare undertakes to guide the students to arrange the Talent Search Contest. She also conducts the elections for the College Student Council. The College appoints the Convener and the Coordinator of the Youth Festival who, along with the Principal attend all meetings held in other Colleges or in the University in connection with the Youth Festival activities. Most importantly, they provide information regarding various items/ events to the in-charges of the respective Societies/ Clubs and coordinate with all for participating in extra- curricular activities in Zonal, Inter-Zonal and Inter-University competitions. In addition to the various academic, cultural and sports committees, there are two Registrars, one for Examinations and the other for Publication, a Bursar, Dean (Student), and a Senior Tutor who makes tutorial groups for all classes.

6.1.8 Does the College promote a culture of participative Management? If yes, indicate the levels of participative Management.

Yes, the College promotes a culture of participative Management. The College encourages active participation and involvement of all the staff members in meetings. Staff members are persuaded to contribute in the meetings by sharing their views and by giving valuable suggestions Also, the College has successfully developed various committees which require participation from all the staff members of the College. The various committees are as follows:

- **IQAC Committee**

- Dr. (Mrs.) Charanjeet Kaur Sohi, Principal
- Col (Retd.) J.S. Bala, Secretary, SES (Management)
- Mr. Satish Kumar, Member

- Mrs. Satvinder Kaur, Co-ordinator
 - Mrs. Anita Waraich, Member
 - Mrs. Harpreet Kaur, Member
 - Mrs. Gurpreet Kaur, Member
 - Mrs. Prabjot Kaur, Member
 - Dr. Jatinder Kaur, Member
 - Dr. Jaswinder Kaur, Member
 - Mrs. Pooja Malhotra, Member
 - Mrs. Rohini Arora, Member
 - Mr. T.S. Cheema, Office Superintendent
 - Dr. S.S. Gill, Vice Chancellor, Baba Farid University
 - Mr. S.S. Viridi, From Industry
 - Ms. Amanpreet Kaur(Alumni)
- **Steering Committee:** It comprises the senior teachers from different departments. It deliberates on the College calendar, matter of policy, introduction of new courses, holding of functions, distribution of duties and day to day problems. The committee helps the Principal in the Management of the affairs of the College and advises her on all Institutional matters. It also assists administration in maintaining discipline and assuring smooth functioning in the College.
 - **Examination Committee:** Headed by the College Registrar (Examinations), the committee undertakes the responsibility of complete coordination related work- from notification of examination dates to paper setting, to printing and the final evaluation and declaration of results. The Registrar also makes sure that the report cards of the students are dispatched to their parents/ guardians on time. The Registrar organizes PTMs and constitutes admission committees for all the committees in the beginning of the session for the students in the college.
 - **Library Committee:** The Librarian and four to five other senior members of the Faculty and the student representative are on the College Library committee. They plan, coordinate and decide on the

various activities of the library- from purchase of new books to adding facilities in the library as per the requirement of the library users.

- **Purchase Committee:** The members of this committee coordinate and oversee all purchases of the College. They are assisted by the other members of the Faculty in discharging their duties when purchases with their department are planned.
- **Grievance Cell:** It looks into the grievances of the students/faculty/staff and provides remedial measures.
- **Cleanliness Committee:** It endeavors to keep a hygienically clean, eco friendly environment on the campus, and at the same time takes care of its beautification.
- **Sports Committee:** Right from the admission of the students opting for a course/ subject in Physical Education and initial interaction with them, to looking after their needs and interests, the members of the committee coordinate with the teachers of the sports department to address the needs of their students. The sports committee also screens and selects the students who opt for various games to be played at Inter-college, National or International level.
- **Youth Welfare Cell:** It polishes and hones the hidden talents/ skills of the students. For this purpose Talent Search Contest is organized in the College. All those students who excel in the various activities further represent the College in Inter-College/ Inter-University competitions and Youth Festival.
- **Stock Committee:** It regularly verifies the available stock in possession with different departments. In the month of May the stock checking takes place and a detailed report is submitted to the Principal.
- **Time table Committee:** It consists of teachers from different departments. They make the College time table and ensure proper distribution of the time schedule both for teachers and students. Workload is equally distributed and time span is equally divided among all the Faculty members. This committee allots rooms for all the classes and is responsible for the proper implementation of the time table.

- **Literary Society:** It has been successfully bringing out a College magazine “Gayan Manik” for the past many years. It is heartening to find the students sharpening their writing skills and giving expression to their creativity through this forum.
- **Guidance and Counseling Cell:** It assists the students during admissions with detailed information about different subjects and courses available to them.
- **Hostel Committee:** The members of this committee along Chief Warden and Hostel Warden look into the matters related to the mental and physical well being of the students residing in the College Hostel. They try their best to provide a homely atmosphere to the boarders.
- **Foreign student Incharge:** She helps the International students in completing their admission procedure and ensures that they get settled comfortably and adjust properly in the new environment.
- **Placement Cell:** It collects information about various positions advertised in the newspapers, magazines and journals as well as about entrance/ competitive examinations and career guidance columns by experts and displays them on the College Notice Board. Professional consultants and experts are invited to interact with the students. It also invites industrial and other firms for campus interviews and placements of outgoing students.
- **Alumni Association:** It serves as a forum to strengthen the bond between the old students and their alma mater. The association organizes a special function annually for the Alumni who are also invited to important functions of the College.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The Institution does not have any formally stated quality policy in black and white. However, to ensure quality and to pursue global standards of excellence, our endeavors are always focused on teaching, research, and consultancy and continuing education through processes of self-evaluation.

and continuous improvement. The collective expertise of staff is brought to bear on appropriate decisions in relation to setting and maintaining academic standards. The Institution reflects on its activities and seeks to enhance both quality and process through coherent and organized action on an ongoing basis. Staff, students and other stakeholders are provided with relevant information to make decisions, guide their activities and discharge their duties. The views of stakeholders are also sought and acted upon.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The perspective plan of the College in different functional areas of the College:

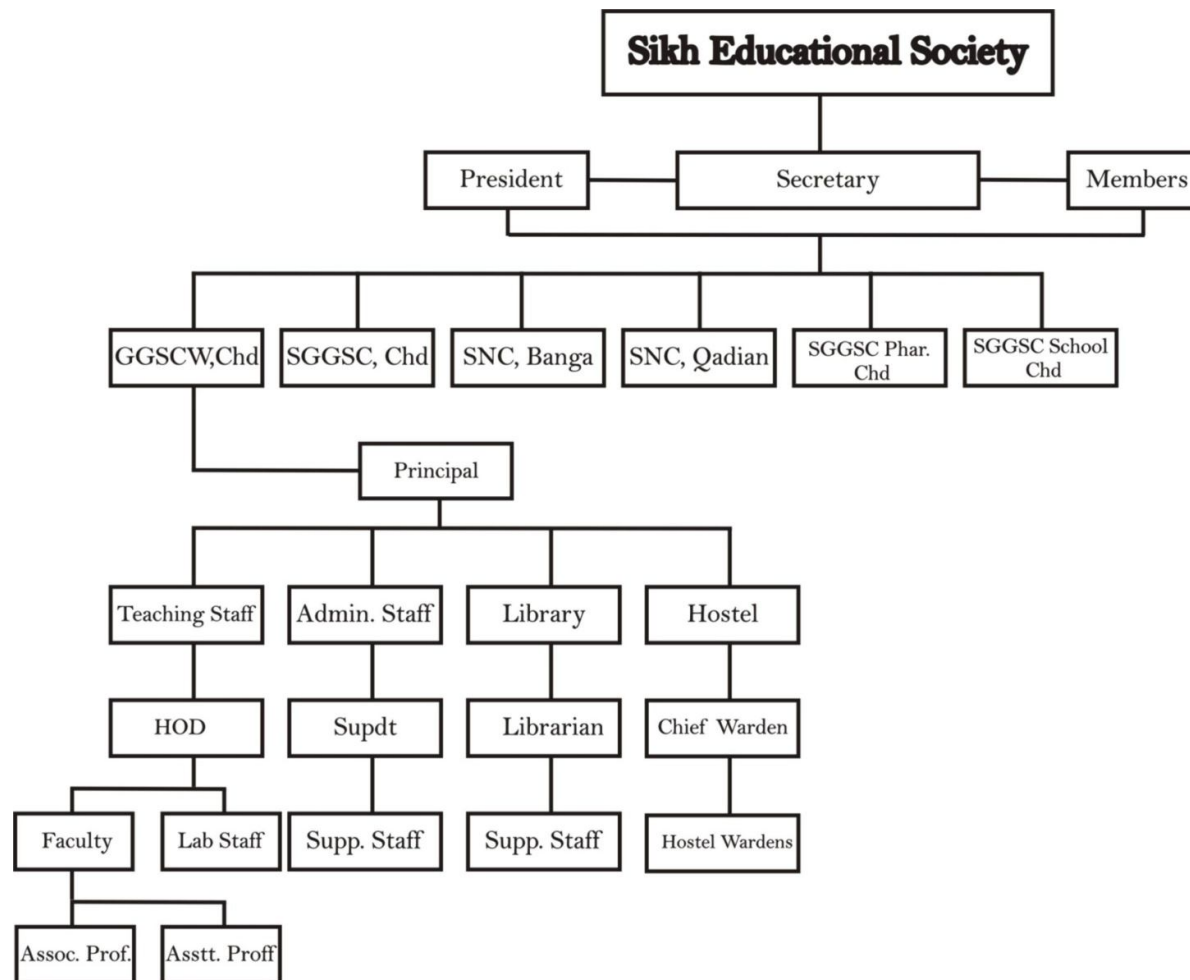
Teaching Learning: To introduce need based new courses, the College has started Post Graduate course in English and will be starting an Undergraduate course in Functional English.

Enrichment of Faculty: Under the UGC /FP scheme the Faculty participates and presents papers in various State/National/International Seminars and Conferences for which the College provides them duty/casual leave. They are allowed to attend Orientation, Refresher Courses and Research Workshops organized by University from time to time. The Faculty is also allowed to take two year leave with full salary for advanced study and research in their respective subjects. Apart from this some of the teachers are members of various professional associations/bodies which help them in their professional development. The College library has subscribed National/International e-journals in various subjects which can be accessed free by Faculty to update their knowledge.

Research: The teachers from each Department are motivated to present Research Papers in different Seminars. The Commerce Department has applied for a Research Centre in Commerce. If given permission, the College will start M. Phil/Ph.D. course work from the Session 2013-14.

Infrastructure: An English language Lab for the Undergraduate course in Functional English has been set up.

6.2.3 Describe the internal organizational structure and decision making processes?



The powers and the functions of each authority and body are well- defined to ensure administrative decentralization. The proposals are generated at the grass root level and after careful consideration and deliberations; the recommendations of various bodies are discussed at the Board of Management, which arrives at the final decision. The decisions of the Board of Management are implemented by various Bodies/ Committees and various Sections (Administrative, Academic, and Finance) implement such decision in a decentralized way without any interference or hindrance. Ultimately, all the administrative, academic, and the financial activities are reviewed by the Academic, Administrative Audit Committee to ensure administrative and academic accountability of the system.

6.2.4 Give a broad description of the quality improvement strategies of the Institution for each of the following

- **Teaching and learning**
- **Research and development**
- **Community Engagement**
- **Human resource Management**
- **Industry Interaction**

Teaching and learning: Admissions to various courses in the College are merit based and made through a transparent system of personal counseling. 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 ones 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 Faculty is recruited through a rigorous selection process in accordance with the directives of the UGC, Panjab University and DHE. Beside the sanctioned substantive posts, the College recruits additional Faculty under Management posts for both aided and self-financing courses. 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 teaching. Field visits, case studies, excursions and role play exercises have been made compulsory, wherever necessary, to make teaching and learning more effective .

Research and development: To promote research the College encourages Faculty members to participate and present papers in various States/National/International Seminars and Conferences. They are also motivated to do research in their respective fields. Some of the Faculty members completed minor projects approved by the UGC. The students of M.Com classes are also doing their research projects in different industries which are the part of their curriculum. Some of the Faculty members guided M. Phil. students. 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.

Community involvement: To ensure community involvement College has various societies like NCC, NSS and Red Ribbon. These societies are actively involved with community by organizing camps for social awareness. NCC and NSS students visit different places like Old Age Home and Blind School etc.

HRM: 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.

Industry interactions: The students of M.Com classes are doing their research projects in different industries which are a part of their curriculum. Experts are also invited to share their industrial experiences with the students. Sometimes Field visits and study trips are organized for the students to make them familiar with the practical environment.

6.2.5 How does the Head of the Institution ensure that adequate information(from feedback and personal contacts etc.) is available for the top Management and the stakeholders, to review the activities of the Institution?

The Principal holds meetings with the members of the College committees periodically to review their activities and gather feedback. The full details of all the activities in which committees have been involved throughout the year are compiled in Annual Report which is prepared at the end of each session .This report is then passed to the Management for their perusal.

6.2.6 How does the Management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the Institutional processes?

The Management is committed to provide opportunities to all staff members to develop their competence and capability that enables them to the achievement of the objectives of the Institution efficiently and effectively. To improve the efficiency they hold important meetings with the Principal and staff and give clear directions on various educational programmes and activities. But full autonomy is given to the Principal if she, wants to bring some new ideas for the improvement of the Institution. The Management motivates the staff to do their jobs efficiently and promotes promotional growth to raise the quality of their teaching. It shows their keen interest and involvement in all matters related to Institutional development and their strategic leadership paves the path for others to follow. Being supportive and accessible they respond to individual needs. They are always present at all the important functions of the College to encourage and support the staff and students.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the implementation of such resolutions.

Following resolutions were made and implemented by the Management:

- Since there were no takers for Mathematics, Sanskrit and Music-Vocal, it was decided to discontinue these subjects at the UG level.
- M.A English was started with a favorable response.
- There has been an increase of five Management paid teachers to meet the requirements of our College.
- Mata Sundri Block has been renovated to accommodate the library.

6.2.8 Does the affiliating University make a provision for according the status of autonomy to an affiliated Institution? If 'yes', what are the efforts made by the Institution in obtaining autonomy?

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

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The College has a Grievance Cell to redress the grievances of students on various matters. The grievances/suggestions are collected from various gripe boxes put on in the campus in which students are free to express their problems and also suggest remedial actions. Apart from this a separate committee has been constituted for the settlement of complaints regarding sexual harassment. There has been one complaint regarding this issue in the current session which is being inquired into by the Sexual Harassment Committee. Moreover there is a provision of open door policy where the Principal informally interacts with the students in assembly to know about their problems.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts on these?

| S. No. | Particulars of the case | Name of the Court in which the case is pending | Status of the case | Next date of hearing | Name of the Advocate representing the College in each case |
|---------------|--|---|---|-----------------------------|---|
| 1 | Service Matter (Pay anomalies) CWP 4856 of 2006 Lajat Rai and others Vs Chandigarh Administration | Punjab and Haryana High Court | Case admitted. | It will be fixed by turn. | Sh. Karandeep Cheema |
| 2 | Service Matter (50% DA merger case) Lalita Prasad and others Vs SES, Chandigarh. | Supreme Court of India | Final orders received and awaited decision to implement the same. | ----- | Sh. Karandeep Cheema |
| 3 | Property Tax Civil Writ Petition GGSCW, Chandigarh Vs Municipal Corporation and others | Punjab and Haryana High Court | Case admitted and operation of notification for the demand of Property Tax stayed. To be heard with CWP No.6651 titled St. Xavier Sr. School Vs | It will be fixed by turn. | Sh. Karandeep Cheema |

| | | | | | |
|-----------|--|---|-----------------------|-------|----------------------|
| | | | Municipal Corporation | | |
| 4 | Refund of Fee Civil Suit Ms Jyoti Sharma Vs Principal GGSCW, Chandigarh | Court of Civil Judge(J.D.) R.C., Chandigarh | Fixed for arguments. | ----- | Sh. Sandeep Bhardwaj |
| 5. | Gratuity Case CWP 14880 of 2012 Ex- Teachers of the College | Punjab and Haryana High Court | Fixed for arguments. | ----- | Sh. Karandeep Cheema |
| 6. | Gratuity Case CWP14476 of 2012 Dr. Rekha Sharam Ex- Teachers of the College | Punjab and Haryana High Court | Fixed for arguments. | ----- | Sh. Karandeep Cheema |

6.2.11 Does the Institution have a mechanism for analyzing student feedback on Institutional performance? If 'yes', what was the outcome and response of the Institution to such an effort?

Student feedback has been obtained on various aspects like Faculty development, teaching methods, infrastructure development, administrative staff dealing and improvement needed in College library and computer lab etc. The inputs obtained have led to several improvements in different areas:

- Library has been relocated to a more spacious area
- Better Wi-Fi facilities on the campus.
- Improvement in Canteen services
- Water purifier and coolers installed in the Hostel.
- Mess contractor has been changed.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the Institution to enhance the professional development of its teaching and non teaching staff?

Our Institution believes that the courage and dedication for developing high performance work systems can only be achieved if teachers are willing to give their best. Here learning is viewed as a lifelong process, so teachers are encouraged to have the best possible skills which can bring improvements in student learning.

Our Institution provides choice and differentiated learning opportunities for educators. Teachers are encouraged to attend Seminars, Workshops, Orientation Courses and Refresher Courses to update their existing knowledge. Study leave with pay up to two years is given to enhance their educational qualifications.

- Funds are clearly allocated for professional development i.e. for attending Workshops, Conferences at the National or International level.

- Time is clearly allocated for professional development which means that the staff is on duty leave when he/she proceeds for Orientation or Refresher Course or attending any Seminars or Workshops.
- Policies and procedures support professional development efforts and the implementation of professional development goals, with some teachers being the members of various Professional Associations and Bodies.
- Evaluation processes respect learning and growth.
- Class IV employees are provided with summer and winter uniform.
- Need based computer training is given to non teaching staff.

6.3.2 What are the strategies adopted by the Institution for Faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they perform?

The staff members are motivated to attend Seminars, Conferences, exchanging the Research Activities, Orientation Courses, and other training programs. The head of Department motivate their staff to improve their educational qualification such as M. Phil, Ph.D. Creating a conducive environment enables staff to make the best use of their capabilities and to realize their potential to the benefit of both the organization and themselves. Our Institution

- Establishes an environment in which the talents, creativity and energies of employees are unleashed.
- Creates conditions in which innovation, team work and total quality can flourish and encourages willingness to operate flexibly in the interest of the adaptive organization and the pursuit of excellence.

Performance appraisal and Reward system: Recognition and appreciation of a job well-done gingers the individual's self-image and self-recognition to optimum-heights. It is a regular feature of the Institute to acknowledge the hard work of the non teaching staff members by giving them the cash prizes during the Annual Prize Distribution each year.

The Management ensures that the right people are available at the right place and right time, and have the capability and competence to work effectively and efficiently so as to achieve the objectives of the organization.

Participative Management: Our Institute encourages participative Management. Senior Faculty members are involved in planning, goal setting and strategic reviews for the organization. Other members are involved in decision making with them, being the heads of the various committees such as Purchase Committee, Building Committee or the Steering Committee, which has ensured their commitment, loyalty and optimum value.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal?

Self appraisal- This is filled by each staff member every year appraising the Principal and the Management about the activities they have been doing throughout the year and academic results of their students. As a result each member of the staff has the opportunity to convey what they have done and what they intend to do in the coming session.

Student appraisal- The feedback received from the students helps in making a comprehensive appraisal of the Faculty members.

6.3.4 What is the outcome of the review of the performance appraisal reports by the Management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Management reviews the performance appraisal reports filled in by every staff member and acts accordingly. The Management plays an important role in the performance appraisal of the staff. Annual increments and placement are all implemented under the signature of the Management. The efficient workers are appreciated and honored during the Annual Function. Underperformers are motivated to work better and are oriented

and counseled by the officiating counselor (Mrs. Savneet of Psychology department) Annual reports of the College are read out at the Annual Prize Distribution Function and Convocation to appraise the stakeholders about the major research work and other remarkable feats done by the staff members.

6.3.5 What are the welfare schemes available for teaching and nonteaching staff? What percentage of staff have availed the benefits of such scheme in the last four years?

The Management is always working towards the welfare of its employees.

- 6 month 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 counseling 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.

All the staff members have benefited from these welfare schemes.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent Faculty?

For retaining the Faculty, a conducive work environment is provided. An increment in salary is given on due date each year. Incentives and benefits are provided for such research publications, presenting papers and research articles at appropriate forums.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the Institutional mechanism to monitor effective and efficient use of available financial resources?

The finances of the Institution are judiciously allocated and effectively utilized by proper budgeting system. The Institution is effective in resource mobilization and planning development strategies. Financial committees in the College comprising of both teaching and non teaching staff i.e Accountant, Bursar, Purchase committee, The Principal and the Management allocate funds according to the demand of a particular department or for the physical infrastructure of the College. The tenders and quotations are asked from different agents and the ones providing the best quality and best prize are hired. The automation of accounts at the level of College Management helps the Management for monitoring the financial resources.

6.4.2 What are the Institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Auditing procedures and the follow up actions are systematized. For the internal audit an independent CA is appointed by the College. The statutory audit and regular auditing is undertaken by the office of D.H.E (U.T Chandigarh) and AG teams. The qualified remarks made by the auditors are taken care of in the forthcoming audits.

6.4.3 What are the major sources of Institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any. (Annexure IV)

The main source of funding to the Institution is the income from the fees.

Deficit is managed by the 95% grant-in-aid from Director Higher

Education, U.T Chandigarh. The audited income and expenditure statement is attached for reference.

6.4.4 Give details on the efforts made by the Institution in securing additional funding and utilization of the same (if any).

Additional funding is gathered through UGC grants by the Institution. Some grants are also availed from Panjab University. Many a times sponsorships from public and private sector also provide the Institution with the funds required for holding various Seminars, Workshops, Conferences or other cultural programmes in the College.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

A. Has the Institution established an Internal Quality Assurance Cell? If 'yes', what is the Institutional policy with regard to quality assurance and how has it contributed in Institutionalizing the quality assurance processes.

Yes, IQAC has been formed to enhance quality and frame policies as a post accreditation measure. The IQAC has been actively monitoring and participating in quality assurance within the existing academic and administrative system since 2004. The cell has regularly assessed the process as stated in the Annual Quality Assurance Reports (AQAR) which are submitted to NAAC every year.

Following is the composition of IQAC:

- Dr. (Mrs.) Charanjeet Kaur Sohi, Principal
- Col (Retd.) J.S. Bala, Secretary, SES (Management)
- Mr. Satish Kumar
- Mrs. Satvinder Kaur, Co-ordinator
- Mrs. Anita Waraich
- Mrs. Harpreet Kaur
- Mrs. Gurpreet Kaur
- Mrs. Prabjot Kaur

- Dr. Jatinder Kaur
- Dr. Jaswinder Kaur
- Mrs. Pooja Malhotra
- Mrs. Rohini Arora
- Mr. T.S. Cheema, Office Superintendent
- Dr. S.S. Gill, Vice Chancellor, Baba Farid University
- Mr. S.S. Virdi, From Industry
- Ms. Amanpreet Kaur(Alumni)

The IQAC has external members who contribute to the development of the College with their experience and knowledge in both administrative and teaching areas. The IQAC meets twice a year and the outcomes of such meetings are discussed in the general staff meeting. Some of the IQAC decisions that have been approved by the Management are as follows:

- Starting of second section of B.C.A.
- Starting of new post Graduate courses (M.Com, M.A English)
- Renovation of Hostel
- Construction of Gymnasium
- Carpeting of roads
- Relocation of library to a more spacious area.

Students and Alumni play an important role in the effective functioning of the IQAC. The feedback on teachers and curriculum by the students has helped the College to improve the teaching methodology and introduction of new courses. Alumni also contribute to quality improvement through feedback and interaction with the College. The College activities, cultural programs, Seminars, Conferences would not be possible without the students and alumni support.

Academic and administrative planning in the Institution move hand in hand. Steering committee comprising of staff members of various departments are made for cultural, academic and sports activities to be held throughout the academic session.

6.5.2 Does the Institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on operationalisation.

The IQAC conduct meetings to discuss several quality enhancement initiatives to be adopted which are implemented after discussion in the general staff meeting. The Faculty members undertake many quality enhancement steps in teaching learning and evaluation and counsel students to improve their academic performance and overall personality. Students and teachers are encouraged to participate in Seminars, Conferences, research work and remain updated on their subjects.

6.5.3 Does the Institution provide training to its staff for effective implementation of the quality assurance procedures? If yes, give details enumerating its impact.

The functions of the Institution and its academic and administrative units are governed by the principles of participation and transparency. The Institution makes it a point that all the staff members are acquainted with the latest techniques for the quality assurance. Non teaching staff members are oriented from time to time for effective time-Management, courtesy, behavioral and psychosocial counseling for developing commitment and dedication towards the Institution. Every year many of the staff members attend the Orientation and Refresher courses. They are also motivated to attend various Workshops like SAM (Software Asset Management) and other courses for upgrading their teaching skills. As a result staff members have developed effective leadership qualities and recognized their inner potential and qualities.

6.5.4 Does the Institution undertake Academic audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the Institutional activities?

The Institution is affiliated to the P.U. Chandigarh. The University every year sends a team of experts to conduct academic audit. They put

forward their suggestions which are then incorporated in the working of the Institution. University results review the academic growth of the Institution. Students above 75% and students with distinction are given freeships and scholarships to motivate them to work harder. Teachers are assessed by the student's results. Students also fill the feedback forms for assessing the performance of the teachers on the parameters of teaching style, subject clarity, and behavior with the students, regularity, commitment, student-teacher rapport.

6.5.5 How are the internal quality assurance mechanism aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

As our Institution is affiliated to the P.U, DHE we make compliances as per their needs and requirements.

6.5.6 What Institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcomes?

The educational process is geared to create a society based on human values. Besides academic excellence, emphasis is given to moulding and forming students who are sensitive to their surroundings and socially responsible. Though the curriculum is designed by the University, the goals and objectives of the College are transmitted to the students through the efforts of the Faculty by teaching beyond classroom and beyond the curriculum.

The calendar of activities for the upcoming session is discussed before the year begins in a general staff meeting. Dates for important events, celebration of festivals, Inter College Youth Festival, departmental activities, Seminars, Workshops etc are tentatively decided. General staff meetings are held throughout the year during which important decisions are made. The teaching staff has an organized unitized schedule to complete the syllabi. Teaching plans including time schedules are

prepared by each department before the beginning of each session. These are regularly reviewed and restructured. The teachers maintain work diary and note down the details of their teaching-evaluation schedule. Some departments display the weekly teaching plans on their notice boards for the benefit of students. The Principal meets Heads of Departments to ensure that syllabi are adequately covered. The College conducts assessment of the students at regular intervals, through class tests, Seminars and assignments. Details of the evaluation methods and schedules are communicated to the students through prospectus and notices. Students take up one exam in the first term and one before the annual exam. The internal examination results are announced within two weeks of the examination and answer scripts are returned to the students. The progress report of the students is sent to the parents/guardians.

In addition, the teachers adopt innovative methods of assessment like book review, openbook tests, question banks, assignments etc. The lecture methods of teaching are supplemented by the use of Audio Visual Aids, Projects, Seminars, Field trips and other practical supplementary aids. Extracurricular activities are held to develop aesthetic potential and team spirit.

Besides regular classroom learning, Field trips, Industrial visits, in-service training and working at the industrial training unit provide a taste of real life situation.

- Students of Public Administration visited the Vidhan Sabha and Governor House.
- Students of BCA went to the research labs of CSIO and Panjab University.
- Psychology students were taken to SOREM, sector 36, School for the Blind and Vatika School for the Deaf and Dumb.
- Students of Home Science visited the Festival of Gardens and Govt. Home Science College.

- Historical monuments and museums were visited by students of History. This year the students were taken to Virasat-e-Khalsa, Anandpur Sahib and Puspha Gujral Science City, Kapurthala
- Students of M.A English attended a one day Seminar 'Charles Dickens at 200' organized at Post Graduate Govt. College, Sector 11, Chandigarh on November 9, 2012. They also attended a one day Seminar on Marxism and Literary Criticism delivered by Dr. Anil Raina in MCM DAV College, Sector 26, Chandigarh on 5th April 2013.
- Importance is given to extra and co-curricular activities. Various activities are organized to help students to develop their talents as well as gain practical experience in organizing and managing various events.

6.5.7 How does the Institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Apart from the College website, the Institution communicates its quality assurance policy mechanism outcomes through College Prospectus Annual Reports, Parent Teacher Meetings and reading out of the Annual Report by the Principal on the Annual Prize Distribution and Convocation day and news releases of the highlighted activities.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENTAL CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

We make a conscious effort to adopt eco-friendly practices though we don't have a green audit.

7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?

- **Energy Conservation**

Lights and Fan use -

- 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 cooler indoor environment largely reducing dependence on fans and air conditioners.
- Low energy fluorescent bulbs, the compact fluorescent lamps(CFLs) are used 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.

Air-conditioner -

New purchases are energy star machines. Existing A.C's are attached with power saving regulators and thermostats are set at energy conservation mode to control consumption and running costs. Wherever possible, air conditioners are placed in shady locations to give added advantage of 10% less energy consumption.

T.V -

New purchases are energy efficient models such as L.E.D.

Computers and Lab/Office equipments -

- All lab equipments are judiciously switched off when not in use.
- Laser printers are placed on low power consumption functions.
- Power Management features such as “sleep mode” are used on computer.
- Conscious effort is made to ‘reuse’ and ‘reduce’ equipment.
- For computer old configured pieces are moved to departments and Institution requiring lower configuration. Computer labs are upgraded with new higher configuration computers corresponding to course requirements and the used machines are installed in the library, the Pharmacy College and also in the School.
- Old used A.C's from Principal's office shifted to staff rooms etc.
- Reckless purchasing and discarding of equipment is strictly discouraged to avoid needless hazardous waste and resource burden
- Upkeep and maintenance of equipment is strictly adhered to, for enhancing energy efficiency and longer life.
- **Water Harvesting**
Yes, 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.
- **Check dam construction - NA**
- **Efforts for Carbon Neutrality**

To contribute towards low carbon impact:-

- Hand written files of students are accepted and encouraged to save cartridges and carbon usage.
- Colored printing is generally avoided.
- Laser printer is preferred to ink jet, to save on ink and cost.
- Printer placed on low range setting to effect a saving of approximately 50% of cartridge.

- All office functions/jobs computerized to save printing and paper.
- **Plantation**
 - The campus characterizes a comforting green environment with old and recently planted trees visible on all sides.
 - With concerted effort and hard work over the last five – six years 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. This year we were adjudged First in the Best Maintained College Campus at the Annual Rose Festival Chandigarh after being adjudged Second, for four consecutive years. Several prizes are won each year in the cut flowers and potted plants categories too. In addition, this year the College won 6 prizes – in potted flowers category at the very prestigious 27th Spring Fest-Flower festival held at HUDA Town Park Panchkula. Other noteworthy best practices of the College horticulture is composting.
 - Tree plantation exercises are undertaken on an annual basis – where students and staff are involved in plantation of diverse species of plants.
 - The College has a registered environment society VASUDHA that celebrate different days designated by the environment society of India to different aspects of environment. A talk on “**Save Earth**” by Mr. Sumit of Haryana Pollution Department was organized by the Society on 27th Sep 2012
 - Oil and gas days were celebrated on 15th Feb 2010. To mark the day the coordinator of VASUDHA Mrs. Prabhjot Kaur addressed the students on conveniently practicable re-adjustments in life style such as car-pooling, using smaller cars and public transport, using bicycles and taking recourse to walking which are contributory towards oil conservation and also beneficial to health. Activities such as environment quiz were also organized. Mr. Gurveen Singh, from Coatec India, conducted a lecture on Solar

PV systems for home, office, commercial and industrial applications.

- The NSS society celebrated “Van Mahotsav” on 20th August 2009. There was tree plantation of regular varieties of tree and some “Herbal Plants” were also shown to the students. Dr. Satish Narula, Technical Advisor (Horticulture), Chandigarh Administration graced the occasion as Chief Guest and inspired the students.

- **Hazardous waste Management and E-Waste Management**

As such the College functioning and activities do not involve any specifically hazardous waste.

Regarding e-waste - efforts are on foot for safety and environment appropriate methods of disposing devices and materials from computer lab and other areas. A policy is in place, according to which all the e-waste of the Institution is collected e.g. Hard disc, copper wire, CD's and any other radioactive materials are collected in College and disposed off through a Govt. of India appointed agency for handling and recycling such materials, contacted through a toll free number.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Several innovations have been made in the academic administrative and other areas of College working.

- Holistic Education
- Feedback system
- Academic innovation:
 - Remedial classes for weak students
 - Special Classes for meritorious students
- Enrichment and Value added courses.

- Learn and Earn.
- Computerization of Administrative Block and Library.
- Eco Friendly campus.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.

- Mentoring
- Holistic Education – to inculcate the right value system with special emphasis on spiritual education.
- Gender sensitization and other societal issues.

EVALUATIVE REPORT OF THE DEPARTMENTS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------------|---------------|--------------------------|------------------------------------|-------------------------------|-----------------------------------|--|---|
| Department | Year of Estb. | Names of Courses offered | Names of Interdisciplinary courses | Annual/semester credit system | Participation in other department | Courses in collaboration with other universities | Details of courses /programmes discontinued (if any) with reasons |
| English | 1973 | PG & UG | Humanities, Commerce, Comp. Sci. | UG (Annual) PG(Semester) | Comp. Sci. | NA | NA |
| Hindi | 1973 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Punjabi | 1973 | UG | Humanities | UG (Annual) | NA | NA | NA |
| History | 1973 | UG | Humanities | UG (Annual) | Comp. Sci. | NA | NA |
| Fine Arts | 1973 | UG | Humanities | UG (Annual) | Home Science | NA | NA |
| Maths | 1973 | UG | Humanities | UG (Annual) | BCA, B Com | NA | To be discontinued due to declining student strength * |
| Home Science | 1973 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Political Science | 1973 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Economics | 1973 | UG | Humanities Commerce | UG (Annual) | B Com | NA | NA |
| Music (V) | 1973 | UG | Humanities | UG (Annual) | NA | NA | To be discontinued due to declining student strength |
| Music (I) | 1973 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Physical Education | 1973 | UG | Humanities | UG (Annual) | NA | NA | BPED. has been discontinued due to financial non viability |
| Commerce | 1990 | PG & UG | Economics Comp. Sci. | UG (Annual) PG(Semester) | BCA | NA | NA |
| Sociology | 1993 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Public Admin | 1993 | UG | Humanities | UG (Annual) | NA | NA | NA |
| Computer Science | 1998 | PG & UG | Humanities Comp. Sci. | UG (Annual) PG(Semester) | BA, B Com | NA | NA |
| Psychology | 2005 | UG | Humanities | UG (Annual) | NA | NA | NA |

| | 9 | | | 10 | | | | |
|---------|--------------------------|------------|--------|----------------------|-------------------|-------------|-------------------------------|------------|
| | Number of Teaching posts | | | Faculty profile | | | | |
| ENGLISH | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Satvinder Kaur | M.A | Asso. Prof. | Poetry | 35 Yrs |
| | Associate Professor | 2 | 2 | Dr. Jaslene Dhaliwal | Ph.D M.Phil. M.A. | Asso. Prof. | Australian Poetry | 26 Yrs |
| | Assistant Professor | 4 | 4 | Mrs. Jagjot Kaur | M.Phil. M.A. | Asst. Prof. | Comparative Literature | 24 Yrs |
| | | | | Mrs. Harbinder Kaur | M.Phil. M.A. | Asst. Prof. | British Fiction | 27 Yrs |
| | | | | Dr. Ramnik Kohli | Ph.D M.Phil. M.A. | Asst. Prof. | British Poetry | 16 Yrs |
| | | | | Dr. Harneet Kaur | Ph.D M.A. | Asst. Prof. | British Drama | 10 Yrs |
| HINDI | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Dr. Aradhana | PhD, M.A. | Asst. Prof. | Hindi Plays | 22 Years |
| | Associate Professor | NIL | NIL | | | | | |
| | Assistant Professor | 1 | 1 | | | | | |
| PUNJABI | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Sukhmeen Kaur | M Phil. M.A. | Asst. Prof. | Punjabi Literature (Prose) | 20 Yrs |
| | Associate Professor | NIL | NIL | Dr. Gurvinder Singh | Ph.D M.A. | Asst. Prof. | Punjabi Literature (Folklore) | 06 Yrs |
| | Assistant Professor | 2 | 2 | | | | | |
| HISTORY | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Dr. Surinder Kaur | PhD, M.Phil. M.A | Asst. Prof. | Modern India History | 12 Yrs |
| | Associate Professor | NIL | NIL | Mrs. Jasneet Kaur | M.Phil., M.A | Asst. Prof. | Ancient India | 4 Yrs |
| | Assistant Professor | 2 | 2 | | | | | |

| FINE ARTS | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
|-------------------|---------------------|------------|--------|--------------------------|---------------|-------------|---|------------|
| | Professor | NIL | NIL | Mrs. Harpreet Kaur Nilon | M.A. | Asso. Prof. | Landscape | 28 Years |
| | Associate Professor | 1 | 1 | Mrs. Sonu | M.A. | Asst. Prof. | Life Drawing | 05 Years |
| | Assistant Professor | 1 | 1 | | | | | |
| MATHEMATICS | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Rajni Arora | M Phil. MSc | Asst. Prof. | Applied Mathematics | 6 Years |
| | Associate Professor | NIL | NIL | | | | | |
| | Assistant Professor | ½ | ½ | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| HOME SCIENCE | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Anita Waraich | MSc | Asso. Prof. | Clothing and Textiles | 30 Years |
| | Associate Professor | 1 | 1 | Mrs. Jasneet Malhi | MSc | Asst. Prof. | Food and Nutrition | 11 Years |
| | Assistant Professor | 1 | 1 | | | | | |
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| POLITICAL SCIENCE | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Prabhjot Kaur | MA, M Phill | Asso. Prof. | Energy Crisis and Third World Countries | 25 Years |
| | Associate Professor | 1 | 1 | | | | | |
| | Assistant Professor | NIL | NIL | | | | | |
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| ECONOMICS | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
|--------------------|---------------------|------------|--------|---------------------|---------------------|-------------|-------------------------|------------|
| | Professor | NIL | NIL | Dr. Reena Parti | Ph. D. M.A. | Asst. Prof. | Developmental Economics | 13 Years |
| | Associate Professor | NIL | NIL | Mrs. Harpreet Kaur | M.Phil. M.A | Asst. Prof. | International Trade | 17 Years |
| | Assistant Professor | 3 | 3 | Mrs. Parminder Kaur | M.A. | Asst. Prof. | -- | 03 Years |
| | | | | | | | | |
| MUSIC (V) | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mr. Satish Kumar | M.A B. Ed. | Asso. Prof. | Light Music | 31 Years |
| | Associate Professor | 1 | 1 | | | | | |
| | Assistant Professor | NIL | NIL | | | | | |
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| MUSIC (I) | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Lucky Malhotra | M. Phil. | Asst. Prof. | Music (Inst) Sitar | 20 Years |
| | Associate Professor | NIL | NIL | | | | | |
| | Assistant Professor | 1 | 1 | | | | | |
| | | | | | | | | |
| PHYSICAL EDUCATION | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Gurpreet Kaur | M.P. Ed., NIS | Asso. Prof. | Hockey | 31 Years |
| | Associate Professor | 1 | 1 | Dr. Amandeep Kaur | Ph.D. UGC, M.P. Ed. | Asst. Prof. | Kho Kho | 06 Years |
| | Assistant Professor | 1 | 1 | | | | | |

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|-----------|---------------------|------------|--------|-----------------------|---|---------------------|---|------------|
| COMMERCE | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Dr. Rakesh Sehgal | Ph.D, M.Phil M Com | Associate Professor | Accounting | 22 Years |
| | Associate Professor | 3 | 3 | Dr. Jatinder Kaur | Ph.D M.Phil M Com PGDFM | Associate Professor | Banking and Finance | 22 Years |
| | Assistant Professor | 9 | 9 | Dr. Jaspreet Kaur | Ph.D, M Com | Associate Professor | Financial Management | 18 Years |
| | | | | Mrs. Pooja Malhotra | M.Phil M Com | Asst Prof | Finance | 12 Years |
| | | | | Mrs. Manpreet Kaur | M Com | Asst Prof | Marketing | 12 Years |
| | | | | Mrs. Meenu Sharma | M.Phil M.SC APGDCA | Asst Prof | High Performance Data Transport Protocol | |
| | | | | Mrs. Ramandeep Mann | M Com PGDFA | Asst Prof | Finance | 15 Years |
| | | | | Mrs. Sonia Sharma | M Com | Asst Prof | Finance | 10 Years |
| | | | | Mrs. Ritu Dhanoa | M Com | Asst Prof | Marketing | 3 Years |
| | | | | Mrs. Manpreet Kaur | MBA | Asst Prof | Finance | 3 Years |
| | | | | Dr. Amneet Kaur | Ph. D M Com | Asst Prof | Finance | 3 Years |
| | | | | Dr. Gurpreet Dhatt | M Com | Asst Prof | Finance | 2 Years |
| | | | | Mrs. Garima Chaudhary | M Com.MBA, M Phil | Asst Prof | -- | 4 Years |
| SOCIOLOGY | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Dr. Jaswinder Kaur | PhD, M Phil, MA, PGDHE Adv Diploma in Labour Laws | Asso. Prof. | <ul style="list-style-type: none"> •Sociology of Family •Industrial Sociology | 21 Years |
| | Associate Professor | 1 | 1 | Mrs. Navneet Kaur | M.A. UGC | Asst. Prof. | -- | 6 Years |
| | Assistant Professor | 1 | 1 | | | | | |

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| PUBLIC ADMIN. | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Suparna | M Phil, MA | Asst. Prof. | Role of NGOs in Women and Child Welfare. | 12 Years |
| | Associate Professor | NIL | NIL | | | | | |
| | Assistant Professor | 1 | 1 | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| COMPUTER SCIENCE | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Mrs. Rohini Arora | M.Phil, M.Sc.(IT) | Asstt. Prof. | Semantic Nets | 09 Years |
| | Associate Professor | NIL | NIL | Ms. Hiteshwari | MCA | Asstt. Prof. | -- | 06 Years |
| | Assistant Professor | 12 | 12 | Ms. Baljeet Kaur | MCA, M.Phil. | Asstt. Prof. | Data Structures | 13 Years |
| | | | | Ms. Davinder Kaur | MCA, M.Phil. | Asstt. Prof. | Data Mining | 08 Years |
| | | | | Mrs. Maninder Kaur | M.Sc.(CS) | Asstt. Prof. | -- | 05 Years |
| | | | | Mrs. Pushpinder Kaur | M.Sc.(IT) | Asstt. Prof. | -- | 05 Years |
| | | | | Ms. Ramandeep Kaur | M.Sc.(IT) | Asstt. Prof. | -- | 04 Years |
| | | | | Ms. Nishwinder Kaur | M.Sc.(CS), M.Phil. | Asstt. Prof. | -- | 04 Years |
| | | | | Mrs. Seema Sharma | MCA | Asstt. Prof. | -- | 02 Years |
| | | | | Ms. Gurpreet Kaur | MCA | Asstt. Prof. | -- | 01 Years |
| | | | | Mr. Ranjit Singh | M.Sc.(IT) | Asstt. Prof. | -- | 01 Years |
| | | | | Ms. Aradhana Sandhu | M.Tech. | Asstt. Prof. | -- | Fresher |
| | | | | | | | | |
| PSYCHOLOGY | | Sanctioned | Filled | Name | Qualification | Designation | Specialization | Experience |
| | Professor | NIL | NIL | Dr. Savneet | Ph. D, M Phil M.A | Asst. Prof. | Applied Psychology | 05 Years |
| | Associate Professor | NIL | NIL | | | | | |
| | Assistant Professor | 1 | 1 | | | | | |
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| | 11 | 12 | 13 | 14 | 15 | 16 |
|-------------------|---------------------------------|--|--|--|------------------------------------|--|
| Department | List of senior visiting Faculty | % of lectures delivered and practical classes handled by temporary Faculty | Student-Teacher Ratio | Number of academic support staff (technical) and administrative staff; sanctioned and filled | Qualifications of teaching Faculty | Number of Faculty with ongoing projects from a) National b) International Funding agencies and grants received |
| English | -- | -- | 50:1 Hons 10:1 | -- | Same as point 9 | -- |
| Hindi | -- | -- | 26:1 | -- | Same as point 9 | -- |
| Punjabi | | | BA: 34:1 BCA 36:1 B Com 102:2 | | Same as point 9 | |
| History | | | BA: 23:1 BA: 59:1 [HCP] BCA 66:1 B Com 33:2 | | Same as point 9 | |
| Fine Arts | | | 20:1 | | Same as point 9 | |
| Maths | | | 40:1 | | Same as point 9 | |
| Home Science | | | 20:1 | | Same as point 9 | |
| Political Science | | | 19:1 | | Same as point 9 | |
| Economics | | | BA 25:1 Hons.: 14:1 B Com 75:1 Hons.: 27:1 | | Same as point 9 | |
| Music (V) | | | 11:1 | | Same as point 9 | |
| Music (I) | | | 13:1 | | Same as point 9 | |
| Physical Edu. | | | 45:1 | | Same as point 9 | |
| Commerce | | | UG 70:1 PG: 40:1 | | Same as point 9 | |
| Sociology | | | 63:1 | | Same as point 9 | |
| Public Admin | | | 16:1 | | Same as point 9 | |
| Comp. Science | | | 22:1 | | Same as point 9 | |
| Psychology | | | 20:1 | | Same as point 9 | |

| | 17 | 18 | 19 | 20 | 21 | 22 |
|-------------------|---|--|--------------------------------|---|---|--|
| Department | Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received | Research Centre /facility recognized by the University | Publications | Areas of consultancy and income generated | Faculty as members in a) National committees b) International Committees c) Editorial Boards | Student projects a)% of students who have done in-house projects including inter departmental/programme b) % of students placed for projects in organizations outside the Institution i.e.in Research laboratories/ Industry/other agencies |
| English | -- | -- | 7 National | -- | -- | -- |
| Hindi | -- | -- | 3 National | -- | -- | -- |
| Punjabi | -- | -- | 1 National | -- | -- | -- |
| History | Seminar funded by UGC | -- | 4 National | -- | -- | -- |
| Fine Arts | -- | -- | -- | -- | Mrs. Harpreet Kaur member BOS, PU | -- |
| Maths | -- | -- | -- | -- | -- | -- |
| Home Science | -- | -- | -- | -- | -- | -- |
| Political Science | -- | -- | 1 National | -- | -- | -- |
| Economics | -- | -- | 7 National | -- | -- | -- |
| Music (V) | -- | -- | -- | -- | -- | -- |
| Music (I) | -- | -- | -- | -- | -- | -- |
| Physical Edu. | -- | -- | 3 National | -- | -- | -- |
| Commerce | Seminar funded by ICSSR Seminar funded by UGC | yes , from the session 2012-2013 | 45 National 1 International | -- | Dr. Jatinder Kaur and Mrs. Pooja Malhotra, member of India Accounting Association Mrs. Pooja Malhotra and Mrs. Sonia Sharma, member of Indian Commerce Association | a) All students of B Com are required to prepare a project in each subject on the topic given by their subject teachers. b) 100% students of M Com undergo Industrial Training in organizations outside the Institution |
| Sociology | -- | -- | 5 National | -- | -- | -- |

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|----------------------|----|----|------------|----|-------------------------------------|--|
| Public Admin | -- | -- | 1 National | -- | -- | -- |
| Comp. Science | -- | -- | 4 National | -- | -- | 24 students of M.Sc. (IT) II have done their industrial training in different organizations as part of their final semester project. |
| Psychology | -- | -- | 8 National | -- | Mrs. Savneet Kaur member BOS, PU | -- |

| | 23 | 24 | 25 |
|------------|--|---|--|
| Department | Awards/Recognitions received by Faculty and students | List of eminent academicians and scientists/visitors to the department | Seminars / Conferences / Workshops organized & the source of funding |
| English | -- | -- | -- |
| Hindi | -- | -- | -- |
| Punjabi | -- | -- | -- |
| History | -- | <ul style="list-style-type: none"> • Dr. Manmohan Singh (Former Education Secretary, Punjab) • Dr. R.S. Khandpur (Director General. Pushpa Gujral City, Kapurthala) • Dr. Rajesh Kochhar (Emeritus Scientist, CSIR). • Mr. P.K. Bansal (Additional Director, Industry and Commerce, Harayana) • Dr. Satpal Sangwan (Scientist NISTAD, New Delhi) • Prof. (Dr.) Sukhdev Singh Sohal (Head, Department of History, GNDU) • Prof. (Dr.) Alok Srivastva (Department of Chemistry, Panjab University, Chandigarh) • Dr. Sarvdeep Singh Dhatt (Orthopadician, PGIMER, Chandigarh) • Dr. Pawan Kapoor (Director, CSIO, Chandigarh) • Prof. N.K. Ojha, Department of Ancient Indian History, Culture and Archaeology, Panjab University, Chandigarh | <p>The Department of History organized a UGC sponsored National Seminar on the Topic of "Science & Technology in Colonial Punjab (1849-1947) –An Overview on Feb 26th, 2012.</p> <p>An educational-cum-historical tour to Virasat-e-Khalsa, a world class museum located at Sri Anandpur Sahib was organized.</p> <p>Lecture on "Role of Women in making of Indian Society of Ancient India"</p> |
| Fine Arts | -- | -- | -- |

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|-------------------|----|---|---|
| Maths | -- | -- | -- |
| Home Science | -- | -- | -- |
| Political Science | -- | -- | -- |
| Economics | -- | -- | -- |
| Music (V) | -- | -- | -- |
| Music (I) | -- | <ul style="list-style-type: none"> • Dr Pankaj Mala Sharma, Chairperson, Music Department, Panjab University Chandigarh • S. Karnial Singh Doad, (Ex. MLA, Punjab) President Sangat Sahib Bhai Pheru Sikh Educational Society, Faridkot • Baba Iqbal Singhji, President, The Kalgidhar Trust, Baru Sahib • "PEREPRAVA" Music Band, Russian Genesis Academy | <p>a)National : Organized Bhai Mardana National Gurmat Sangeet Samaroh on 3rd March 2011.</p> <p>Gurmat Sangeet Samaroh was held on 16th Nov 2011</p> <p>b)International: The Russian Trope 'Pereprava' performed on 6th December 2011.</p> |
| Physical Edu. | -- | -- | -- |
| Commerce | -- | <ul style="list-style-type: none"> • Dr. S.K. Chaddha, Professor and Coordinator Placement Cell, Panjab University Chandigarh • Dr. Sanjay Kaushik, Professor, University of Business School and Coordinator Placement Cell, Panjab University Chandigarh • Dr. Monica Singaria, Associate Professor Faculty of Management Studies ,Delhi University • Dr. Baltej Singh Mann, Professor and | <p>Seminar cum Workshop on "Personality Development" sponsored by Punjab University</p> <p>National Seminar on Human Rights: Issue and Perspectives</p> <p>Incredible India: Issues, Perspectives and Innovations in Indian Tourism Industry.</p> <p>National Seminar Human Rights: Talked of More than Ever but Violated as much as Ever</p> |

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| | | <p>Head, Sri Guru Tegh Bahadur National Integration Chair, Punjabi University, Patiala.</p> <ul style="list-style-type: none"> • Dr. Naval Kishore, Dean College Development Council, Panjab University Chandigarh • Dr. Monica Chawla, Associate Professor in Commerce, Department of Evening Studies, Panjab University, Chandigarh • Dr. Vandana Maini, Associate Professor in Commerce, Department of Evening Studies, Panjab University, Chandigarh • Dr. Anand Pawar, Associate Professor of Law, Rajiv Gandhi National University of Law. • Dr. Neeru Natra, Associate Professor of Law, Rajiv Gandhi National University of Law. • Dr. Rajni Malhotra Dhingra, Associate Professor, Vivekananda Institute of Professional Studies, Guru Gobind Singh Indraprastha University, Delhi. • Prof R.K Kohli, Dean University Instruction (D.U.I) Panjab University • Dr A.K Vashisht Chairperson, University Business School • Dr. A.S Chawla, Registrar Punjabi University, Patiala • Dr S.S Johl, Chancellor Central University of Punjab, Bathinda • Dr B.S. Ghuman, Former Dean, Faculty of Arts, Punjab University | |
| Sociology | | <ul style="list-style-type: none"> • Dr. Paramjit Singh Jaswal, Vice Chancellor, Rajiv Gandhi University of Law | Seminar on Role of Police in Women Empowerment |

| | | | |
|---------------|----|--|--|
| | | <ul style="list-style-type: none"> • Sh. R.P. Upadhyay, IG, CHD • Mr. Alok Kumar, DIG, CHD • S. Naunihal Singh, SSP, CHD • Mr. R.S. Ghuman , SP, CHD | |
| Public Admin | -- | -- | -- |
| Comp. Science | | <ul style="list-style-type: none"> • Dr. Indu Chhabra, Chairperson, Department of Computer Science and Applications, Panjab University, Chandigarh • Rishemjit Kaur, Scientist, CSIO, Chandigarh | <p>Lecture on "Education and Research in Computer Science"</p> <p>A trip to Pushpa Gujral Science City, Kapurthala was organized</p> <p>Technical Seminar by Appin Technology, Chandigarh on "Critical Information Protection"</p> |
| Psychology | | <ul style="list-style-type: none"> • Dr. Pooja Dudeja | <p>Lecture on Food Safety Issues and Laws</p> <p>Play on Women Empowerment: "Ruldu da Viaaha" staged by Rudra Theatre</p> <p>A movie on health promotion, " Yamraj ki Feri" was also screened.</p> <p>This workshop was organized in collaboration with Community Medicine Department, PGI, Chandigarh</p> |

| | 26 | | | | | 27 | | | |
|-------------|---------------------------------------|-----------------------|----------|----------------|-----------------|-----------------------|-----------------------------------|---------------------------------|---------------------------|
| | Student profile programme/course wise | | | | | Diversity of Students | | | |
| English | Name of the Course /programme | Applications Received | Selected | Enrolled *M *F | Pass percentage | Name of the Course | % of students from the same state | % of Students from other States | % of students from abroad |
| | BA I | 114 | 114 | 114 | 85.08 | BA I | 85% | 15% | -- |
| | BA II | 108 | 108 | 108 | 91.66 | BA II | 92% | 8% | -- |
| | BA III | 89 | 89 | 89 | 98.87 | BA III | 80% | 20% | -- |
| | BCA I | 61 | 61 | 61 | 93.44 | BCA I | 92% | 8% | -- |
| | B Com I | 148 | 148 | 148 | 100 | B Com I | 95% | 5% | -- |
| | MA | 21 | 21 | 21 | -- | MA | 99% | 1% | -- |
| | | | | | | | | | |
| Hindi | BA I | 18 | 18 | 18 | 94.44 | BA I | 90% | 10% | -- |
| | BA II | 30 | 30 | 30 | 93.33 | BA II | 92% | 8% | -- |
| | BA III | 20 | 20 | 20 | 100 | BA III | 90% | 10% | -- |
| | | | | | | | | | |
| Punjabi | BA I | 44 | 44 | 44 | 95.45 | BA I | 100% | -- | -- |
| | BA II | 45 | 45 | 45 | 97.70 | BA II | 100% | -- | -- |
| | BA III | 41 | 41 | 41 | 100 | BA III | 100% | -- | -- |
| | BCA I | 31 | 31 | 31 | 100 | BCA I | 100% | -- | -- |
| | B Com I | 83 | 83 | 83 | 100 | B Com I | 100% | -- | -- |
| | | | | | | | | | |
| History | BA I | 17 | 17 | 17 | 88.23 | B.A. I | 70% | 30% | -- |
| | BA II | 17 | 17 | 17 | 100% | B.A. II | 80% | 20% | -- |
| | BA III | 24 | 24 | 24 | 100% | B.A. III | 80% | 20% | -- |
| | BA I [HCP] | 58 | 58 | 58 | 77.58 | BA I [HCP] | 20% | 80% | -- |
| | BA II [HCP] | 59 | 59 | 59 | 100 | BA II [HCP] | 20% | 80% | -- |
| | BA III[HCP] | 46 | 46 | 46 | 97.82 | BA III[HCP] | 20% | 80% | -- |
| | BCA I [HCP] | 30 | 30 | 30 | 100% | B Com | 98% | 2% | -- |
| | B Com I [HCP] | 64 | 64 | 64 | 94.46 | BCA | 98% | 2% | -- |
| | | | | | | | | | |
| Fine Arts | BA I | 12 | 12 | 12 | 50 | BA I | 50% | 50% | -- |
| | BA II | 7 | 7 | 7 | 100 | BAII | 40% | 60% | -- |
| | BA III | 7 | 7 | 7 | 100 | BAIII | 43% | 57% | -- |
| | | | | | | | | | |
| Mathematics | | | | | | | | | |
| | | | | | | | | | |
| | BCA | 61 | 61 | 61 | 70.49 | BCA | 67.2% | 32.8% | -- |
| | | | | | | | | | |

| | | | | | | | | | |
|-------------------|-----------|-----|-----|-----|--------|-----------|------|-----|----|
| | | | | | | | | | |
| | | | | | | | | | |
| Home Science | BA I | 18 | 18 | 18 | 100 | BA I | 48% | 52% | -- |
| | BA II | 21 | 21 | 21 | 100 | BA II | 57% | 43% | -- |
| | BA III | 14 | 14 | 14 | 100 | BA III | 60% | 40% | -- |
| | | | | | | | | | |
| Political Science | BA I | 16 | 16 | 16 | 87.05 | BA I | 86% | 14% | -- |
| | BA II | 15 | 15 | 15 | 100 | BA II | 90% | 10% | -- |
| | BA III | 13 | 13 | 13 | 100 | BA III | 85% | 15% | -- |
| | | | | | | | | | |
| Economics | BA I | 25 | 25 | 25 | 84 | BA I | 50% | 50% | -- |
| | BA II | 27 | 27 | 27 | 96.29 | BAII | 40% | 60% | -- |
| | BA III | 19 | 19 | 19 | 100 | BAIII | 43% | 57% | -- |
| | B Com I | 148 | 148 | 148 | 97.7% | B Com I | 95% | 5% | -- |
| | B Com II | 149 | 149 | 149 | 100 | B Com II | 85% | 15% | -- |
| | B Com III | 163 | 163 | 163 | 100 | B Com III | 85% | 15% | -- |
| | | | | | | | | | |
| Music (V) | BA II | 8 | 8 | 8 | 100 | BA II | 30% | 70% | -- |
| | BA III | 3 | 3 | 3 | 100 | BAIII | 65% | 35% | -- |
| | | | | | | | | | |
| Music (I) | BA I | 21 | 21 | 21 | 95.23 | BA I | 100% | -- | -- |
| | BA II | 10 | 10 | 10 | 100 | BA II | 100% | -- | -- |
| | BA III | 14 | 14 | 14 | 100% | BAIII | 90% | 10% | -- |
| | | | | | | | | | |
| Physical Edu. | BA I | 39 | 39 | 39 | 92.3% | BA I | 60% | 40% | -- |
| | BA II | 38 | 38 | 38 | 100% | BAII | 60% | 40% | -- |
| | BA III | 25 | 25 | 25 | 100% | BAIII | 60% | 40% | -- |
| | | | | | | | | | |
| Commerce | B Com | 460 | 460 | 460 | 94.42% | B Com | 85% | 15% | -- |
| | M Com | 94 | 94 | 94 | 100% | M Com | 80% | 20% | -- |
| | | | | | | | | | |

| | | | | | | | | | |
|---------------|--------------|----|----|----|--------|--------------|--------|--------|----|
| Sociology | BA I | 65 | 65 | 65 | 80% | BA I | 85% | 15% | |
| | BA II | 67 | 67 | 67 | 89.55% | BA II | 98% | 2% | |
| | BA III | 52 | 52 | 52 | 100% | BA III | 90% | 10% | |
| | | | | | | | | | |
| Public Admin | BA I | 17 | 17 | 17 | 70.58% | BA I | 86% | 14% | -- |
| | BA II | 16 | 16 | 16 | 93.75% | BA II | 81% | 19% | -- |
| | BA III | 11 | 11 | 11 | 100% | BA III | 100% | -- | -- |
| | | | | | | | | | |
| Comp. Science | BCA I | 59 | 59 | 59 | 65.57% | BCA I | 67.2% | 32.8% | -- |
| | BCA II | 42 | 42 | 42 | 100% | BCA II | 56.25% | 43.75% | -- |
| | BCA III | 65 | 65 | 65 | 97.05% | BCA III | 64.7% | 35.3% | -- |
| | M.Sc.(IT) I | 16 | 16 | 16 | 100% | M.Sc.(IT) I | 61.11% | 38.89% | -- |
| | M.Sc.(IT) II | 17 | 17 | 17 | 100% | M.Sc.(IT) II | 79.16% | 20.84% | -- |
| | | | | | | | | | |
| Psychology | BA I | 24 | 24 | 24 | 91.66 | BA I | 86% | 14% | -- |
| | BA II | 14 | 14 | 14 | 100 | BA II | 81% | 19% | -- |
| | BA III | 17 | 17 | 17 | 100 | BA III | 100% | -- | -- |
| | | | | | | | | | |

| | 28 | 29 | 30 | 31 | 32 | 33 |
|------------|--|---------------------|---|---|---|---|
| Department | How many students have cleared National and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. | Student Progression | Details of Infrastructural facilities a) Library b) Internet facilities for Staff & students c) Class rooms with ICT facility d) Laboratories | Number of students receiving financial assistance from College University, government or other agencies | Details on student Enrichment programmes (special lectures/ Workshops /Seminar) with external experts | Teaching methods adopted to improve student learning |
| English | 1 | UG to PG 20% | a) Library b) Internet c) Seminar Room d) 1 Lab | Refer to See 5.1.2 | <ul style="list-style-type: none"> • Creative writing workshop • Seminar on Charles Dickens • Seminar on Marxism • Nuances in Translation | -- |
| Hindi | -- | 40% | a) Library b) Internet | -- | <ul style="list-style-type: none"> • Creative writing workshops | -- |
| Punjabi | -- | 40-50% | a) Library b) Internet | -- | <ul style="list-style-type: none"> • Creative writing workshops | Interdisciplinary Study & Discussion Methods |
| History | -- | 80% | a) Library b) Internet | -- | Museum and visits to Historical places | -- |
| Fine Arts | -- | 90% | a) Library b) Internet d) 1 Lab | -- | <ul style="list-style-type: none"> • Workshop on innovative ideas • Museum visits • Exhibition visits • Lecture from outstanding artists to motivate students | <ul style="list-style-type: none"> • Constant update of syllabus & notes with latest information on relevant topics • Slide Show, Visual Information • Practical Experience which enhances understanding of subject concepts • Class room discussions |

| | | | | | | |
|--------------------------|--|------|--|----|---|---|
| | | | | | | <ul style="list-style-type: none"> • Freedom of expression to students |
| Mathematics | 1 | 30% | a) Library b) Internet | -- | NIL | -- |
| Home Science | -- | 10% | a) Library b) Internet d) 3 Labs | -- | <ul style="list-style-type: none"> • Cooking demos • Workshops on decoration techniques • students are taken to garden festivals • Workshop by Hotel Management | -- |
| Political Science | -- | 80% | a) Library b) Internet | -- | <ul style="list-style-type: none"> • Visit to High court and Vidhan Sabha | -- |
| Economics | -- | 90% | a) Library b) Internet | -- | Seminars and Workshops | -- |
| Music (V) | -- | 20% | a) Library b) Internet d) Music Room | -- | Musical Concerts | -- |
| Music (I) | -- | 20% | a) Library b) Internet d) Music Room | -- | Musical Concerts | -- |
| Physical Edu. | -- | 20% | a) Library b) Internet | -- | Field works | -- |
| Commerce | 12 students of M Com (2010-2013) cleared NET exam. | 90% | a) Library b) Internet c) Seminar Room | -- | <ul style="list-style-type: none"> • PDP lectures • Event Management • Seminars and Workshops • Field work | -- |
| Sociology | -- | 80% | a) Library b) Internet | -- | Seminars and Workshop | -- |
| Public Admin | -- | 100% | a) Library b) Internet | -- | <ul style="list-style-type: none"> • Project Assignment • Tour to Vidhan Sabha High Court etc | -- |

| | | | | | | |
|----------------------|----|------|---|----|--|----|
| Comp. Science | 1 | 100% | a) Library b) Internet c) Seminar Room d) 4 Labs | -- | <ul style="list-style-type: none"> • IT Fest • Seminars and Workshops • Visit to Industries • Trip to Pushpa Gujral Science City, Kapurthala | -- |
| Psychology | -- | 100% | a) Library b) Internet c) Seminar Room d) 1 Lab | -- | Seminars and Workshops | -- |

SWOC ANALYSIS

| |
|---|
| Strengths |
| <ul style="list-style-type: none">• Post Graduate Courses (M.A Eng, M.com, M.Sc (IT) offers multifarious job opportunities like Mass Media, Teaching, Advertising, Industry, Banking, C.A, M.B.A etc.• Bilingual methods of teaching are used in most of the courses as majority of the students [esp. Humanities] are first generation learners from low socio-economic background.• Well qualified, dedicated and diversified Faculty with specialization in different areas.• Well stocked library with e-resources.• Well equipped and updated laboratories (Language lab, Computer labs, Home Science labs, Psychology lab, Fine Arts lab and Music rooms).• Well maintained sports fields and college lawns.• Practical exposure through field work in Social Science and Industrial visits for Commerce and Computer students.• Student centered and activity based teaching and learning.• Active participation in Extension Activities.• Sports Department has always performed exceptionally well at Inter College, State, National and Inter National levels.• Fine Arts /Music/ Home Science Departments train students for self employment and entrepreneurship• College has got affiliation from Panjab University for PGDCA |
| Weaknesses |
| <ul style="list-style-type: none">• Proficiency level is below average because most of the students are from rural and low socio-economic background.• The sister organization next to our college being co-educational has a deterrent effect on our student strength (Girls) as most students prefer to study in co-educational Institutes.• Lack of personal interest in Research and Consulting activities• Mechanism of feedback from Alumni is not very regular. |

- Since most of our classes are a heterogeneous group therefore one particular teaching methodology cannot be adopted.
- Faculty find it difficult to have sufficient time to present papers and publish articles along with teaching and extra-curricular activities.

Future Plans

- To have at least two Research Centers soon (Commerce Department has already applied for the same).
- The college has applied for affiliation to the P.U. for a diploma course in Mass Communication.
- Creating more Industry Institute linkages.
- Cultural exchange programs to be organized to get students more interested in subjects like Music.
- Option of Functional English as an elective subject in B.A. I

Challenges

- To constantly enhance student enrollment in Humanities.
- To motivate students to develop a deeper level of critical and analytical thinking and to cultivate in them an endeavoring passion to pursue higher education.
- Socially and economically backward students with low aptitude in language and Quantitative skills.
- Developing soft skills among students.
- To motivate Faculty to be dynamic and to use latest technology and methodology in their teaching.
- Encouraging Research attitude among the Faculty and students.
- Mushrooming growth of professional colleges around the city poses a challenge to our student strength.
- Cost of learning is high as compared to the Government Colleges in the city.

POST ACCREDITATION INITIATIVES

| Sr. no | Recommendations | Actions taken |
|--------|---|--|
| 1. | The College should introduce post Graduate courses in Commerce and English to respond positively to students' and parents' demand. | Complying with the recommendation of the Peer Team the College started Master in Commerce in the session 2005 and Master in English in the session 2011-12 |
| 2. | Innovative teaching methods may be introduced | Faculty members attend various Seminars/Workshops Orientation and Refresher courses where they are exposed to new teaching, learning pedagogies. This brings about innovation in their teaching. The College also keeps updating its Infrastructural Facilities, Technology, Library with e-resources etc. so that the latest innovations can be incorporated in the teaching learning process. |
| 3. | Teachers should be encouraged to submit research projects (minor/major) to UGC. | Faculty members of the College have started taking a keen interest in research work and most of our teachers have presented papers at National/ International Conferences. Besides presenting papers they have many publications in indexed Journals to their credit. A detailed information regarding the publications made by the Faculty in the last four years has been given in the third criterion. Dr. Jatinder Kaur (Associate Prof. Commerce) has submitted a minor project entitled "Exploring the quality gaps in Higher Education Institutions: A viewpoint of Undergraduates of Chandigarh, Mohali & Panchkula" to the UGC. |
| 4. | Efforts may be made to bring down dropout rate through counseling | Since many of our students (likely dropouts) are first generation women learners from lower section of society, special efforts are made to counsel them about the value of education in a women's life and to encourage them to finish |

| | | |
|----|--|--|
| | | their course instead of dropping out. They are also given incentives in form of scholarships and special help by teachers if needed. Regular Parent Teacher meetings also help us to interact with the parents and to work as a team for the benefit of students. |
| 5. | Efforts should be made to start remedial courses to help the Commerce students. | Remedial classes and tutorials are held regularly for students of Commerce Department where in a smaller group of students get to interact with their subject teachers to clear their difficulties and get extra practice that helps them in their preparation for the University Examinations. |
| 6. | The College should Institutionalize the system of teachers' evaluation by students through a well structured questionnaire for further improving the teaching learning process. | A well structured questionnaire has been prepared by the College for teacher evaluation. The students at random are made to fill up these forms by the Principal. It is a healthy feedback system which augments the strengths of the teacher and at the same time makes them aware of their weaknesses. |
| 7. | The College may start giving guidance to students preparing for competitive examinations such as entrance to MBA, MCA and IAS, GRE etc. through special coaching on the campus | Guidance and coaching for preparation for competitive examinations is on cards though we have not been able to start them as yet. |
| 8. | Training programmes for Non Teaching staff be organized | Training Programmes for non teaching staff especially in computers are held regularly on need basis. |

ANNEXURE I

P.U.P. (2897)-1 00,000/28-7-72 C-51

PANJAB UNIVERSITY

No.....

From The Registrar,
Panjab University,
Chandigarh-14

Dated.....197

To

Copy of Paragraph 109 from the minutes of the meeting of the Syndicate held on 23-2-1974.

109. Considered Inspection Report (Appendix XXVIII) on compliance of conditions by ~~the~~ Guru Gobind Singh College for Women, Chandigarh, imposed for grant of provisional affiliation for ~~the~~ Pre-University (Arts & Science) Pre-Engg., Pre-Medical, B.A. and B.Sc. courses, w.e.f. the admissions of 1973, making the following observations:-

"The 4 storeyed building of the Science Block of the Boys College in which the Women's College is, at present, located is almost complete. However, its own buildings are still under construction and we doubt very much that they will be completed by the time the new admissions are made in the month of July this year.

In view of the fact, however, that as many as 618 students have already been admitted to this college and the requisite staff has also been appointed, we recommend that the affiliation asked for, may be given to this college, but it should remain provisional till all the conditions laid down in our previous inspection report are fulfilled."

RESOLVED: That the provisional affiliation granted to Guru Gobind Singh College for Women, Chandigarh, for Pre-University (Arts) and Science, Pre-Engg., Pre-Medical, B.A. and B.Sc. courses w.e.f. the admissions of 1973, be continued till all the conditions laid down in the previous Inspection Report were fulfilled.

...

dated:-

Endst. No. Misc. 2

Copy of the above alongwith a copy of Inspection Report forwarded to the Principal, Guru Gobind Singh college for Women, Chandigarh, for information and necessary action.

Da/As above.

Deputy Registrar (Admn.)

P.U.P. (1812)—1,00,000

PANJAB UNIVERSITY

From

The Registrar,
Panjab University,
Chandigarh-14

No.....

Dated.....

To

Copy of Paragraph 102 from the minutes of the meeting of the
syndicate held on 23-6-1973.

...
102. Considered Inspection Report on the proposed Sri Guru Gobind
Singh College for Women, Chandigarh.

RESOLVED: That it be recommended to Senate that the proposed
Guru Gobind Singh College for Women, Chandigarh, be granted
provisional affiliation for Pre-University (Arts and Science), Pre-
Medical/Pre-Engineering, B.A./B.Sc. courses, w.e.f. the admissions
of 1973, subject to fulfilment of the following conditions and the
college be re-inspected in July before the admissions started in o
to verify whether the conditions had been fulfilled:

1. The building of the new Science block in which the proposed
college would be housed for the time being be got ready
before the new admissions started in July. It would,
however, be desirable to add more rooms to the existing
Science block under construction for lecture work and sta
room etc.

2. The laboratories in the present science block be well
equipped.

3. The following budget provision be immediately made for
the new college:-

- (i) Physical Sciences Rs. 50,000/-
- (ii) Biological sciences .. Rs. 50,000/-
- (iii) Library .. Rs. 25,000/-

4. There should be separate play grounds.

5. Provision for the residence of the principal on the
campus be made.

Endst. No. Misc. 497

dated:-

Copy of the above alongwith a copy of Inspection
forwarded to the Principal, Sri Guru Gobind Singh Col
for information and necessary action.

port

DA/As above.

Deputy Registrar

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110002

dated May, 88

3-23/85(CPP-I)

20 MAY 1988

Shri. P. Sharma,
Punjab University,
Chandigarh- 160014.

Re:- List of colleges prepared under section 2(f) of the
UGC Act, 1956.

I am directed to refer to your letter No. Nino- 530/
dated 4-4-88 on the above subject and to say that following
college already included in the Commission's list of colleges
prepared under section 2(f) of the University Grants Commission,
has been declared fit to receive assistance from the
University Grants Commission and other central sources
under section 12(B) of the University Grants Commission Act,
1956 consequent upon the grant of permanent affiliation
by the University:-


Name of the College,

Year of Batt./
of the college

Guru Gobind Singh College
for women
Chandigarh
(Mrs. Harjit Kaur Khanna)
on permanent affiliation

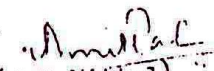
1973

Yours faithfully,


(A.K. Datta)
Under Secretary.

Copy forwarded to :-

1. The Principal, Guru Gobind Singh College for women, Chandigarh.
2. Accounts 'G' Section
3. Computer cell
4. All officers/sections in the UGC Office.
5. Guard file.


(J.P. Mittal)
Section Officer.

ANNEXURE II



ANNEXURE III



ANNEXURE IV

GOBIND SINGH COLLEGE FOR WOMEN, CHANDIGARH INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31ST MARCH, 2009

| PARTICULARS | TOTAL (Rs.) | PARTICULARS | TOTAL (Rs.) |
|--------------------------------------|---------------|--------------------------------------|--------------|
| To Annual Maintenance Charges | 62,921.37 | By 95 % Deficit Grant | 12586131.00 |
| " Administration Charges | 176,037.00 | " Admission Fee | 602067.00 |
| " Advertisement | 491,848.00 | " Amalgamated Fund | 662,642.00 |
| " Affiliation Fee | 49,000.00 | " Attestation University | 2,000.00 |
| " Audit Fee | 19,101.00 | " Bank Interest | 874,323.00 |
| " B.P.E.D. Miscellaneous Expenditure | 16,276.00 | " Building Rent | 632,683.00 |
| " Bank Charges | 2,139.00 | " Charawa | 19,978.00 |
| " BCA Lab Expenses | 109,147.00 | " Cyber Cafe | 15,305.00 |
| " Carriage Charges | 950.00 | " Dilapidation Fees | 283300.00 |
| " Cash Assurance Policy | 13,393.00 | " Environment Fee | 209,325.00 |
| " Conveyance Charges | 35,097.00 | " Establishment | 552800.00 |
| " Convocation & Prize Distribution | 248,848.00 | " General Fund | 6,687,789.00 |
| " Depreciation | 3,025,268.15 | " General Purpose Education Fund | 410,135.00 |
| " Diary & Despatch | 11,101.00 | " Honours Fees | 94200.00 |
| " Electricity & Water Charges | 1,084,440.00 | " Hostel Fine | 63500.00 |
| " Entertainment & Refreshment | 31,003.00 | " Hostel General Fund | 1064075.00 |
| " Environment Expenditure | 44,775.00 | " Hostel Security Lapsed | 32450.00 |
| " Excess & Short | 0.08 | " Late Admission Fee | 14355.00 |
| " Farewell Party | 17,597.00 | " Maintenance Fee | 417274.00 |
| " Fee Concession | 65,123.00 | " Mess Advances Lapsed | 152280.00 |
| " Festival & Function | 234,614.00 | " Miscellaneous income | 404,838.00 |
| " Fine Art Contingencies | 5,102.00 | " NCC A/c | 9,814.00 |
| " Gardening Expenses | 24,907.00 | " Outing cards | 7975.00 |
| " Gratuity Account | 540,710.00 | " Practical Fee | 412,540.00 |
| " Home Science Contingencies | 11,419.00 | " Room Rent | 1074800.00 |
| " Honorarium | 3,000.00 | " Sale of Lecturer application form. | 31,000.00 |
| " Hostel Dinner & Fresher Night | 14405.00 | " Sale of Prospectus | 552,000.00 |
| " I.T. Festival | 19,021.00 | " Sale of Scrap | 36,348.00 |
| " Insurance Fee | 53,259.00 | " Sports & Rec Fund | 732,688.00 |
| " Inter Zonal Youth | 65,886.00 | " Student Aid Fund | 272,847.00 |
| " Labour Charges | 37,485.00 | " Student Welfare Fund | 2,438,575.00 |
| " Leave Encashment | 176,448.00 | " Tuition Fee | 2058531.00 |
| " Legal & Professional Charges | 419357.00 | " Water & Electricity | 1,649,652.00 |
| " Library Contingencies | 6,311.00 | " Water Cooler Charges | 138500.00 |
| " Library Software | 7,384.00 | " Grant (Development) | 300,000.00 |
| " Medicines | 1875.00 | | |
| " Miscellaneous Expenses | 151,902.00 | | |
| " Music Contingencies | 5,150.00 | | |
| " NAAC | 2,000.00 | | |
| " Newspaper & Magazine | 41,446.00 | | |
| " Office Contingencies | 8,308.00 | | |
| " Printing & Stationary | 361,742.00 | | |
| " Refreshment | 5,170.00 | | |
| " Repair & Maintenance | 352,141.50 | | |
| " Repair & Maintenance-Building | 159563.00 | | |
| " Salary | 23,552,305.00 | | |
| " Sanitation | 19,701.00 | | |
| " Souvenir | 81,360.00 | | |
| " Sports A/c (Misc.) | 588,636.00 | | |
| " Subscription Charges | 12,403.00 | | |
| " TA/DA | 40,000.00 | | |
| " Telephone Expenses | 62,703.00 | | |
| " UGC Add-on-Courses | 61,314.00 | | |
| " Uniform Class IV | 14,888.00 | | |
| " Utilisation Certificate | 4,494.00 | | |
| " Youth Festival | 298,020.50 | | |
| " Excess of Income over Expenditure | 2550225.40 | | |
| Total (Rs.) | 35498720.00 | Total (Rs.) | 35498720.00 |

PRINCIPAL

In terms of our Audit Report of even date
under section 44AB of the Income Tax, 1961
for M/S S.K.VERMA & ASSOCIATES
CHARTERED ACCOUNTANTS

S.K. Verma
(S.K. VERMA)
FCA



PLACE : CHANDIGARH
DATED : THIS 27TH DAY OF MAY, 2009

GURU GOBIND SINGH COLLEGE FOR WOMEN, CHANDIGARH
CONSOLIDATED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2010

| PARTICULARS | TOTAL (Rs.) | PARTICULARS | TOTAL (Rs.) |
|--------------------------------------|----------------------|--------------------------------------|----------------------|
| To Annual Maintenance Charges | 24,205.00 | By Amalgamated Fund | 707,740.00 |
| ▪ Administration Charges | 261,070.00 | ▪ Attestation University | 3,400.00 |
| ▪ Affiliation Fee | 12,000.00 | ▪ Bank Interest | 1492439.00 |
| ▪ Office Software | 27,575.00 | ▪ Building Rent | 536923.00 |
| ▪ Bank Charges | 4,400.00 | ▪ Environment Fee | 223,225.00 |
| ▪ Carriage Charges | 100.00 | ▪ Miscellaneous income | 509828.00 |
| ▪ Cash Assurance Policy | 13,500.00 | ▪ Loss of Books | 2,806.00 |
| ▪ Conveyance Charges | 18,700.00 | ▪ Practical Fee | 332,266.00 |
| ▪ Convocation & Prize Distribution | 109,547.00 | ▪ Sale of Lecturer application form. | 47,800.00 |
| ▪ Depreciation | 3,805,380.47 | ▪ Sale of Prospectus | 650950.00 |
| ▪ Diary & Despatch | 9,181.00 | ▪ Sale of Scrap | 88,126.00 |
| ▪ Electricity & Water Charges | 1,591,499.00 | ▪ Sports & Recreation Fund | 859,046.00 |
| ▪ Entertainment & Refreshment | 78,583.00 | ▪ Student Aid Fund | 212,545.00 |
| ▪ Environment Expenditure | 23,000.00 | ▪ Student Welfare Fund | 2,373,159.00 |
| ▪ Farewell Party | 25,585.00 | ▪ Water & Electricity | 1,776,290.00 |
| ▪ Fee Concession | 1,125,473.00 | ▪ Home Science Contingencies | 466.00 |
| ▪ Festival & Function | 330,259.00 | ▪ General Purpose Education Fund | 434,206.00 |
| ▪ Fine Art Contingencies | 5,371.00 | ▪ General Fund | 1,098,176.00 |
| ▪ Gardening Expenses | 45,152.00 | ▪ IT Fest | 250.00 |
| ▪ Cyber Cafe | 2,850.00 | ▪ 95 % Deficit Grant | 18981226.00 |
| ▪ Hiring Charges | 2,882.00 | ▪ Admission Fees | 580200.00 |
| ▪ Honorarium | 3,000.00 | ▪ Honours Fees | 127800.00 |
| ▪ Advertisement Expenses | 855,182.00 | ▪ Late Admission Fees | 19800.00 |
| ▪ Insurance Fee | 65,790.00 | ▪ Tuition Fees | 2269236.00 |
| ▪ Inter Zonal Youth | 35,000.00 | ▪ Charawa | 14878.00 |
| ▪ B.P.E.D. Miscellaneous Expenditure | 41,688.00 | ▪ Hostel Fine | 6825.00 |
| ▪ BCA Lab Expenses | 44,396.00 | ▪ Hostel General Fund | 1568390.00 |
| ▪ Gratuity Account | 1,400,000.00 | ▪ Water Cooler Charges | 157000.00 |
| ▪ Legal & Professional Charges | 425,236.00 | ▪ Dilapidation Fees | 308700.00 |
| ▪ Leave Encashment | 804,404.00 | ▪ Establishment | 774550.00 |
| ▪ Repair & Maintenance (General) | 423,263.00 | ▪ Maintenance Fee | 628000.00 |
| ▪ Repair & Maintenance(Building) | 2,113,885.00 | ▪ Room Rent | 1231900.00 |
| ▪ Hostel Dinner & Fresher Night | 67420.00 | ▪ Self Finance | 6,961,613.00 |
| ▪ Medicines | 496.55 | ▪ Excess of Expenditure over income | 2,138,800.63 |
| ▪ Hostel Fee Concession | 1162018.00 | | |
| ▪ Hostel Contingencies | 60815.00 | | |
| ▪ Labour Charges | 13,295.00 | | |
| ▪ Library Contingencies | 13,596.00 | | |
| ▪ Miscellaneous Expenses | 375,996.00 | | |
| ▪ Generator Expenses | 2,022.00 | | |
| ▪ Audit Fees | 52,613.00 | | |
| ▪ Newspaper & Magazine | 37,396.00 | | |
| ▪ Office Contingencies | 15,344.00 | | |
| ▪ Printing & Stationary | 431,041.00 | | |
| ▪ Salary | 30,176,149.00 | | |
| ▪ Sanitation | 29,180.00 | | |
| ▪ Souvenir | 3,000.00 | | |
| ▪ Sports A/c (Misc.) | 560,042.00 | | |
| ▪ Subscription Charges | 12,019.00 | | |
| ▪ TA/DA | 50,965.00 | | |
| ▪ Telephone Expenses | 33114.28 | | |
| ▪ UGC Add-on-Courses | 52,250.00 | | |
| ▪ Uniform Class IV | 32,119.00 | | |
| ▪ Penalty (Pb Univ Chd) | 33,333.33 | | |
| ▪ Youth Festival | 174,179.00 | | |
| ▪ Seminar Expenses | 2,000.00 | | |
| TOTAL (Rs.) | 47,118,559.63 | TOTAL (Rs.) | 47,118,559.63 |

Notes on accounts attached

AUDITOR 'S REPORT
 In terms of our Audit Report of even date
 under section 44AB of the Income Tax ,1961
 for M/S S.K.VERMA & ASSOCIATES
 CHARTERED ACCOUNTANTS

PRINCIPAL

PLACE : CHANDIGARH
 DATED : THIS 27TH DAY OF MAY, 2010

(S. K. VERMA)
 FCA

GURU GOBIND SINGH COLLEGE FOR WOMEN, CHANDIGARH
CONSOLIDATED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2011

| PARTICULARS | TOTAL (Rs.) | PARTICULARS | TOTAL (Rs.) |
|------------------------------------|----------------------|--------------------------------------|----------------------|
| To Annual Maintenance Charges | 25,072.00 | By Amalgamated Fund | 1,188,660.00 |
| " Administration Charges | 282,014.00 | " Attestation University | 4,000.00 |
| " Advertisement Expenses | 574,726.00 | " Bank Interest | 814,957.00 |
| " Affiliation Fee | 36,500.00 | " Building Rent | 686,461.00 |
| " Bank Charge | 3,000.00 | " Environment Fee | 219,926.00 |
| " Bank Charges | 4,573.00 | " Miscellaneous income | 476,574.00 |
| " Carriage Charges | 130.00 | " Loss of Books | 130.00 |
| " Cash Assurance Policy | 13,500.00 | " Practical Fee | 342,110.00 |
| " Conveyance Charges | 32,676.00 | " Sale of Lecturer application form. | 32,250.00 |
| " Convocation & Prize Distribution | 82,084.00 | " General Purpose Education Fund | 402,305.00 |
| " Composition Fees | 58,222.00 | " General Fund | 1,279,585.00 |
| " Gratuity Account | 350,000.00 | " Self Finance | 8,823,582.00 |
| " Legal & Professional Charges | 341,040.00 | " Sale of Prospectus | 632,700.00 |
| " Leave Encashment | 327,483.00 | " Sale of Scrap | 6,210.00 |
| " Audit Fees | 45,090.00 | " Sports & Recreation Fund | 1,139,505.00 |
| " Depreciation | 3,238,512.25 | " Student Aid Fund | 207,963.00 |
| " Diary & Despatch | 4,493.00 | " Student Welfare Fund | 2,415,330.00 |
| " Electricity & Water Charges | 1,038,743.00 | " Water & Electricity | 1,673,100.00 |
| " Entertainment & Refreshment | 122,391.00 | " 95 % Deficit Grant | 45,473,560.00 |
| " Environment Expenditure | 43,500.00 | " Admission Fees(GIA) | 404,363.00 |
| " Farewell/Fresher Party | 65,923.00 | " Admission Fees(HMF) | 307,600.00 |
| " Fee Concession | 1,706,948.00 | " Honours Fees | 118,200.00 |
| " Festival & Function | 154,539.00 | " Late Admission Fees | 48,600.00 |
| " Fine Art Contingencies | 5,688.00 | " Tuition Fees | 2,171,681.00 |
| " Gardening Expenses | 26,729.00 | " Dilapidation Fees | 301,930.00 |
| " UGC Equipments | 1,004,000.00 | " Establishment | 752,508.00 |
| " Insurance Fee | 60,292.00 | " Maintenance Fee | 577,700.00 |
| " Labour Charges | 1,300.00 | " Water Cooler Charges | 289,850.00 |
| " Library Contingencies | 19,629.00 | " Room Rent | 1,190,800.00 |
| " Library Software | 199,680.00 | " Charawa | 20,197.00 |
| " Software for BCA lab | 246,406.00 | " Hostel Fine | 16,800.00 |
| " BCA Lab Expenses | 12,550.00 | " Hostel General Fund | 1,734,971.00 |
| " Miscellaneous Expenses | 537,474.00 | " Excess of Expenditure over Income | 1,155,935.15 |
| " Medicine Charges | 5,117.00 | | |
| " Newspaper & Magazine | 29,650.50 | | |
| " Contingencies | 32,751.00 | | |
| " Printing & Stationary | 441,342.00 | | |
| " Repair & Maintenance-Building | 632,302.00 | | |
| " Repair & Maintenance. (General) | 289,979.00 | | |
| " Salary | 61,931,647.00 | | |
| " Sanitation | 2,911.00 | | |
| " Utilisation Certificate | 6,618.00 | | |
| " Sports A/c (Misc.) | 240,132.00 | | |
| " Subscription Charges | 18,109.00 | | |
| " TA/DA | 61,221.00 | | |
| " Telephone Expenses | 122,195.40 | | |
| " UGC Add-on-Courses | 48,750.00 | | |
| " Uniform Class IV | 18,063.00 | | |
| " Penalty (Pb Univ Chd) | 140,400.00 | | |
| " Youth Festival | 139,577.00 | | |
| " Seminar Expenses | 84,371.00 | | |
| TOTAL (Rs.) | 74,910,043.15 | TOTAL (Rs.) | 74,910,043.15 |

Notes on accounts attached

AUDITOR'S REPORT

In terms of our Audit Report of even date
under section 44AB of the Income Tax, 1961
for M/S S.K.VERMA & ASSOCIATES
CHARTERED ACCOUNTANTS

(S. K. VERMA)
FCA

(Signature)
PRINCIPAL

PLACE : CHANDIGARH
DATE : THIS 18TH DAY OF APRIL, 2011

PLACE : CHANDIGARH
DATE : THIS 27TH DAY OF MAY 2010

CONSOLIDATED INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31.3.2012

| EXPENDITURE | AMOUNT (RS) | INCOME | AMOUNT (RS) |
|------------------------------|--------------------|-----------------------------|--------------------|
| Direct Expenses | 58899735.00 | Direct Incomes | 58024673.00 |
| Administration Charges | 3060.00 | Amalgamated Fund | 1203000.00 |
| Affiliation Fee | 21500.00 | Bank Interest | 941031.00 |
| Annual Maint Contracts | 27005.00 | Building Rent | 27000.00 |
| Bank Charges | 5094.00 | Contract Money Canteen | 105416.00 |
| Contingencies | 33286.00 | Environment Fee A/c | 191000.00 |
| Conveyance Charges | 23746.00 | Misc. Income | 411032.00 |
| Con & Prize Distribution | 165848.00 | Practical Charges | 307200.00 |
| Depreciation | 3261260.77 | Prospectus A/c | 466197.00 |
| Electricity Charges | 939975.00 | Sale of Forms | 51550.00 |
| Entertainment & Refreshment | 33982.00 | Sale of Waste Material | 18772.00 |
| Fee Concession | 1121276.00 | Student Aid Fund | 441741.00 |
| Festival & Function | 268900.00 | Student Welfare Fund | 3493587.00 |
| Gardening A/c | 112351.00 | Water & Electricity Charges | 476218.00 |
| Insurance A/c | 75629.00 | General Fund | 1333760.00 |
| International Accred Org Fee | 25711.00 | G.P.E.F | 401273.00 |
| Library Contg. | 13412.00 | IT Fest | 6725.00 |
| Misc. Expenditure | 172120.00 | Self Finance A/c | 8318250.00 |
| Newspaper & Magazine | 45931.00 | Admission Fee | 674500.00 |
| Univeristy Charges | 25000.00 | Grant 95% Deficit | 30725648.00 |
| Postage A/c | 7581.00 | Honours Fee | 138300.00 |
| Printing & Stationery | 368683.00 | Late Admission Fee | 65300.00 |
| Salary Hon-AF | 66000.00 | Tuition Fee | 2103363.00 |
| Sanitation | 29452.00 | Hostel Fine | 18150.00 |
| Seminar | 954.00 | Hostel GF | 1700168.00 |
| Sports A/c Misc. | 136393.00 | Hostel Security Lapse | 6000.00 |
| Subscription Charges | 8415.00 | Sale of Prospectus | 91050.00 |
| TADA | 16400.00 | Water Cooler Charges | 261999.00 |
| Telephone A/c | 68928.23 | Water & Electricity Income | 1094899.00 |
| UGC Remedial A/c | 179850.00 | Dilapidation Fee | 270899.00 |
| Uniform A/c | 14400.00 | Establishment Fee | 674990.00 |
| Youth Festival | 132584.00 | Maintenance Fee | 519998.00 |
| Honorarium | 3000.00 | Mess Income | 375000.00 |
| Advertisement - CMF | 658549.00 | Room Rent Hostel | 1110657.00 |
| Architect Charges | 23825.00 | Excess of Expenses | 875062.00 |
| Audit Fee | 49599.00 | | |
| Computer A/c | 81100.00 | | |
| EDF Paid | 274450.00 | | |
| Gratuity Paid | 636219.00 | | |
| Leave Encashment | 246122.00 | | |
| Legal & Professional Charges | 146271.00 | | |
| Repair & Maint. | 571672.00 | | |
| Salary Non-Teaching | 10428633.00 | | |
| Salary Teaching | 35387979.00 | | |
| Software for BCA Lab | 563344.00 | | |
| Administration Charges RPFC | 518940.00 | | |
| Labour Charges | 2000.00 | | |
| Medicine | 5598.00 | | |
| Newspaper & Magazine | 3233.00 | | |
| Water Charges | 595146.00 | | |
| Repair & Maint (B) | 227072.00 | | |
| Salary Hostel Staf | 1072256.00 | | |
| Total | 58899735.00 | Total | 58899735.00 |

FOR GURU GOBIND SINGH COLLEGE FOR WOMEN

FOR SOKHI SYAL & CO.

PRINCIPAL

SHARAN S. SOKHI
FCA 01581

Declaration by the Head of the Institution



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GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26, CHANDIGARH - 160 019

(Affiliated to Panjab University Chandigarh)

(Accredited by National Assessment & Accreditation Council, Bangalore)

Ref: 396

Dated 25/6/2013

Declaration by the Head of the Institution

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer team will validate the information provided in this SSR during their visit.

Signature

Head of the institution

Place: Chandigarh

Date: