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

ANNUAL QUALITY ASSURANCE REPORT

(INTERNAL QUALITY ASSURANCE CELL)

(2017-2018)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

- ❧ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- ❧ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- ❧ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- ❧ *To undertake quality-related research studies, consultancy and training programmes, and*

- ❧ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

Contents

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

Introduction

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

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer centre, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Guru Gobind Singh College for Women

1.2 Address Line 1

> Sector -26

Address Line 2

> Chandigarh

City/Town

> Chandigarh

State

> U.T.

Pin Code

> 160019

Institution e-mail address

> principalggscw@yahoo.in

Contact Nos.

> 0172-2791610

Name of the Head of the Institution:

> Dr. Jatinder Kaur

Tel. No. with STD Code:

> 0172-2791610

Mobile:

> 9781996284

Name of the IQAC Co-ordinator: Dr. Jaswinder Kaur

Mobile: 09876498893

IQAC e-mail address: naacggscw18@gmail.com

1.3 NAAC Track ID   CGCOGN 10479

1.4 Website address: http://www.ggscw.ac.in

Web-link of the AQAR: http://www.ggscw.ac.in/IQAC.aspx

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC: DD/MM/YYYY   20/03/2004

First Constitution

20/03/2014

Reconstitution

1.7 AQAR for the year *(for example 2010-11)*   2017-2018

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

  i.   AQAR -2013-14 submitted on 07/09/2016   (DD/MM/YYYY)
  ii. AQAR-2014-15 submitted on 24/09/2016   (DD/MM/YYYY)
  iii. AQAR - 2015-16 submitted on 01/02/2017   (DD/MM/YYYY)
  iv. AQAR- 2016-17 submitted on 29/09/2017   (DD/MM/YYYY)

1.9 Institutional Status

University   State [✔]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✔]   No [ ]

Constituent College   Yes [ ]   No [✔]

Autonomous Collegeof UGC   Yes [ ]   No [✔]

Regulatory Agency approved Institution   Yes [ ]   No [✔]

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

Type of Institution   Co-education [ ]   Men [ ]   Women [✔]

         Urban [✔]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✔]   GC 12B [✔]

        Grant-in-aid + Self Financing [✔]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [✔] Science [✔] Commerce [✔] Law [ ] PEI (Phy. Edu) [ ]

       TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

     Others   (Specify) | Computer Science & Applications |

1.11 Name of the Affiliating University *(for the Colleges)* | Panjab University, Chandigarh |

1.12 Special status conferred by Central/ State Government--

Autonomy by State/Central Govt. / University | NIL |

University with Potential for Excellence | NIL |

UGC-CPE   NIL

DST Star Scheme   NIL   UGC-CE   NIL

UGC-Special Assistance Programme   NIL   NIL

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

UGC-COP Programmes   NIL

2. IQAC Composition and Activities

2.1 No. of Teachers   10

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   04

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and   NIL

    Community representatives

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   20

2.10 No. of IQAC meetings held   17

2.11 No. of meetings with various stakeholders: No. 1 3 Faculty 07

Non-Teaching Staff Students 02   Alumni 01

Others 03

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

If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 21 | International | NIL | National | 1 | State | NIL | Institution Level | 20 |

 (ii) Themes

- Research and Development
- Career Opportunities
- Personality & Self Development
- Applications of Science
- Print Media
- Socio cultural changes
- Stress Management
- Contemporary literature
- .NET Technology
- GST
- Social Well Being
- Gender based Violence
- Hindi Diwas
- National Science Day
- Indian History
- Sikh Identity
- Role of Women in Freedom Struggle
- Environmental Consciousness
- Legal Literacy
- Skill Enhancement
- Preparation of SSR for NAAC visit

2.14 Significant Activities and contributions made by IQAC

- The IQAC, in the session 2017-18, undertook the extensive task of preparation of NAAC SSR for cycle 3 Accreditation. All criteria were assigned to teams under convenors who collected and collated the data prepared.
- The IQAC streamlined the utilization of grants received under the RUSA scheme from MHRD, for new construction, renovation, up gradation of existing infrastructure and purchase of equipment.
- Skill Development Classes (Group Discussions & Interviews) were held for the students of passing out classes.
- The IQAC initiated the formal process of Academic Audit for Departments and Faculties.
- The faculty was encouraged to undertake research at the national and international level by presenting and publishing research papers.
- The IQAC played a significant role by orienting staff and students towards the use of ICT across all arenas of learning.
- Feedback system was strengthened and streamlined.
- The value of green initiatives was highlighted by the IQAC and various drives like **Tree plantation,** Say No to Plastic and Cleanliness Drivesand **Carpooling** were executed.
- Industrial visits were arranged to familiarize students with the Industry environment.
- The Tribune was visited by Functional English students to understand the working of printing press.
- Visits were made to Old age homes, orphanages and blind schools for social causes.
- Awareness on various entrance exams for careers.
- Participated in NIRF 2017-2018.
- Participation in Swachhta Rankings.
- Plan for initiation of e-journal
- Criteria wise presentations of SSR were arranged to assess the progress in each criteria

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To conduct an Orientation Programme for newly recruited teachers	Successfully implemented
• To conduct a professional Academic Audit of all departments	Process is initiated and is near completion
• To augment infrastructural facilities	• Under RUSA grants 6 rooms were equipped with interactive boards and 10 new smart classrooms were created. • Research Lab was setup and inaugurated • Hostel was renovated • Revamping of Gymnasium • Added another Reading Room in the Library. • Constructed underground water tank in the Hostel. • All labs upgraded and learning resources added.
• To update Collegewebsite with new format Digital India Vision	This has been successfully accomplished
• To organize national seminars/conference	Department of History organized a National Seminar
To promote Green Environment • Proposal for Herbal Garden was made • Energy saving equipment to be used	Work in progress LED fans and lights replaced traditional energy sources in the Hostel.
• Preparation for the SSR for Re-Accreditation Cycle- 3	SSR near completion.

Attach the Academic Calendar of the year as AnnexureII.(University as well as Collegecalendar attached.)

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate NIL   Any other body NIL

Provide the details of the action taken

AQAR 2017-18 approved with acceptance of Management.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	5	-	1	-
UG	4	-	2	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9	-	3	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	9
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders*Alumni [√]   Parents [√]   Employers [√]   Students [√]
   (On all aspects)

Mode of feedback: Online [√]   Manual [√]   Co-operating schools (for PEI) - [NIL]

Annexure III Attached

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

> - As per PU Syllabi (BCA and MSc IT) was revised – **Annexure IV Attached**
> - A new topic of (Drug Abuse: Problem, Prevention and Management) was added in the syllabus of ENVIRONMENT, ROAD SAFETY EDUCATION AND VIOLENCE AGAINST WOMEN AND CHILDREN as per Panjab University, Chandigarh guidelines.

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

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	32	12	1	

2.2 No. of permanent faculty with Ph.D.

23

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
*4 (P) *34(M)	-	-	-	1	-	-	-	5	-

* P – Permanent, M – Management Paid

2.4 No. of Guest faculty

00

No. of Visiting faculty

02

No. of Temporary faculty

34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	10	-
Presented papers	06	06	-
Resource Persons	NIL	NIL	02

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

> The College believes in constantly re-inventing the teaching and learning process,
> in order to make it more stimulating and rewarding.
> * The practice of efficient and effective teaching is encouraged through the supplementing of the traditional teaching methods by using ICT in the classrooms, Group Discussion, Case Studies, Online Assignments, PowerPoint Presentations, Project Based Learning, Brainstorming, Open Book Tests, Review of movies and Experimental learning.
> * The faculty adopts latest methods for content sharing and strives to keep students abreast of the latest developments in their respective subjects.
> * Personal attention is given to learners in order to engage them better in the classroom.
> * Critical thinking is encouraged to inculcate logical reasoning skills, discrimination, identify inconsistencies and errors.
> * On the basis of mid-semester and class tests a list of students in need of remedial classes is prepared and the task is undertaken.
> * In order to inculcate confidence in students Peer teaching is promoted.

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

a.	Under Annual System:	NA
b.	Under Semester System:	
	- Semester –I:	99 days
	- Semester –II:	96 days
	- Total	195 days

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

Mid-Semester exams, Surprise Oral and Written Tests and Open Book Test for both UG and PG classes

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

04

2.10 Average percentage of attendance of students

75.8%

2.11 Course/Programme wise distribution of pass percentage:

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	DIVISION				
		DISTINCTION%	I%	II%	III%	PASS %
M.Sc (IT)-I (1st Semester)	15	40%	46.6%	-	-	86.6%
M.Sc (IT)-I (2nd Semester)	15	20%	66.6%	-	-	86.6%
M.Sc (IT)-II (3rd Semester)	12	66.6%	25%	-	-	91.6%
M.Sc (IT)-II (4th Semester)	12	83.3%	16.6%	-	-	100%
Mcom-I (1st Semester)	50	-	54%	24%	2%	80%
Mcom-I (2nd Semester)	50	2%	56%	18%	20%	96%
Mcom-II (3rd Semester)	71	2.8%	64.7%	4.2%	22.5%	94.3%
Mcom-II (4th Semester)	71	1.4%	76%	5.6%	11.2%	94.3%

M.A (Eng)-I (1st Semester)	15	-	13.3%	26.6%	-	40%
M.A (Eng)-I (2nd Semester)	14	-	14.2%	42.8%	28.5%	85.7%
M.A (Eng)-II (3rd Semester)	18	-	16.6%	16.6%	-	33.3%
M.A (Eng)-II (4th Semester)	18	-	11.1%	16.6%	50%	77.7%
M.A (Soc)-I (1st Semester)	42	2.3%	14.2%	16.6%	2.3%	35.71%
M.A (Soc)-I (2ndSemester)	40	2.5%	12.5%	30%	15%	60%
M.A (Soc)-II (3rdSemester)	34	-	41.1%	32.3%	8.8%	82.3%
M.A (Soc)-II (4thSemester)	34 25(declared),07(RLL)*	-	48.1%	37%	7.4%	92.5%
M.A (Eco)-I (1st Semester)	25	8%	68%	8%	-	84%
M.A (Eco)-I (2nd Semester)	25	-	40%	12%	-	52%
M.A (Eco)-II (3rd Semester)	13	7.6%	53.8%	-	7.6%	69.2%
M.A (Eco)-II (4th Semester)	13	7.6%	61.5%	-	-	69.2%
B.A-I (1st Semester)	302	0.9%	11.6%	24.2%	5.3%	42%
B.A-I (2nd Semester)	298	1%	11%	23.4%	5.3%	40.7%
B.A-II (3rd Semester)	226	-	21.2%	31.8%	7.5%	60.6%
B.A-II (4th Semester)	226	2.6%	39.8%	21.2%	2.6%	66.3%
B.A-III (5th Semester)	261	-	22.9%	27.6%	4.6%	55.1%
B.A-III (6th Semester)	261 88(declared),84(RLL)*	0.5%	32.7%	15.8%	0.5%	49.7%
B.Com-I (1st Semester)	259	1.5%	37.4%	27.4%	1.1%	67.5%
B.Com-I (2nd Semester)	259	1.9%	43.6%	26.2%	0.7%	72.5%
B.Com-II (3rd Semester)	220	5.4%	45.9%	23.1%	3.1%	77.7%
B.Com-II (4th Semester)	220	5.4%	49.1%	17.2%	1.3%	73.1%
B.Com-III (5th Semester)	222	12.6%	68%	16.6%	1.8%	99.1%
B.Com-III (6th Semester)	222	3.6%	57.6%	18.9%	12.6%	92.7%
BCA-I (1st Semester)	17	-	23.5%	23.5%	-	47%
BCA-I (2nd Semester)	17	-	35.2%	17.6%	-	52.9%
BCA-II (3rd Semester)	25	16%	44%	-	-	60%

BCA-II (4th Semester)	25	20%	60%	12%	-	92%
BCA-III (5th Semester)	22	13.6%	45.4%	22.7%	-	81.82%
BCA-III (6th Semester)	22	4.5%	31.8%	9%	31.8%	77.27%
BSc-I (1st Semester)	56	5.4%	17.8%	25%	17.8%	66.07%
BSc-I (2nd Semester)	56	5.4%	21.4%	30.4%	3.5%	60.71%
BSc-II (3rd Semester)	47	2.1%	14.8%	25.5%	21.3%	63.8%
BSc-II (4th Semester)	47	8.5%	38.3%	10.6%	2.1%	59.5%
BSc-III (5th Semester)	67	8.9%	37.3%	25.4%	2.9%	74.5%
BSc-III (6th Semester)	67	12%	23.8%	10.4%	23.8%	70.15%

*Result not declared by university due to technical reason.

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

- The IQAC plays a pivotal role in maintaining the quality of education in the college, with special reference to the Teaching & Learning process. Key academic decisions like introduction of new courses, additional units etc, extension, and application for affiliation from Panjab University, Chandigarh are taken in IQAC meetings.

- The IQAC played an active role in efficiently carrying out the 2017-18 centralized online admission for B.Sc (Non-Medical) for all government and aided colleges of Panjab University, Chandigarh.
- The IQAC guides the departmental heads regarding the general framework of academic planning to be adopted for the completion of the curriculum before mid-semester and final semester examination.
- The faculty is encouraged to adopt innovative methods (ICT) of teaching.
- The IQAC also encourages faculty to apply for promotions under UGC-CAS scheme in a time bound manner. This year 10 faculty members were promoted, 5 Assistant Professors moved to the scale of Associate Professor.
- Stress is also laid on creating awareness regarding career opportunities, future prospects, and skill development of students through the teaching & learning process. The IQAC promotes the organization of extra-curricular and co-curricular activities in the college.
- Measures are taken to ensure periodic testing of the students through mid-term test, surprise test, open book test and remedial classes are thus conducted on their basis.
- Transparency is maintained in the examination system by showing students their answer scripts and redressing their grievances if any. Further the internal assessment is awarded judiciously.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	05
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20+19 (GIA) (SF)	-	5	25
Technical Staff	2	-	1	2

Criterion – III

3. Research, Consultancy and Extension

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

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

As recommended by IQAC

- The Research Committee of the institution promotes research activities in the College. This committee monitors and addresses research related activities. IQAC motivates the faculty members for participation in State, National& International seminars.
- Three teachers completed their PhD degree in the session.
- Research laboratory was inaugurated for the promotion of research activities.
- Wi-Fi enabled laboratories, digitalized library with INFLIBNET & Campus Whizz. Fully equipped computer laboratories are initiatives taken with the vision to ingrain and promote scientific & research based studies in the campus.
- Students are encouraged to participate in the National/International Conferences for paper and Poster Presentations.
- Teachers are motivated to publish papers as a result 15 books/chapters and 58 papers were published.
- Faculty members are inspired to register for PhD programmes.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	50	6	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	1	NIL	NIL
Conference proceedings	NIL	1	NIL

3.5Details on Impact factor of publications: Impact factor

Range | 0.42 - 6.56 | Average | 3.49 | h-index | 6.50 | No. in Scopus | NIL

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7No. of books published

i)with ISBN No | 5

ii)without ISBN No | NIL

iii)Chapters edited in book | 10

3.8 No. of University Departments receiving funds from

UGC-SAP | NIL | CAS | NIL | DST-FIST | NIL

DPE | NIL | DBT Scheme/funds | NIL

3.9 For colleges

Autonomy | NIL | CPE DBT | NIL | Star Scheme | NIL

INSPIRE | NIL | CE | NIL | Any Other (specify) | Yes (from CDC and DST)

3.10 Revenue generated through consultancy NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	1	NIL	NIL	NIL
Sponsoring agencies	NIL	SES, Chandigarh	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons 02

3.13 No. of collaborations

International NIL   National NIL   Any other NIL

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs :

From funding agency RUSA   From Management of University/College NIL

Total 9,50,528/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
2	-	2	-	-	-	-

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

NIL

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

NIL

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

JRF NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21No. of students Participated in NSS events:

University level 200   State level 20

National level 5   International level NIL

3.22No.of students participated in NCC events:

University level 90   State level 20

National level 5   International level NIL

3.23 No. of Awards won in NSS:

University level NIL   State level NIL

National level NIL   International level NIL

3.24 No. of Awards won in NCC:

University level NIL   State level NIL

National level NIL   International level NIL

3.25No. of Extension activities organized

University forum NIL   College forum 11

NCC 20   NSS 12   Any other NIL

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

During the session 2017-18, following activities were undertaken:-

- International Yoga Day
- Dengue Awareness Drive
- Tree Plantation Drive
- Workshop on Digitalization
- NSS day Celebration
- NSS 7 Day Special Camp
- Rashtriya Ekta Diwas
- Eye and Dental Check-up
- Blood Donation Camp
- Cleanliness, Health & Hygiene
- Clean & Green surroundings
- Swachhta Pakhwara
- Rally for Rivers
- Gender Champions Club organised special lecture on Reproductive Health of Young Girls
- Legal Literacy Club organised inaugural lecture on Property Rights: A Key to Women Empowerment
- Red Ribbon Club celebrated World AIDS Day
- Environment Society celebrated World Forestry Day
- College NGO, RAAHAT organised Workshop on Skill Enhancement in Kishangarh village, provided funds for medical aid to one of the gardeners and also funded the fees of a needy student
- World Mental Health Day
- Aptitude test
- IT Fiesta (sponsored by the Department of Science and Technology) to explore the true potential of the students.
- Interactive sessions with Industry experts
- Workshop on entrance exams for civil/govt services

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11 acres	NIL	NIL	11 acres
Class rooms	31	NIL	NIL	31
Laboratories	14	1 (Research Lab)	RUSA	15
Seminar Halls	1	NIL	NIL	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		6		
Value of the equipment purchased during the year (Rs. in Lakhs)			*RUSA	**11,84,148/-**
Others	-		*RUSA	**66,53,150/-**

*Annexure V attached (List of Items).

4.2 Computerization of administration and library

- All administrative and organizational operations in the College are computerized. The office is equipped with centralized software Campus Whizz which provides access to student and employee information.
- Latest computers have been purchased under the RUSA scheme for supporting client server architecture 24*7.
- The campus is fully Wi-Fi enabled and administrative operations are technically supported by various software for accounting, examination, student registration etc.
- Students are encouraged to pay their admission and examination fees online, keeping in view the Digital India vision.
- The College Library uses the Libsys software for Library Management, open access to books, journals and e-resources through NLIST, INFLIBNET. The College Library also has a Blog (http://ggscwlibrary.blogspot.com) and Wall Magazine Khoj for the benefit of students. LED Display Unit was installed in Library.
- Ten computers are also available in the Learning Resource Centre.

4.3 Library services:

	Existing		Newly Added 2017-2018		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22647	39,03,873/-	748	3,00,275/-	23496	42,86,773 /-
Reference Books			72	82,625/-		
Donated			29			
e-Books	Through NLIST, INFLIBNET (MHRD Prog.) now e-shodhisindhu					
Journals	34+ online	98056	34+ online	73,830/-	34+ online	1,71,886/-
e-Journals	Through NLIST, INFLIBNET (MHRD Prog.)					
Digital Database						
CD & Video	With books	-		With books	-	

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept	Others
Existing	131	(No. of Computer Labs : 4) (No. of Computer) 77	BBGCOM BOULD630 001N 100 Mbps leased line with optical fibre cable	06	NO	09	28	17
Added	30	6				01	2	21 Computers 10- Research Lab 10-Smart Classrooms 1 Seminar Room 6 Interactive Board
Total	161	83			NO	10	30	38 (Computers) 6 (Interactive Boards)

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

- A One day workshop was organised for BCA & M.Sc (IT) students on PHP technology on August 18, 2017.
- A One day workshop was organised on .net & testing techniques for students of M.Sc (IT) on October 25, 2017.
- IT Fiesta 2018 (sponsored by Department of Science & Technology) in association with other companies on February 20, 2018 to provide a platform to students of various colleges of the region to explore their true potential and showcase their talent and skills in a variety of competitions like Debate, On the Spot Software Development, On the Spot Website Designing, Cartooning, e-waste Modeling , Caption Contest, Debugging, Collage Making, Group Dance, Tech Rangoli, Poster Presentation, Photography etc.
- The Department of Sciences celebrated National Science Day on February 23, 2018. The aim of the event was to encourage scientific temperament among young students and create curiosity regarding new ideas and explore latest trends in Science and Technology.
- Teachers were apprised of technology to use smart boards on May 4, 2018 to make the teaching learning process attractive to the students.
- The College Library also has a Blog (http://ggscwlibrary.blogspot.com).
- Official Correspondence amongst departments is encouraged through e-mails.
- Interactive training session for faculty members and administrative staff.
- Expert lectures on filing Income Tax Returns online and on GST were arranged.
- Teachers were given a demonstration on the process of Online Admissions for the forthcoming session 2018-2019.

4.6 Amount spent on maintenance inlakhs:

i) ICT | 61,357/-

ii) Campus Infrastructure and facilities | 33,378/-

iii) Equipment | 3,66,573/-

iv) Others | 3,72,326/-

Total: | 8,33,634/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC takes up various decisions for the benefit of students and upliftment of college. This year also various meetings were held by the IQAC team to provide support to students.
>
> **During the meetings of IQAC held, following decisions were made and implemented:**
>
> * Information regarding Govt and Non Govt scholarships was given to the students.
> * The students were apprised of the College Grievance Redressal Cell, Anti Sexual Harassment Cell and Anti Ragging Cell in the beginning of the session.
> * Strengthen the mentoring system for the benefit of students.
> * Mentors were allotted the students at the time of admission.
> * All rooms/departments were kept clean and better drinking facilities were provided to the College students.
> * 16 new smart classrooms added with interactive and projector boards.
> * Requirement of more rooms and labs was raised for new courses
> * Equipment of the gymnasium repaired and made functional.

5.2 Efforts made by the institution for tracking the progression

> * To monitor the progression of the students in the classroom, class tests, surprise tests, open book tests are taken regularly. Besides these mid semester tests also help to monitor the progression. On the basis of the results and performance Remedial classes are conducted.
> * Parent Teacher Meeting was also convened to discuss the progression of the students with parents. This year it was held on 7th April 2018 to make the parents aware of their ward's performance in house examinations and their attendance in the classes.
> * To improve the attendance of students in the classes, automated messages were sent to parents about their ward's attendance. Phone numbers of the parents were also taken at the time of admission.
> * Notification regarding admission to various programs and employment opportunities are conveyed to the students through various media.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1753	308	-	-

(b) No. of students outside the state

1218

(c) No. of international students | 9 |

Men | No | % | Women | No | % |
| NA | - | | 2061 | 100 |

Last Year							This Year						
General	SC	ST	OBC	BC	Physically Challenged	Total	General	SC	ST	OBC	BC	Physically Challenged	Total
1659	191	35	148	52	01	2086	1636	159	35	168	61	02	2061

Demand ratio | 5:3 | Dropout % | 1.74 |

* This ratio is for Arts stream only. For other courses the data is not available as admission is done by the university and DHE under centralized allotment.

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

- A Skill Development Class – General Aptitude and Reasoning for all classes was held by Post Graduate Department of Computer Science and Applications.
- Aptitude testing for all students of Psychology was done by an Alumnus of the CollegeAanchal to prepare the students for job opportunities in various fields.
- A Career Counselling seminar for aspirants of Civil services was conducted by Samkalp Coaching and Guidance Centre. It was focused on preparing the students for competitive exams and interviews.

No. of students beneficiaries | 700 |

5.5 No. of students qualified in these examinations

NET | 11 | SET/SLET | NIL | GATE | NIL | CAT | 06 |
IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | NIL |

5.6 Details of student counselling and career guidance

The College recognizes the need for preparing the students for future and to provide the much needed life skills to students and help them to find job placements. The Placement Cell holds workshops, seminars, lectures for the students to enhance their skills and aptitudes, fine tune presentation techniques and network and the industry leaders to provide them with the opportunity to find a suitable placement. In the session 2017-18 many interactive sessions were held to expose the students to the upcoming demands and requirements of the industry.

- A **One day Workshop** was organized by **Aa2it Pvt. Ltd** on August 18, 2017. Around 45 students of M Sc I & BCA III participated in the workshop which aimed to provide technical as well as practical knowledge on **PHP** technology.
- **bebo Technologies** conducted a **One day Workshop on October 25, 2017 on .Net and Testing Techniques for** M Sc I & M Sc II students. The primary goal of the workshop was to strengthen their technical capabilities and to prepare them for the industry. Around 26 students participated in the workshop.
- A seminar was conducted by **SMIC** on February 23, 2018 for BCA students on **Career Counseling** and **various Job Opportunities and Courses** available after completion of BCA and their benefits and scope in the software industry.
- A seminar was conducted by **Info Maths** on February 27, 2018 for the students of final year of BCA for spreading awareness on various entrance exams for post-graduation and coaching and crash courses available for the preparation of the same.
- An aptitude test and quiz competition was organized for the students in collaboration with ALS IAS Centre by the Dept of Psychology in February, 2018.
- The Dept of psychology installed a stall at the IT Fest organised by Dept of Computer Science and Applications in which various activities were organised to create awareness about future avenues through Psychological testing.

Students also took part in various Placement Drives held in and around Chandigarh. Around 30 students from undergraduate and postgraduate departments attended the "Mega Job Fair" Placement Drive held by SGGS College, Sector 26, Chandigarh on March 21, 2018.

The College facilitated placements of the following students during the academic year 2017-18.

Heena Bathla	Relationship Manager, HDFC Bank
Seema Sisodiya	Software Developer, Offbeat Software Solution
Anusha Bhandari	Quality Assurance Engineer, Catalystone Info Solutions
Aaina Trehan	Software Engineer in Technology& Research, Spice Labs Pvt. Ltd
Ruchika Sharma	Quality Assurance Engineer, bebo Technologies
Jasmeet Kaur Brar	Clerk, Punjab Civil Secretariat
Poonam Thakur	Quality Assurance Manager, Digitek Software Solution

Tania	Software Testing Engineer, Safaltek Software Pvt. Ltd
Tanisha Singla	MS – Tech Trainee, Kindlebit Solutions Pvt. Ltd
Prerna Sharma	Software Developer
Deepika	Data Entry Operator, JBCC
Shilpa Sharma	Clerk, ICICI Bank
Ankita Bhatt	Accountant, MDAV
Shikha Gupta	Clerk, Bank of India
Rahiman	Account Assistant, Govt Hospital
Manisha	Relationship Manager, HDFC Bank
Reena	Lecturer, Chandigarh Institute of Hotel Management
Nidhi	Teacher, Century Public School
Neha Ali	Teacher, Vivek Anand Public School
Sunita	Executive, Marketing- Louis Biosearch

No. of students benefitted
350

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	20

5.8 Details of gender sensitization programmes

Gender sensitization is one of the basic requirements for normal development of an individual. In order to in still empathy and sensitize the students, the College held various sensitization campaigns, workshops and talks about gender roles, gender discrimination and gender equality.

18-09-2017	Investiture Ceremony of Gender's Champion Club	Expert Lecture by Dr. Madhu Gupta, Additional Professor, Community Medicine, School of Public Health, PGIMER, Chandigarh on 'Reproductive Health of Adolscent Girls'
09-11-17	Quiz on Women's Legal Rights in India	Students participated in the Competition at GCBA-50 and won 2nd and 3rd Prize of Rs.1,500 and Rs.1,000 respectively
13.3.2018	Property Rights of Women in India	Expert Lecture By Dr. Supinder Kaur, Assistant Professor, Deptt. Of Laws, Panjab University, Chandigarh
19-03-2018	Impact of Social Well- being on Quality of Life of Adolescent girls	Special Lecture by Dr. Savneet of Deptt. of Psychology
20-03-2018	Gender Based Violence	Expert Lecture By Dr. Jyoti Seth, Professor, from PGGCG-42

5.9 Students Activities

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

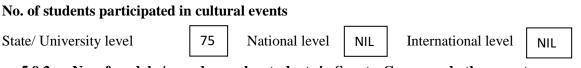State/ University level   286   National level   96   International level   01
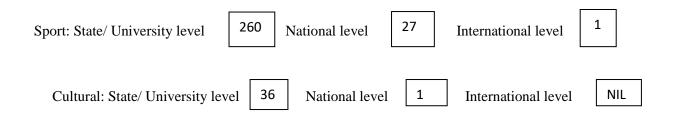
No. of students participated in cultural events

State/ University level   75   National level   NIL   International level   NIL

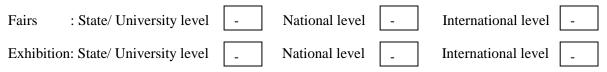**5.9.2   No. of medals /awards won by students in Sports, Games and other events**

Sport: State/ University level [260] National level [27] International level [1]

Cultural: State/ University level [36] National level [1] International level [NIL]

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	194	48,52,810/-
Financial support from government	34	1,36,700/-
Financial support from other sources	25	1,38,000/-
Number of students who received International/ National recognitions	7	**1,40,410/-**

Financial support from institution

Sr. No.	Concession	No. of Students	Amount (in Rs.)
1.	Half Fee Concession	07	44,760/-
2.	Sister Fee Concession	06	8,100/-
3.	Full Fee Concession	08	88,640/-
4.	Hostel for sports girls	35	23,90,500/-
5.	Sports Fee Concession	153	23,20,810/-
	Grand Total	209	48,52,810/-

5.11 Student organised / initiatives

Fairs   : State/ University level [-] National level [-] International level [-]

Exhibition: State/ University level [-] National level [-] International level [-]

5.12 No. of social initiatives undertaken by the students [15]

5.13 Major grievances of students (if any) redressed:

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

Following complaints had been reported to the grievances cell:

- Slow working of Wi-Fi in the campus
- Prices of food items in canteen
- Better maintenance and upkeep of washrooms
- Shortage of water in hostel

Redressal

- Times to time efforts are made to check the Wi-Fi working and the speed has been enhanced.
- Maintenance and upkeep of washrooms is done regularly.
- Price list of food items has been displayed to ensure transparency
- Underground storage water tank has been constructed in the Hostel to address the water shortage problem

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision:
  - ➢ To promote academic excellence by maintaining high teaching standards.
  - ➢ To provide the best possible education and values to young women to become responsible citizens, dedicated to serve humanity and to improve the quality of life.
- Mission:
  College aims to impart holistic education to girl students and empower them with knowledge, skill and competence and make them self-reliant, enlightened and socially committed citizens of the country.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

The main aim of our College is to promote girl education striving for excellence in all the fields.

- The information about various courses offered in the College is provided in detail in the College prospectus and on the College website. Interactive instructional techniques that engage students in higher order thinking and investigation through the medium of debates, projects, presentations, internships, application of ICT resources, e-books and e-learning resources are used.
- The College academic calendar is prepared in accordance to University calendar. This helps in planning various activities for the holistic development of the girl students.
- Other student-centric strategies like remedial classes, merit classes, open book tests, and special lectures are adopted to fill the knowledge gaps. A detailed evaluation report regarding Mid-Semester tests and regular assignments are formulated in advance and communicated to students.
- Monthly attendance record is maintained to identify students who are irregular. Data and information on academic performance of students is maintained in order to identify slow learners and meritorious students for appropriate assistance.
- The students doing exceptionally well in the university and College exams are felicitated during the Annual Prize Distribution Function. Special merit scholarships are awarded to University toppers.

6.3.3 Examination and Evaluation

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

- Mid semester exams, class tests, surprise tests (oral& written) are conducted for continuous evaluation of the students.
- Special retests are conducted for students who are unable to take their Mid-Semester tests(e.g sports women who participate in various tournaments)
- Internal Assessment is based on the criteria of attendance, submission of assignments, marks in the tests and classroom participation.
- Grievances related to the marks and internal assessments are taken care of.
- Parent Teacher Meetings are held to inform about the student's performance and attendance.

6.3.4 Research and Development

IQAC along with the Research Committee encourage the staff for research related activities.

- Research Lab equipped with SPSS software was inaugurated in the institution by Director Higher Education, Chandigarh.
- 3 teachers completed their PhD's and 17 are pursuing their PhD's.
- Dr.Anamika was awarded with CSIR Senior Research Associateship.
- Dr. Jatinder Kaur, now the Principal of the institution received Post-Doctoral Fellowship in Commerce.
- CAS screening committee guides faculty members for improving their CAS API scores.
- To promote research, College encourages faculty members to participate and present papers in various national/international/state seminars and conferences. College also provides duty leave to the faculty members to deliver lectures in esteemed institutions.
- Proposal for interdisciplinary e-journal has been made by the Research Committee.
- In the session 2017-18 15 books/ chapters and 58 publications were made at the National/International levels
- Students are encouraged to participate in the National/ International Conferences and guided on hypothesis and reference writing.
- Students of M.com undertook research projects in different industries. College staff and students have access to various textbooks, reference books, journals required for effective teaching and learning. The library of College has subscribed National/ International e-journals in various subjects to which everyone has free access.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT

The fully Wi-Fi enabled campus allows students to access uninterrupted Internet connectivity anywhere within the campus. The laboratories, classrooms and seminar hall are equipped with unlimited Internet connectivity for uninterrupted classes and events.

- Important messages and information is conveyed through e mails and WhatsApp groups.
- To promote e-literacy, students are encouraged to submit online presentations and PPT presentations.
- 5 Classrooms have interactive boards and all other class rooms have smart boards enhancing classroom instruction and learning.
- Well-furnished Functional English Lab, 4 Computer Labs, Research Lab with SPSS software, e- Learning Resource centre (in Library) with 10 computers is used for academic activities.
- Training on IT is given to the students and staff on need basis.

INFRASTRUCTURE

- 31 classrooms with internet facility out of which 5 have interactive boards.
- 15 fully equipped Laboratories.
- Research Lab
- Air Conditioned Seminar Room with interactive board.
- Mata Ganga Auditorium
- Mata Kheevi Hostel with a capacity of 350
- Student Centre
- Gymnasium
- Open air theatre and playgrounds
- Lush green lawns
- Tuck Shop
- Modern double storied library
- Ramp for physically challenged
- Gurudwara Sahib
- SBI Branch

6.3.6 Human Resource Management

- Number of workshops were organised and attended by the staff members in our College and in other colleges as well.
- Recruitment & selection of the employees; the salaries, benefits of the employees are given as per UGC norms.
- Welfare schemes for the teaching & non-teaching staff are in place.
- Roles are clearly defined and work is distributed fairly respecting the psychological contract of the employees.
- NCC, NSS, RAAHAT volunteers participate in the extension activities extending community services.

6.3.7 Faculty and Staff recruitment

Faculty is recruited as per the guidelines of Panjab University, Chandigarh and Director, Higher Education Chandigarh.

6.3.8 Industry Interaction / Collaboration

Students of MSc IT, BCA& BA (Functional English) visit different industries and companies for training purposes. M.com students do projects on training, marketing and banking so they interact with the industry, banks and other agencies.

6.3.9 Admission of Students

The students in Arts stream are admitted as per the rules of the Panjab University, Chandigarh. Students of BCom, MCom, BCA and BSc(NM), and MSc(IT)are admitted through centralised admissions.

6.4 Welfare schemes for

Teaching and Non teaching	- The Institution provides number of benefits to the teaching and non-teaching staff like maternity leave as per norms. - The Student Council gives a feedback on the grievances and improvements are made accordingly. - Duty leaves for attending Workshops, Seminars, Orientation and Refresher courses. - Financial aid is provided to the non-teaching members in case of need. - Medical care for common ailments is provided by the visiting doctor. - In-house counselling from Psychology Department is provided for day to day behavioural and social issues. - Half Pay leave is given to the teaching and non-teaching staff

Students	College also does number of activities for the welfare of the students as mentioned below:
	• The College provides scholarships/free ships to meritorious and sports students who have excelled in academics, sports and other extracurricular activities.
	• College also provides medical care to students for which it has a tieup with a doctor.
	• Counsellor is there to address and handle the emotional and psychological issues.
	• The Counselling Cell of College guides the students to adjust well in the society.
	• Grievance Redressal Cell, Anti Sexual Harassment Cell, Anti Ragging Committee are fully functional in the institution.
	• Gurmat Vichar Sabha imbibes ethical, moral and spiritual values in the minds of students and helps them to overcome the ills of materialism, selfishness and insensitivity.
	• Gender sensitization through Gender Champions Club.
	• Electoral Literacy Club to orient the students about their electoral rights.
	• RAAHAT, NGO of the College generates funds through donations and uses it for the needy.

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes   ✔

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

Audit Type	External	Internal
Academic	In process	Yes
Administrative	No	Management

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

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ✔

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

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

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

6.11 Activities and support from the Alumni Association

- Alumni Association takes initiative to establish a bond between institution and its alumni. Members of Alumni Association are invited to various College functions.
- The College organized an Alumni Meet in the College premises on May 2, 2018. More than 500 alumni revisited the campus. A cultural event was organized for the alumni wherein they actively joined with other students and made the day a memorable one.

6.12 Activities and support from the Parent – Teacher Association

- There is no formal PTA in the institution but feedback from parents is taken during the parent teacher meeting.
- To foster and promote good relationship among the members of the teaching staff, students and parents/guardians, Parent Teacher Meeting was organized on April 7, 2018 in the College wherein parents were informed about their wards' academic performance and attendance records.

6.13 Development programmes for support staff

- Basic computer training is provided to the supporting staff. It enables the staff to effectively use the computer for various departmental works.
- Staff members are encouraged to pursue higher education and short term courses for knowledge up gradation.
- Support Staff is also encouraged to attend workshops in other institutions relating to grants, utilization of funds and other technical aspects.
- The Librarian orients the newly recruited staff on the use of the software in the Library.
- Training support staff for Panjab University, Chandigarh examination duties.
- Support staff is encouraged to pursue higher education and provide guidance to them.

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

- With collaborated efforts and hard work College lawns are satiated with diverse flora, which multiplies the beauty of campus and help to enhance aesthetic sense of students. The campus has brought laurels by winning the 2nd prize at Annual Rose Festival 2018 in the category of 'Best Maintained Campus' in Chandigarh.
- Efforts were initiated to create a herbal garden in the College campus.
- To reduce the carbon emissions many trees were planted on Van Mahotsav by NSS and Vasudha Volunteers.
- 80 volunteers of Vasudha- the environment society worked throughout the year. World Forestry Day was celebrated on March 21, 2018, participated in AkshayUrjaDiwas sponsored by CREST, Chandigarh.
- Tree Plantation Drive was organised to promote **Clean and Green Campus** on September 15, 2017.
- Rally for Rivers was organized in Collaboration with Isha Foundation on September 20, 2017.
- Volunteers participated in the Tree Walk organized by Chandigarh Tree Lovers and Times of India.
- Bulbs, Fans in the hostel were replaced with LED bulbs and Fans to conserve electricity under Pradhan Mantri Ujwal Vikas Yojna.
- All energy star machines, according to BEE standards, are used in the campus. Old AC's are provided with regulators and thermostats to reduce the energy consumption and operating costs.
- At campus frugal and thrifty usage of lights and fans is taken care by its eco-friendly building structure. All the rooms in the building are well aerated and there are large windows in the rooms to provide adequate sun light during day time. It is made sure that minimum numbers of lights are used during day time.
- All lab equipments are switched off, when not in use. Laser printers in campus are run on lower energy consumption mode to avoid loss of energy. Digitalization is encouraged so that use of stationary is minimal.
- All the staff members are encouraged to reuse the paper and used file covers as much as possible. Initiative of **Car-Pooling** is taken by staff.

Criterion – VII

7. Innovations and Best Practices

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

> For ensuring clarity and focus in institutional functioning towards quality enhancement following measures were adopted during 2017-2018, in the areas of Research Innovation, Infrastructure and learning resources, values and practices to ensure internalization of the quality culturetowards promoting its holistic academic excellence.
>
> - On line student registration, academic performance, feedback from students and alumni was initiated
> - Mentoring process was strengthened. Students shared their experiences and grievances with their mentors who guide and motivate them for academic growth, and help them to tackle stress and other problems. Each mentor is given 30 students at the start of the session.
> - Research and innovation is encouraged. Library is continuously upgraded with the latest books in all the academic fields
> - Research Lab has been recently set up and inaugurated to promote research
> - Herbal Garden has been proposed.
> - Mobile Compost Pit has been purchased to reduce and recycle the waste
> - To create environmental consciousness various activities are undertaken under NSS/NCC wings
> - To create awareness and sensitize about laws and rights in relation to gender issues a number of workshops, seminars, interactions were conducted by experts

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

Plan of Action	Action Taken
To encourage Research among faculty and students	- Research lab was the initiative taken by institution to promote research. During the year 2017-2018 faculty presented 12 and published 58 International & National papers. 15 books/chapters were also published during this session - Principal Dr. Jatinder Kaur received Post-Doctoral fellowship in Commerce. - LibraryBlog(http://ggscwlibrary.blogspot.com)was started where the students could have access to the old question papers, latest syllabus and information about the departmental activities. - Wall magazine Khoj was also introduced in the library.

Infrastructural up-gradation	• Under the RUSA grants the institution added computers, equipment in (Psychology, Home science, Fine arts, Music and Science department) Interactive boards, LED lights and fans. • New furniture, Automatic washing machines, fixation of Kota stone was added in the hostel. • Library got a new reading room. • Repair, whitewash and beautification of canteen area were also done under RUSA. • Permission for Multi functional Synthetic outdoor Sports ground and up-gradation of Open air theater was granted under the head of new construction to utilize RUSA Infrastructure grant • The Gymnasium was revamped
Environmental Protection	• Efforts for Carbon neutrality by planting more trees in the campus • Mobile compost pit was purchased to reduce the waste • The environmental Society celebrated World Forestry day on March 21, 2018. Held competitions on the themes "Save Forests, Save Earth". The society also encouraged the students in Inter College competitions at Akshay Urja Diwas, Environment Conservation Fest and many more • Rally for Rivers seminar was organized in collaboration with Isha foundation • Students participated in the Tree Walk, a TOI initiative • To reduce pollution teachers use car pooling • Bulbs, Fans in the hostel were replaced with LED bulbs and Fans to conserve electricity under Pradhan Mantri Ujwal Vikas Yojna • Reusing the file covers, paper is encouraged. • Messages are sent through the e-mails and WhatsApp
Values , Community and Student Participation	• RAAHAT an NGO of the College organized a workshop on Skill Enhancement (Basic Embroidery)at Kishangarh Village.16 volunteers and 3 teachers participated, Funds were provided for the medical aid of one the gardeners. • Nukkad Natak on the theme of Swasth Bharat, Sreshta Bharat was performed by students.

	• EHSAAS the Red Ribbon Club and NSS organized a blood donation Camp. • GurmatVicharSabha started the academic year with the inaugural function where the students recite Shabad Kirtan, students do the Sahej path all through the year and the College Sthapana Divasis celebrated each year by the students. At the start of each new month i.e Sangrand students prepare the holy Prasad and distribute it. On the Founders day langar is prepared in the community kitchen, wherein students and staff prepare langar while chanting hymns.

7.3Give two Best Practices of the institution *(please see the format in theNAACSelf-studyManuals)*

1. **Title of the Practice**

ENHANCING GENDER SENSITIVITY AND EMPOWERMENT

2. **Objectives of the Practice**

The College since its inception has been committed to the cause of gender justice and equality. We strongly believe that it is the fundamental responsibility of educational institutions, particularly women colleges to combat gender discrimination and lead the process of sensitivity and women empowerment. The goal has been to equip the students with the necessary information and knowledge to help them become aware, active and empowered citizens who significantly contribute in the process of nation-building. It is visualized as a goal of the College to transform the young minds and implement a policy of zero tolerance for gender-based violence, discrimination and harassment.

3. **The Context**

The College has taken it upon itself to play an active role towards building a gender-sensitive and gender-equal system. The patriarchal ideology is deeply embedded in our social systems, particularly in the context of India and it requires a huge amount of effort to challenge it. It is, therefore, important to enable the students to take the lead themselves towards building a humane and just society free from any kind of gender discrimination. The College, through various activities focuses on this important issue that requires a serious consideration. It ensures that students develop an ability examine and interpret the key gender related issues affecting the members of society.

4. The Practice

The College has taken a number of initiatives to encourage the students to break the cultures of silence surrounding gender-based discrimination, abuse and violence. The College has been providing various platforms to students through conducting a number of seminars, workshops and talks where the students get opportunities to cultivate democratic knowledge, skills, values and practice for empowering themselves. The College has a Gender Champion's Club that held its investiture ceremony in September 2017. The main focus of the club is towards exposing the students to various gender related issues and challenges and make them aware about the same. The Club has been active in spreading information on reproductive hygiene and organized an expert lecture by Dr. Madhu Gupta on 'Reproductive Health of Adolescent Girls' during the investiture ceremony.

The College organized a quiz on 'Women's Legal Rights in India' in November 2017 in order to make the students aware about the various legal provisions available in the country related to the topic. The Legal Literacy Cell organized a lecture on 'Property Rights: A Key to Women Empowerment'by Dr. Supinder Kaur in March 2018 where the students got legal information related to their property rights. The College organized an interactive talk with Dr. Jyoti Seth on 'Gender Based Violence' in March 2018 in which she spoke about the legal aspects specifically in the context of cyber laws. An expert lecture was delivered by Dr. Savneet on 'Impact of Social Well-Being on Quality of Life of Adolescent Girls' in March 2018.

One of the major ways to empower young girls and help them become independent is through education. The College ensures that students from economically weaker backgrounds are provided with financial aid in the form of various scholarships to support them in their education. Various kinds of scholarships by the government, NGOs and private scholarships are awarded to the students for this purpose. Individual philanthropists and faculty of the college also actively award scholarships to the meritorious and financially weaker students to help them continue with their education. Many such scholarships were awarded to the students during the session

5. Evidence of Success

One of the major achievements is to instill the courage in young girls to voice their concerns in a fearless manner. During the discussions in the workshops and talks, the students actively participate, question the established norms that legitimize gender discrimination and stand for women empowerment and social change. The follow-up debates in the classrooms further enhances their academic understandings about the issue and equips them with the various tools through which they can have a comprehensive understanding about the subject.

The consistent and increasing participation of the students in the practice indicates the success of the College in motivating and transforming them into active and dynamic citizens. The sensitivity and guidance of the College administration and the faculty in the everyday lives and problems of the students further encourages them to confront any form of discrimination and exercise their agency for their empowerment. The various kinds of scholarships that the students receive through the College act as a tremendous financial support for the meritorious and economically weaker students to complete their education and thus open new opportunities for them.

6. **Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words)

The process of generating and getting funds required for organizing various activities is often a tough and gigantic task. However, the faculty has been working hard to resolve these challenges and has been, to an extent, successful in organizing various activities related to the practice. The other challenge faced is the reluctance among the girls to disclose their problems because of the stigma attached with issue. The College has been making sincere efforts to instill confidence and trust among them so that they are able to freely share any form of harassment or violence they are facing and guide them through it. We believe that it is the prime responsibility of the educators and academic institutions to nurture the ideals of gender equality, freedom and sensitivity to bring about concrete transformations in our society.

7. **Notes (Optional)**

The College is consistently and continuously involved and committed to the practice of integrating concerns about the gender issues into every aspect of the campus, be it academic or extra-curricular activities. Every activity or event is seriously deliberated upon before enactment. This can thus act as a blueprint for other institutions to emulate.

7.4Contribution to environmental awareness / protection

1. Title- 'Bhagvani': Clean & Green Campus

2. Objective of the Practice- The chief objective of 'Clean & Green' initiative, the institution provides surroundings which cleanses the mind from anomalies of human nature/ behavior leading to enhancing the self-esteem, confidence of the young students becoming the harbinger of holistic development.

2.The Context- It is well-known fact that contact with nature can be balm to those who are stressed or fatigued. Thus, the design of a campus must incorporate other aspects apart from simply providing a place of study. Open green spaces can provide an aesthetic and healing environment. The natural scenery and relaxing atmosphere in open spaces encourage impromptu meetings and discussions, and provide fresh air for stressed scholars.

3.The Practice- Keeping the objective of the initiative in mind, Institution had established 'Bhagvani Club' in the year 2008 ensuring the overall maintenance of college- grounds with an active involvement of students as well. A devoted team, has been looking after the upkeep and beautification of green spaces and landscape of the College campus, which is one of the best healthy practices and sustainable initiative adopted by the Institution.

Not just the dedicated team of 'Baghvani', students also takes active part in enhancing the impact of initiative, with a keen interest in gardening take active part and at many occasions have planted the samplings and pots to the existing vault of collection.

Institution maintains a rich variety of flowering and non-flowering plants, both seasonal and perennial, which are grown in flower-beds as well as in pots.

4. Evidence of Success- Institution has consistently incorporated maintenance of green spaces on its campus. The dedication of the 'Bhagvani' team has reaped rich rewards by winning the title of 'Best Maintained College Lawns' in the Rose Festival organized by Chandigarh Administration since the inception of the practice that is from 2008 to till date, held in the month of February every year. Institution feels pride in not only beautification of the campus but also in educating students, staff and gardeners about water – conservation. Only recycled and treated water is used the entire year-round. An organic compost-pit has also been as successful initiative which serves as a source of rich manure.

- In the year 2018 the college came Second in the large Garden Competition at the Annual Rose Festival, held on 23-25th February 2018 organized by Municipal Corporation Chandigarh.
- The institution also won the first Prize in the Stock Double (C-3) at the same festival.
- Efforts have been initiated for a Herbal Garden in the College.

5. Problems Encountered and Resources required- Due to watering the lawn with tertiary and treated water has affected the quality of the landscape giving way to growing of wild plants and weeds.

- Besides this, problem is being faced with respect to civil work that is need of adequate paths, construction of pavement and boundary walls have been a consistent concern of the team 'Bhagvani'.

7.5 Whether Environmental audit was conducted?

Yes ☐   No ✔

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

SWOC ANALYSIS

Strengths

- Conducive working environment both for faculty and staff leading to faculty and staff retention.
- Participative Management.
- Keeping in mind the vision of the College that is to promote girl education, the College Management adequately supplements the GIA posts with Self-Financed teachers to adhere to the required student teacher ratio.
- College has well qualified and experienced Principal (Post Doctorate) and teaching faculty.
- Participation of the faculty in International, National and State Level Seminars, Workshops and Conferences.
- Use of innovative teaching techniques.
- Emphasis on holistic development of the students laying stress on values.
- State of art infrastructure and environment friendly campus.
- Fully automated library with large number of books, journals, magazines and e-journals.
- Research Lab set up under the aegis of RUSA. The first issue of multi-disciplinary electronic journal, *Gyan Kosh*, will be published in December, 2018.
- Runners Up in sports among 192 Colleges affiliated to Panjab University, Chandigarh and have creditable achievements at the National and International levels.
- Gymnasium with steam and sauna bath is one of the major attractions of the College.
- The College has allocated a sum of Rs 47, 75,000 for the laying of Multi-Functional Sports Court (Synthetic) and Rs 22, 00,000 for Open Air Theatre under the RUSA scheme.
- Concessions and scholarships for economically weaker students and freeships to sports students
- Well-furnished Mata Kheevi Hostel.
- Student diversity

Weaknesses

- Proficiency level is below average because most of the students in Arts Stream are from rural, low socio-economic background and neighbourhood colonies like Baapu Dham and Kishangarh Village.
- Lack of industry linkages and foreign exchange programs.
- Lack of major projects.
- Limitation of opening job oriented and skill development courses for students.

Opportunities

- National Higher Education Mission (RUSA) funds for upgrading the College.
- DHE, Chandigarh gives scholarships to the deserving students.
- Exploring possibility of collaborative research with established research institutions
- Strengthening academia-industry linkages (Advantage of being situated near IT park)
- Gymnasium can be opened to public for generating funds.
- Management has got the permission to increase the floor area ratio form the Estate Office, Chandigarh hence new construction can be undertaken and new courses can be introduced.

Challenges

- Socially and economically backward students with low aptitude in language and quantitative skills.
- Increasing trend of studying in co-educational colleges.
- Mushrooming of private Universities in the vicinity.
- Providing technical and skill based exposure to the students.
- Inability of the students from economically weaker sections to pay the fees for ongoing and add- on courses.
- To provide job opportunities to the degree holders
- To strengthen the Placement and Alumni Cell.
- To introduce job oriented and skill development courses.
- Revenue generation through consultancy.

8.Plans of institution for next year

- To prepare Self Study Report for 3rd cycle of NAAC accreditation
- To organize 3-4 national seminars by different departments.
- To conduct a professional Green Audit of the institution
- To promote collaborative research through MOU'S
- To augment infrastructural facilities through RUSA funds on World Class Multi Speciality Sports Ground and Open Air Theatre
- To increase programme options available to students in terms of Diplomas and Certificate courses
- Identifying meritorious students for University positions
- To apply for short term skill development courses
- Proposal to extend Floor Area Ratio to expand infrastructure to introduce short term courses
- To activate alumni Association
- To strengthen Placement Cell
- To establish and strengthen linkages with the industries and experts in the relevant fields along with foreign exchange programs
- To expand the hostel premises
- To motivate teachers to take up major and minor projects

Name Dr.Jaswinder Kaur   *Name Dr.Jatinder Kaur*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure II

Annual college Calendar 2017-18

Inagural Function	–	3rd Week of July, 2017
Mentoring / Tutorial	–	1st & 3rd Monday of every Month
Hostel Function	–	2nd week of August, 2017
Talent Hunt	–	2nd week of August, 2017
Department Activities		
NSS Orientation Camp	–	1st week of August, 2017
Van Mahotasav/Teej Celebration	–	2nd week of August, 2017
Literacy Day	–	8th September, 2017
NSS Camp	–	Autumn Break
Tours & Trips	–	Autumn/Winter Break
1st September Mid Term	–	2nd week of September, 2017
Sathapna Divas	–	Last week of January, 2018
2nd Semester Mid Term	–	2nd week of March, 2018

PANJAB UNIVERSITY, CHANDIGARH

Academic Calendar (tentative) for the session 2018-19 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-

Summer Vacation	02-06-18 Saturday	To	08-07-18 Sunday	(37 days)
Colleges open on and normal Admission for ongoing Classes	09-07-18 Monday			
Admission Schedule				
Normal Admission for ongoing and new classes(except for those classes in which admission is through PU-CET (U.G & P.G)	09-07-18 Monday	To	24-07-18 Tuesday	(16 days)
Late Admission to be allowed by the Principal of the college with late fee of Rs.**560/***-per student.	25-07-18 Wednesday	To	13-08-18 Monday	(20 days)
Commencement of teaching				
For ongoing classes	24-07-18 Tuesday			
Late admission in Panjab University, affiliated Colleges to be allowed by the Vice-Chancellor with late fee of Rs. **2040/***-per student	14-08-18 Tuesday	To	31-08-18 Friday	(18 days)

*Or any Revision of Late admission Fees by the Syndicate/Senate

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ANNEXURE III

PARENTS FEEDBACK FORM

    I.   Are you satisfied with your child's performance?

83.34 % parents were satisfied with their ward's performance whereas only 17.07 % expressed dissatisfaction.

Do you think the college is making adequate efforts to bring out the best in your child?

All parents believe that the college is making sufficient efforts for their ward's progress and development.

    II.   Would you like such parent teacher meetings to be held in future?

100% parents agreed that such parent teacher meetings should be a regular feature and held more often.

    III.   Are you satisfied with your interaction with the teacher(s)?

All the parents were satisfied with the Parent- Teacher meeting and their subsequent interaction with the teacher(s).

The parents further gave the following suggestions:

1. To hold Parent Teacher Meetings frequently.
2. The performance of their wards should be informed regularly.
3. Online facility of payment of fees should be there.
4. A facility of online updation of attendance of their wards should be made available.
5. To conduct mentoring sessions frequently.

STUDENTS FEEDBACK FORM:

I. How regular is your teacher in the class?

92.86% students agreed that teachers are always regular for the class.

II. How punctual is the teacher in your class?

89.07 % students said that their teachers were always punctual.

III. How thorough is your teacher with the concepts and topics of the paper?

90.12% students agreed that their teacher has complete clarity about the subject concepts whereas only 2.19% students said the teachers have less clarity. Rest of the students were found to be neutral in opinion.

IV. Is the teacher able to maintain discipline in the class?

All the students were of the opinion that the teacher maintained complete discipline in class.

V. How knowledgeable is your teacher in general?

According to a majority of the students (96.7%), teachers are well informed and knowledgeable in their field.

VI. How well does the teacher communicate in the class?

Almost all students (96.26%)were extremely satisfied with the teacher's communication skills and teaching methodology.

Feedback from students was collected and analyzed. The common issues/ suggestions were:

- To introduce ICT facilities for better understanding/ clarity of concepts.
- To improve condition of canteen and quality of the food served.
- To upgrade/ repair washrooms.
- Provision of high speed Wi-Fi on campus
- More Inter class competitions and industrial visits should be organized, to inculcate competitive spirit and practical knowledge in the students.

<p style="text-align:center">**TEACHERS FEEDBACK FORM**</p>

I. **Syllabus is relevant and need based**

31.66% teachers agreed that the syllabus is relevant and need based, while 41.67% teachers were neutral in opinion.
Rest of the teachers (26.67%) held that the syllabus needs major revamping and structural changes to make it more appropriate and applicable.

II. **Adequate number of books, journals and e- learning resources are available in the library**

Most of the teachers (78.33%) strongly agreed that adequate number of books, journals and e- learning resources are available in the library, whereas only 6.66% teachers opined that more resources should be added to the existing ones.

III. **Wi- Fi/ Internet facility is provided**

A large number of the teachers (71.67%) said that the Wi- Fi/ Internet facility provided is satisfactory, whereas a few (6.67%) felt that the service was erratic and the quality needed to be improved.

IV. **Smart classrooms and ICT enabled classrooms are available**

76.67% teachers said that smart classrooms and ICT enabled classrooms are available for their use but 8.33% suggested that the facility of smart class rooms should be made available in every classroom.

V. **There is autonomy regarding classroom decisions and freedom to choose style of teaching**
Most of the teachers (83.33%) teachers opined that they exercised autonomy in the classroom and their teaching style is chosen by them at their own discretion while only a few (8.34%) disagreed.

VI. **Environment of the college is conducive to teaching and research**
A positive response was given by most of the teachers (70.77%)as they find the atmosphere of the college conducive both for the teaching as well as research purpose, 18.33% teachers were neutral.
Only 10.9% teachers disagreed to the conduciveness in the teaching and research environment in the college.

VII. **Administration/ management is teacher friendly and encouraging**

Most of the teachers (76.67%)held a positive opinion about the friendliness and motivating behaviour of the administration/ management.

23.33% teachers were neutral in this regard.

VIII. **Head of the institute is supportive and redresses grievances of the staff**

Almost all the teachers (96.66%) teachers approved the supportive behaviour of the head of the institute and that the grievances and rightly redressed for them.

IX. **Suggestions:**

a) Student skill improvement programs should be introduced.
b) Automated/ online attendance should be initiated.
c) Research facilities should be provided to encourage research culture in the faculty.
d) Proper planning of course and student development should be there.
e) Syllabus should be regularly revised/ updated to make it more relevant and impart practical knowledge to the students.
f) Improved Wi- fi facility should be there in the college premises.
g) Better washroom facilities should be provided to teachers as well as the students.

ALUMNI RESPONSE

Alumni are asked to make suggestions when they come for alumni meet or online. Following are some of the suggestions made by the alumni.

a) Alumni meet should be held regularly.
b) Infrastructure of the college should be improved.
c) Better parking facility.
d) Canteen area needs improvement.
e) Internships and On- Campus placements should be provided for all students.
f) Short term add-on and vocational courses should be initiated.

ANNEXURE IV

PANJAB UNIVERSITY SYLLABUS: MSC IT [SESSION 2016-2017 AND 2017-2018]

(http://puchd.ac.in/syllabus.php)

PANJAB UNIVERSITY, CHANDIGARH Outlines of Tests, Syllabi and Courses of Reading for M. Sc. Information Technology (Two Year Degree Programme) for Session 2016 - 2017.

Paper Code	Paper Name	Theory/ Practical Lectures	Univ. Exam Marks	Int. Exam Marks	Exam Hours
FIRST YEAR					
		FIRST SEMESTER			
MS-66	Linux Administration and Programming	6	80	20	3
MS-61	Software Engineering	6	80	20	3
MS-62	Computer Algorithms	6	80	20	3
MS-42	Operating System Concepts	6	80	20	3
MS-63	Minor Project Based on 66	6	80	20	3
MS-64	Minor Project Based on 62	6	80	20	3
		SECOND SEMESTER			
MS-45	Advance Java and Network Programming	6	80	20	3
MS-65	E- Commerce and Emerging Trends	6	80	20	3
MS-60	Advanced Database System and MySQL	6	80	20	3
MS-67	Artificial Intelligence	6	80	20	3
MS-27	SEMINAR	2	-	50	-
MS-56	Minor Project Based on MS-45& MS-60	6	80	20	3
MS-68	Minor Project Based on MS-67	6	80	20	3
SECOND YEAR					
		THIRD SEMESTER			
MS-32	.NET Framework and C#	6	80	20	3
MS-50	Linux System Administration	6	80	20	3
MS-51	Software Testing and Management	6	80	20	3
MS-14	System Approach to Management and Optimization Techniques	6	80	20	3
MS-18	SEMINAR	2	-	50	-
MS-33	Minor Project Based on MS-32	6	80	20	3
MS-52	Minor Project Based on MS-50	6	80	20	3

FOURTH SEMESTER

MS-21   **Major Project**   320 80

The project period will be of 6 months duration.
The project will involve development of application/system software in industrial/ commercial/ scientific environment

PANJAB UNIVERSITY, CHANDIGARH
Outlines of Tests, Syllabi and Courses of Reading for M. Sc. Information Technology (Two Year Degree Programme) for Session 2017 - 2018.

FIRST YEAR

FIRST SEMESTER

Paper Code	Paper Name	Theory & Practical Lectures	Univ. Exam. Marks	Int. Exam. Marks	Exam. Hours
MS-66	Linux Administration and Programming	6	80	20	3
MS-61	Software Engineering	6	80	20	3
MS-62	Computer Algorithms	6	80	20	3
MS-42	Operating System Concepts	6	80	20	3
MS-63	Minor Project Based on 66	6	80	20	3
MS-64	Minor Project Based on 62	6	80	20	3
SECOND SEMESTER					
MS-45	Advance Java and Network Programming	6	80	20	3
MS-65	E- Commerce and Emerging Trends	6	80	20	3
MS-60	Advanced Database System and MySQL	6	80	20	3
MS-67	Artificial Intelligence	6	80	20	3
MS-27	SEMINAR	2	-	50	
MS-56	Minor Project Based on MS-45& MS-60	6	80	20	3
MS-68	Minor Project Based on MS-67	6	80	20	3

SECOND YEAR

THIRD SEMESTER

Paper Code	Paper Name	Theory & Practical Lectures	Univ. Exam. Marks	Int. Exam. Marks	Exam. Hours
MS-32	.NET Framework and C#	6	80	20	3
MS-69	Theory of Computation	6	80	50	3
MS-39	Computer Graphics	6	80	20	3
MS-14	Systems Approach to Management and Optimization Techniques	6	80	20	3
MS-18	SEMINAR	2	-	50	
MS-33	Minor Project Based on MS-32	6	80	20	3
MS-59	Minor Project Based on MS- 39	6	80	20	3
FOURTH SEMESTER					
MS-21	**Major Project**		320	80	

The project period will be of 6 months duration.
The project will involve development of application/system software in industrial/ commercial/ scientific environment

(http://puchd.ac.in/syllabus.php)

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Scheme of Examination and Syllabus of BCA w.e.f. 2016 - 17

Bachelor of Computer Applications Semester – I

Paper Code	Title	L	T		Total	Int	Ext	Total	Exam. Duration	Credits
BCA-16-101	English(Compulsory)-A	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-102	Fundamentals of Mathematical Statistics	6	1	-	7	10	65	75	3 Hrs	3
BCA-16-103	Computer Fundamentals and Computing Software	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-104	Problem Solving Through C	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-105	Lab based on BCA-16-103	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-106	Lab based on BCA-16-104	-	-	6	6	-	50	50	4 Hrs	2
	Environment & Road Safety Education									
	Total	24	1	12	37	40	360	400		16

Bachelor of Computer Applications Semester – II

Paper Code	Title	L	T	P	Total	Int	Ext	Total	Exam. Duration	Credits
BCA-16-201	English (Compulsory)-B	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-202	Computer Organization	6	1	-	7	10	65	75	3 Hrs	3
BCA-16-203	Fundamentals of Web Programming	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-204	Object Oriented Programming using C++	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-205	Lab based on BCA-16-203	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-206	Lab based on BCA-16-204	-	-	6	6	-	50	50	4 Hrs	2
	Total	24	1	12	37	40	360	400		16

*   The Environment, Road Safety Education and Violence Against Women & Children is a compulsory qualifying paper, which the students have to study in the BCA 1st year (2nd Semester). If the student/s failed to qualify the paper during the 2nd Semester, he /she/they be allowed to appear/qualify the same in the 4th or 6th Semester/s.

Third Semester

Sr. No.	Subject	LT/ Week	Theory Marks	Internal Assessment	Exam. Hours	Paper Code
10.	Computer Based Numerical Methods	6	90	10	3	BCA-301
11.	Data Structures	6	90	10	3	BCA-302
12.	Implementation of Object Oriented concept through C++	6	90	10	3	BCA-303
13.	Computer Lab.: Based on BCA – 301, BCA – 302 and BCA – 303	12	45	05	4	BCA-304

Fourth Semester

Sr. No.	Subject	LT/ Week	Theory Marks	Internal Assessment	Exam. Hours	Paper Code
14.	Project Management & System Development	6	90	10	3	BCA-401
15.	Client Server Computing using ORACLE	6	90	10	3	BCA-402
16.	Understanding UNIX	6	90	10	3	BCA-403
17.	Computer Lab.: Based on BCA-402 and BCA-403	6	45	05	4	BCA-404

Fifth Semester

Sr. No.	Subject	LT/ Week	Theory Marks	Internal Assessment	Exam. Hours	Paper Code
18.	Enterpreneurship Development Programme	4	90	10	3	BCA-501
19.	Principles of Computer Graphics & Multimedia Technology	5	90	10	3	BCA-502
20.	Discrete Mathematics in Computer Science	5	90	10	3	BCA-503
21.	Computer Lab.: Based on BCA-502	5	90	10	4	BCA-504
	Sixth Semester					
22.	Web Programming	5	90	10	3	BCA-601
23.	Computer Organization	5	90	10	3	BCA-602
24	Computer Networks	5	90	10	3	BCA-603
24.	Minor Project and Seminar Based on BCA-601	5	90	10	4	BCA-604

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Scheme of Examination and Syllabus of BCA w.e.f. 2017-18

Bachelor of Computer Applications Semester – I

Paper Code	Title	L	T		Total	Int	Ext	Total	Exam. Duration	Credits
BCA-16-101	English(Compulsory)-A	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-102	Fundamentals of Mathematical Statistics	6	1	-	7	10	65	75	3 Hrs	3
BCA-16-103	Computer Fundamentals and Computing Software	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-104	Problem Solving Through C	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-105	Lab based on BCA-16-103	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-106	Lab based on BCA-16-104	-	-	6	6	-	50	50	4 Hrs	2
	Environment, Road Safety Education & Violence against Women & Children									
	Total	24	1	12	37	40	360	400		16

Bachelor of Computer Applications Semester – II

Paper Code	Title	L	T	P	Total	Int	Ext	Total	Exam. Duration	Credits
BCA-16-201	English (Compulsory)-B	6	-	-	6	10	65	075	3 Hrs	3
BCA-16-202	Computer Organization	6	1	-	7	10	65	75	3 Hrs	3
BCA-16-203	Fundamentals of Web Programming	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-204	Object Oriented Programming using C++	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-205	Lab based on BCA-16-203	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-206	Lab based on BCA-16-204	-	-	6	6	-	50	50	4 Hrs	2
	Total	24	1	12	37	40	360	400		16

Bachelor of Computer Applications Semester – III

Paper Code	Title	L	T	P	Total	Int	Ext	Total	Exam. Duration	Credits
BCA-16-301/ BCA-16-302	Punjabi-A/ History & Culture of Punjab – A	6	-	-	6	5	45	50	3 Hrs	3
BCA-16-303	Information System Design and Implementation	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-304	Computer Oriented Numerical Methods	6	1	-	7	10	65	75	3 Hrs	3
BCA-16-305	Data Structures	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-306	Lab based on BCA-16-304	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-307	Lab based on BCA-16-305	-	-	6	6	-	50	50	4 Hrs	2
	Total	24	1	12	37	35	340	375		16

Bachelor of Computer Applications Semester – IV

Paper Code	Title	L	T	P	Total	Int	Ext	Total		Credits
BCA-16-401/ BCA-16-402	Punjabi-B/History & Culture of Punjab – B	6	-	-	6	5	45	50	3 Hrs	3
BCA-16-403	Software Project Management	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-404	Operating System Concepts and Linux	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-405	Database Management System	6	-	-	6	10	65	75	3 Hrs	3
BCA-16-406	Lab based on BCA-16-404	-	-	6	6	-	50	50	4 Hrs	2
BCA-16-407	Lab based on BCA-16-405	-	-	6	6	-	50	50	4 Hrs	2
	Total	24	-	12	36	35	340	375		16

Bachelor of Computer Applications - Fifth Semester

Paper Code	Paper Name	Theory & Practical Lectures	Univ. Exam. Marks	Int. Exam. Marks	Exam. Hours	Paper Code
18.	Entrepreneurship Development Programme	4	90	10	3	BCA-501
19.	Principles of Computer Graphics & Multimedia Technology	5	90	10	3	BCA-502
20.	Discrete Mathematics in Computer Science	5	90	10	3	BCA-503
21.	Computer Lab.: Based on BCA-502	5	90	10	4	BCA-504
Bachelor of Computer Applications - Sixth Semester						
22.	Web Programming	5	90	10	3	BCA-601
23.	Computer Organization	5	90	10	3	BCA-602
24	Computer Networks	5	90	10	3	BCA-603
24.	Minor Project and Seminar Based on BCA-601	5	90	10	4	BCA-604

*The Environment, Road Safety Education & Violence against Women & Children is a compulsory qualifying paper which the students have to study in the B.C.A. 1st year (2nd Semester). If the students failed in qualify the paper during 2nd Semester, he / she / they be allowed to appear / qualify the same in the 4th or 6th semester/s.

Annexure-V

No. of Equipments	Equipment	Amount in Rs.	Remarks
01	SPSS Software	3,19,898	
01	DSLR Camera	1,88,250	
01	Signage Board for College	1,99,200	
01	Photostat Machine	1,84,800	
02	Online UPS	2,92,000	
	Total	**11,84,148**	

(Others)

No. of Equipments	Items	Amount in Rs.	Remarks
	Furniture Items for Hostel	1,50,528	
260	Chairs	4,12,191	
03	Water Cooler	1,05,270	
05	Washing Machine for Hostel	1,93,000	
	Fabrication & Fixing of Grills over Boundary wall of the college	1,90,000	
100	Chair	1,99,900	
	Reading Room (Library)	1,89,900	
	Fabrication& Fixation of Multiwall Carbonated Sheet in front of Mata Ganga Auditorium)	2,21,045	
	Fixation Kota Stone in Hostel	6,06,670	
30	Computers	11,54,881	
10	Projectors	3,44,500	
10	Podium	5,55,000	

10	Projector Screen	1,09,440	
06	Interactive Digital Teaching Device	13,20,000	
	Psychology Lab Equipments	1,41,264	
	Chemistry Lab Equipments	2,15,250	
	Home Science Lab Equipment	1,89,633	
	Physics Lab Equipments	1,35,658	
11	Printers (Wi-fi)	2,19,020	06 in Admin Office, 01 in Principal's Office 01 in Management Office 01 in Physical Dept. 01 in Research Lab 01 in Computer Lab-IV
	Total	**66,53,150**	