

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Guru Gobind Singh College for Women

1.2 Address Line 1

Sector -26

Address Line 2

Chandigarh

City/Town

Chandigarh

State

U.T.

Pin Code

160019

Institution e-mail address

principalggscw@yahoo.in

Contact Nos.

0172-2791610

Name of the Head of the Institution:

Dr. Charanjeet Kaur Sohi

Tel. No. with STD Code:

0172-2791610

Mobile:

9814012372

Name of the IQAC Co-ordinator:

Satvinder Kaur

Mobile:

9878034602

IQAC e-mail address:

Satvinderksidhu@gmail.com

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

1.4 Website address:

<http://www.ggscw.in>

Web-link of the AQAR:

<http://www.ggscw.in/GGSCWsite/img/AQAR.pdf>

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2003	5 YEARS
2	2 nd Cycle	B	2.8	2014	5YEARS
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

20/03/2014

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

2014-15

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

- i. AQAR 2013-14 submitted on 07/09/2016
- ii. AQAR - (DD/MM/YYYY)
- iii. AQAR - (DD/MM/YYYY)
- iv. AQAR - (DD/MM/YYYY)

1.9 Institutional Status

- University State Central Deemed Private
- Affiliated College Yes No
- Constituent College Yes No
- Autonomous college of UGC Yes No
- Regulatory Agency approved Institution Yes No

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

- Type of Institution Co-education Men Women
Urban Rural Tribal
- Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

- Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government--

Autonomy by State/Central Govt. / University

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

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	01
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 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	04
2.11 No. of meetings with various stakeholders:	No. 03 Faculty 02
Non-Teaching Staff	Students 2 Alumni 1
Others	-

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Aging in Contemporary Society
- Stress Management
- Media Writing
- Basic First Aid
- Career Options
- Vedic Maths
- Personality Development
- Youth for Clean India
- Communal Harmony
- Women Empowerment

2.14 Significant Activities and contributions made by IQAC

- The IQAC reviewed and recognised the need for introducing new courses to add to the academic horizons of the institute. Consequently, groundwork was initiated for MA in Sociology, Economics, B Sc (Non-medical/ Computer Science) and for addition of 1 unit to B Com.
- The IQAC initiated the formal process of Academic Audit for Departments and Faculties, done by the Principal and Management.
- The Faculty was encouraged to undertake research at the national and international level by presenting and publishing research papers.
- The IQAC played a significant role by orienting staff and students towards the use of ICT across all arenas of learning.
- Feedback system was strengthened and streamlined.
- The value of green initiatives was highlighted by the IQAC and various drives like **Tree plantation, Say No to Plastic** and **Cleanliness Drives** were

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> To start Masters in Sociology 	M.A. Sociology started
<ul style="list-style-type: none"> To start BSc Non-medical/ Computer Science 	Proposals sent and inspections conducted by the Panjab University
<ul style="list-style-type: none"> To start a new section in B.Com 	Successfully added another unit in B.Com 1 with strength of 70
<ul style="list-style-type: none"> To conduct an Academic Audit of different departments 	Academic Audit was conducted. Meetings with the Management were held to analyze the results.
<ul style="list-style-type: none"> Green initiatives 	Replacement of electric bulbs with CFL/ LED's
<ul style="list-style-type: none"> To cater to needs of slow learners 	Remedial classes were conducted to help slow learners perform well in the examinations.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was approved

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	1	1	-
UG	3	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	7	1	2	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	20 [MA(ENG),MA(SOC), MSc(IT), MCOM, BA-I,BCA-I,BCOM-I]
Trimester	-
Annual	6 [BA(II,III), BCA(II,III), BCOM(II,III)]

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

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

*Please provide an analysis of the feedback in the Annexure

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

Syllabus as prescribed by Panjab University

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

Introduced Third unit for BCOM 1st Year

Introduced MA (Sociology) [2 Year Post Graduate Degree Programme]

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	61	90	11	-	-

2.2 No. of permanent faculty with Ph.D. 15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	2	-	-	-	-	-	-	-	2	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 1 - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	2	46	1
Presented papers	2	41	1
Resource Persons	-	06	-

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

Innovations in teaching and learning are the need of the hour. Keeping this in mind, the College asks its faculty to move away from conventional ways of classroom teaching.

- The Faculty constantly incorporates ICT in teaching methodology especially in the Dept of Computer Applications and Commerce.
- Students are asked to give presentations to develop confidence and skills.
- Psychology Dept makes innovative interventions by organising celebration of occasions like National Youth Day. This year on 5th August, 2014, the theme inculcated was ‘simplicity’ to ward away stress and getting organised.
- Students of the Dept were shown the movie ‘A Beautiful Mind’ which is about a schizophrenic Nobel prize winner in Mathematics Dr Nash on 10th October, 2014 on the occasion of Mental Health Day.

- The Post Graduate Dept of English organised screening of a movies ‘The Merchant of Venice’ and ‘Rosencrantz and Guildenstern are Dead’ to pay homage to William Shakespeare and to celebrate World Book Day on 23rd April, 2015. This movie is screen adaptation of a text prescribed in the syllabus of MA IInd semester.

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

181 (Annual System),
224 (Semester System)

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

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

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

3	-	-
---	---	---

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A I	325	-	14.76	23.07	7.07	47.74
B.A II	210	0.48	28.09	31.9	4.76	64.76
B.A III	177	1.12	36.15	37.85	6.77	80.7
B.COM I	220	1.36	43.64	31.81	1.36	76.8
B.COM II	151	1.99	40.4	39.74	2.65	84.1
B.COM III	141	0.71	72.34	23.4	-	95.74
BCA I	39	-	10.26	15.38	-	25.6
BCA II	45	2.22	28.89	6.67	-	36.36
BCA III	43	11.63	81.4	4.65	-	90.24
M.COM I	91	3.3	60.44	10.99	-	71.42
M.COM II	90	-	72.22	16.67	-	88.88
M A I (ENG)	20	-	-	15	15	30
M A II(ENG)	4	-	-	50	-	50
M.SC IT I	20	20	85	-	-	85

M.SC IT II	17	11.76	47.05	-	-	47.05
MA(Soc) I Sem	39	-	7.69	46.15	17.95	71.79
MA(Soc) II Sem	37	-	13.51	35.14	2.7	64.8

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

The College's IQAC functions efficiently and smoothly round the academic year in order to ensure initiation of quality decisions, quality implementation of rules and codes as well as provision of quality academic environment in the institution. As envisioned in the NAAC documents, the IQAC constantly seeks to study the relevance of quality of the courses being run by the College as these are the key to the teaching, learning and evaluation processes.

- The IQAC closely scrutinised the recommendations of the report of the NAAC Peer Team which visited the College in Jan, 2014, identifying crucial areas of scope for improvement. Future plan of action was put in place.
- In order to keep abreast with the changing world, proposals for 3 new courses were prepared by the College and approved by Panjab University. These include MA in Economics, B Sc in Computer Science and B Sc Non Medical to be introduced from 2015-16.
- The learning outcomes of MA I Sociology were analysed and suggestions given before initiation of MA II.
- As the second unit of BCA was not providing the desired results and viability, the IQAC recommended the scrapping of the same to PU.
- The IQAC kept a close watch on the switch over to the semester system, according to PU norms. Several procedures were re-adjusted so that teaching and learning could continue unhampered. For instance, teachers teaching semester classes were not put on examination duty so that classroom teaching does not suffer.
- It was recognised that the semester system could bring about better learning outcomes through regular monitoring of students.
- Placement cell to be made more pro-active in order to provide better opportunities to outgoing students.
- The IQAC asked Departments to organise greater interaction with experts/resource persons from industry/academia so that teaching and learning could become more stimulating. The Post Graduate Dept of English organised three Lectures by Professors from Dept of English & Cultural Studies, PU providing better learning strategies to its students.
- The IQAC analysed the results of 1st semester vis-à-vis annual system to monitor learning outcomes.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	-	1	1
Technical Staff	7	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty is encouraged to do research work and publish research papers
- Faculty members are encouraged to apply for various major and minor projects from different funding agencies.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	02	
Non-Peer Review Journals	07		
e-Journals	04	01	
Conference proceedings	04		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

-

-

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

-

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 235 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level 33 State level 12

National level 08 International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level - International level -

3.25 No. of Extension activities organized

University forum 01 College forum 05

NCC

NSS

Any other

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

- 29 NSS volunteers participated in **Independence Day Parade (State level)** at Parade Ground, Sector 17, Chandigarh on 15 August, 2014.
- **Sadbhavana Diwas** was observed on 20.08.2014. About 110 NSS volunteers enthusiastically participated in it.
- Cleanliness awareness drive under **Swachh Bharat Abhiyan** was held on 29.09.2014 at adopted Balwadi (Creche), Babu Dham Colony, Sector 26, Chandigarh.
- **National Unity day (Rashtriya Ekta Diwas)** was observed by the college and NSS wing with great fervour on 31st October, 2014 to commemorate the 139th birth anniversary of Sardar Vallabh Bhai Patel. Students, faculty and NSS volunteers took the pledge to spread and maintain peace, security and integrity of the nation. **Poster making and Slogan writing** competitions were also held in the college premises on the theme “Unity and Security”, in which more than 150 students enthusiastically participated and highlighted various socio-environmental issues like, Drug Abuse, Save Environment, Save Energy, Clean India and Women Empowerment. The college faculty briefed the students about the Sardar Patel's contribution to Indian unity and his vision for a unified and strong India.
- The NSS volunteers **raised funds amounting Rs.4400/-** from the college teaching staff and non-teaching staff and donated it to the National Foundation for Communal Harmony (NFCH).
- **Workshop on Road Safety Awareness** was conducted by Chandigarh Traffic Police on 29.01.15 in the college premises in which around 125 students enthusiastically participated.
- **Blood Donation camp** was organized by the NSS unit and ‘Ehsaas’ Red Ribbon Club of the college in collaboration with Government Medical College and Hospital, Sector 32, Chandigarh on Feb. 18, 2015. 70 units of blood were collected.
- **Tree Plantation Drive** sponsored by AXIS bank was conducted on Feb. 21, 2015. About 70 saplings of Eucalyptus were planted by the NSS volunteers.
- About Six NSS volunteers participated in pulse **Polio Immunization Programme** from 22.02.2015 to 24.02.2015 in Sector 19, Chandigarh.
- **IT-Fiesta 2015**, an inter college IT related event was organized on Feb. 18, 2015 in the college campus by Department of Computer Science & Applications. This event provides a platform to students of the region to showcase their talent and skills in a variety of competitions like Debate, On the Spot Software Development, On the Spot Website Designing, Cartooning, IT Quiz, Debugging etc.
- Students and staff were sensitized on the issues of **elderly** through a one day National Conference: ‘**Aging in Contemporary Indian Society-Issues and Concerns**’ on Mar

26, 2015. They were also guided how to tackle various issues arising because of generation gap with them.

- Ehsaas, the red Ribbon Club of the College organised “**International Youth Week**” with the theme “**Mental health Matters**” from Aug 7 to 11, 2014.
- **World AIDS Day** was celebrated by the Club volunteers by holding a candle march to Sukhna Lake Chandigarh to spread awareness about the deadly disease.
- Communal Harmony Campaign Week was observed by NSS Wing of the College from November 19 to 25, 2015.
- Issues related to **Women & Women Empowerment** were also dealt with.

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 arcs	-	-	11
Class rooms	30	-	-	30
Laboratories	12	02	SES	14
Seminar Halls	1	-	SES	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	24	SES	24
Value of the equipment purchased during the year (Rs. in Lakhs)	-	230029	SES	230029
Others	-	-	-	-

4.2 Computerization of administration and library

Following softwares are working for computerized work of office and library
Library: LibSys
Student Fee Management System
Panjab University Online Examination System
Student Information System.
Tally (Account Management)

4.3 Library services:

	Year 2014-2015	
	NUMBER	VALUE
Text Books	901	3,27,921
Reference Books	193	1,90,252
Journals/periodicals	48 + online	84,730
e-resources	Through nlist programme of INFLIBNET, MHRD, GOI	-
Digital Database		-
CD & DVD's	376 (with Books)	-
Donated Books	39	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	4	BBGCO MBOUL D6300IN	6	NO	09	122	16(Library)
Added								
Total								

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

<p>Proposal initiated for:</p> <ul style="list-style-type: none"> • Wi-fi enabled computers • Student Information System upgraded for examination, attendance and management as per semester system.
--

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 10,000
ii) Campus Infrastructure and facilities	230029
iii) Equipments	8990
iv) Others	-
Total:	349019

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes up various initiatives to enhance awareness among the students about various support services made available to them by the institution.

- The institution publishes its updated Prospectus annually in which details about all the Student Support Services are given such as
 - ✓ Scholarships
 - ✓ Freeships
 - ✓ Fee Instalments
 - ✓ Earn and Learn Scheme
 - ✓ Remedial Classes
 - ✓ Facilities for Differently abled
 - ✓ Library
 - ✓ Health Care
 - ✓ Feed Back System
 - ✓ NCC
 - ✓ NSS
 - ✓ Sports
 - ✓ Trips & Tours
 - ✓ Cells/Clubs/Association/Societies
 - ✓ College Magazine
 - ✓ Student Council
- Students are encouraged to check the institutional official website which is regularly updated.
- Principal's Inaugural Address to the First Year students
- Introduction of the teacher-in-charges of various Cells/Clubs/Societies with the students on the Orientation Day
- Dean, Students Welfare undertakes various programmes related to Student Support awareness
- Counselling of the students about the available subject options and their career prospects and support services available to them during the time of admission.
- Regular display of notices on the Notice Boards
- Guidance given by the teachers in their respective classes and mentor groups about the Examination rules, internal assessment, internal/external Examinations.

5.2 Efforts made by the institution for tracking the progression

- Continuous Evaluation after every Internal and External Examination
- Each student has a Mentor and a course teacher who keeps the track of her progression-academic performance, attendance record, and participation in various co-circular activities
- Each student fills the information about her personal details, academic performance and co-curricular activities in Mentoring Booklet
- The common reason for the dropout and failures are identified and measures are taken to rectify the same
- Remedial Classes for slow learners students
- Financial Assistance/Scholarships/Book Bank Facility to economically underprivileged students
- Updating parents through PTM's on the progress of their ward
- Track Record of the students participating in various competitions at State/National or International level in various other activities apart from academics
- The Alumni Association works hard to keep record of the progression of the pass outs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1354	283	-	-

(b) No. of students outside the state

1095

(c) No. of international students

07

Men

No	%
-	-

Women

No	%
1637	100

General	This Year (2014-15)					Total
	SC	ST	OBC	Physically Challenged	BC	
1352	146	18	88	-	33	1637

Demand ratio

Dropout 2%

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

- The students are updated about the schedule and deadlines of various competitive exams and guided from time to time to prepare effectively for exams like CAT, TOFEL, MAT, GMAT, UGC NET, Bank PO etc.
- Regular talks are organised by the various departments on different career options and their prospects
- The college library is well equipped with sufficient learning resources for competitive examinations
- Efforts are also made to focus on skill development of students such as speaking/writing skill in English, computer literacy etc., which is required by them to beat any competition in the outside world.

5.5 No. of students qualified in these examinations

3

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

5.6 Details of student counselling and career guidance

Academic Counselling: A separate Career Counselling and Placement Cell provide guidance and counselling to the students regarding higher education and employment. The Placement Cell organizes interviews for placements in various organizations.

- Career Counselling Session was organized by TATA Enterprise- CMC Limited for the students of BCA and M.Sc-IT
- One day Seminar was organized by MIM on “ How to achieve the latest career options”
- In one day “Technical Seminar cum Workshop” organized by NIIT, around 150 students participated in the aptitude cum scholarship test for the placements of the students out of which 80 cleared the test.
- BEBO Technologies organised a workshop for M.Sc-II on Website Development using NET Technology
- Academic Counselling is given to students to help them choose elective courses.
- A Personality Development and Career Counselling session was organised by the PG Department of Commerce in collaboration with Educomp Ltd. It helped the students in making efficient choices in their careers and about the industry academia interface

Psychological Counselling: The Psychological Counselling is taken care of by the Mentors in their groups in general and in particular by Dr Savneet Kaur, Dept of Psychology.

- The students are divided into tutorial group of 30 students and assigned to a mentor, who takes care of the progress of the students.
- Mentor take care of various issues like stress management, home sickness, academic performance etc. and tries to resolve matter causing disruption in the lives of students.
- 'Be Positive' the Psychology Club remains active to help students on various issues.
- A workshop on "Simplify your Life" was organised by Department of Psychology to guide students to simplify their lives to ward away stress.
- A workshop on "Dance, as a Therapy to Reduce Stress" was also held on August 28,2014.
- Art of Living Yes+ course was organised from September 18 to 20, 2014 to help students enhance their focus.
- International Youth Week with the theme "Mental Health Matters" was celebrated in the college from August 7 to 11, 2014

Personal Counselling: Dr. Savneet, Dept of Psychology is the personal and psychological counsellor for the college students. During the year 2014-15 she handled the following cases:

- A very bright student in studies had a severe family problem who was shifted to the hostel for few weeks and was constantly under the guidance of Dr. Savneet. She performed very well in her annual exams.
- Another case of serious post traumatic stress was handled very effectively.

No. of students benefitted

7 specific cases and general overall counselling of hostel students

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	13

5.8 Details of gender sensitization programmes

- Talk on " Women Empowerment" was held on Feb 9, 2015 in the college premises by members of an NGO " BHUMI"
- MA Sociology students participated in "Respect Women Protect Women" organised by the Chandigarh Social Welfare Board, U,T Chandigarh in collaboration with Centre with Potential for Excellence in Particular Area (CPEPA) UGC on Feb 19, 2015.
- Chandigarh Police interacted with girls informing them about a recent mobile application SMART 24*7, a forceful initiative for women's safety in the city. The NSS volunteers also attended the launch of this App.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	32	Rs. 35000/-
Financial support from government	27	Rs. 284830/-
Financial support from other sources	22	Rs. 60000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There were no major grievances during this year 2014-15. However, minor grievances such as maintenance and cleanliness of rest rooms, more variety in the menu of the Hostel mess and Canteen have been duly redressed. There was another grievance by the students regarding the relaxation in the timings of the college gate, which however couldn't be redressed due to some disciplinary concerns.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Educational Institutions are the abodes of knowledge and the beacon lights of wisdom and enlightenment.

Vision

- The vision of the institution is to modernize and promote the educational, cultural and social environment.
- Empowering young women through Higher Education.
- To provide the best possible education and values to young women to become responsible citizens, to serve humanity and to enhance their quality of life.
- To promote academic excellence by maintaining high teaching standards.

Mission

- To impart holistic quality education to girl students and empower them with knowledge, skills and competence and make them self-reliant, enlightened and socially committed citizens of the country.
- Sound academic education with high moral and social values has been the main emphasis of the institution, which has assisted in moulding overall integrated personality of the students.
- The mission of the society “Shubh Karman Te Kabhun Na Taron” (Never to stray from the path of righteousness) has been the main motto with special emphasis on inculcation of moral values and ethical values.

6.2 Does the Institution has a management Information System

No, the Institution right now does not have a strong Management Information System but the process for the same has been initiated and it will be functional by next session.

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

6.3.1 Curriculum Development

- The college is affiliated to Panjab University thus it follows the curriculum designed by the university. Some of the faculty members are members of Board of Studies constituted by the university and they have the powers to give suggestions for the improvement in the curriculum and represent any deficiency in the same. The university then appoints a core committee constituting members from the Board of Studies and further changes are made in curriculum.

- The college has the power to design the curriculum for the vocational courses under B-voc. The concerned department prepares the syllabus keeping in mind the set criteria for the courses to be started by them and then this curriculum is forwarded for the approval.

6.3.2 Teaching and Learning

- Admissions to various courses in the College are merit based and made through a transparent system of personal counselling. The overall performance of the student is assessed through a combination of continuous and semester examination. The students and their guardians are informed in writing about any deficiency. The deficient ones are advised to receive required guidance through remedial courses in tutorial classes.
- The college is endowed with highly qualified teaching faculty, mostly having PhD degree and an excellent track record of their professional progression. The faculty is recruited through a rigorous selection process in accordance with the directives of the UGC, Panjab University and DHE. Besides the sanctioned substantive posts, the college recruits additional faculty under management posts for both aided and self-financing courses.
- The college follows the self-appraisal method to evaluate the performance of faculty which is used for correcting shortfalls. Greater faculty participation in national and international seminars and conferences is encouraged.
- Use of audio-visual aids has been integrated with conventional black board teaching. Field visits, case studies, excursions and role play exercise have been made compulsory, wherever necessary, to teaching and learning more effective.

6.3.3 Examination and Evaluation

- Internal Examinations are conducted as per the instructions of the Panjab University and evaluation is done internally by the teaching staff. Marks obtained by the student in these internal examinations along with presentations and assignments assigned to the students from time to time form basis of internal assessment. Regular class tests are also a part of internal assessment.
- Assignments are given which help the students to prepare for their exams. University Examinations are conducted as per the norms and regulations of the Panjab University. The results of the same are declared by the University itself.

6.3.4 Research and Development

- Research experts in various field are invited to conduct workshops, seminars
- Staff members are encouraged to take up research work, attend conferences for which all the facilities are provided.
- Students are also encouraged to participate and attend conferences to develop scientific, research temperament. The students of M.Com classes undertake one research project each in various fields like Finance, Marketing and Human Resource Management which are the part of their curriculum. The students of M.Sc IT also join various IT companies to undergo compulsory training which is part of their curriculum.
- The College library has subscribed National/International e-journals in various subjects and ICT facility which can be accessed free by Faculty to update their knowledge.
- Adding new research journals in the library to aid research.
- Staff members apply and get funding for Minor and Major Research Projects sponsored by UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Every year library is updated by adding newly published books. ICT based instruments and computers are purchased and used, 24 x 7 Internet, Wi-Fi facility and CC TV surveillance services are used in the college.

6.3.6 Human Resource Management

- Required qualified staff is appointed.
- The College is always taking care of their human resources. They are motivated to attend Orientation, Refresher Courses and Research Workshops for their professional development.
- The Faculty is also allowed to take two year leave with full salary for advanced study and research in their respective subjects.
- College also has a Placement Cell which invites reputed companies to recruit the students from the College for their companies.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitments and selections are done as per rules and regulations of the Panjab University, UGC and DPI (College).
- Advertisements for the required number of posts are given in the newspapers to attract competent faculty.

6.3.8 Industry Interaction / Collaboration

- Department of Computer Science and Applications entered in MOU with two companies- ebay for 5 years and EduCorp for 3 years.
- The students of M.Sc IT join various IT companies to undergo compulsory training which is part of their curriculum.
- Experts are also invited to share their industrial experiences with the students.
- Field visits and educational tours are organized for the students to make them familiar with the practical environment.

6.3.9 Admission of Students

- Admission of students in various courses (both undergraduate and post graduate) is done on merit and reservation basis as decided by the Panjab University.
- Strict transparency and admission rules are adhered to by the College.

6.4 Welfare schemes for

Teaching	6 month Maternity leave for the expecting mothers twice during the working tenure. 3 week leave with pay for miscarriage. 2 years study leave with pay. Duty leaves for attending Workshops, Seminars, Orientation and Refresher courses. In house medical facilities for minor ailments. In house counseling for daily hassles, conflicts and frustrations. 240 Medical leaves are given to the employees during his/her job period. Fee concession for employee's children. EPF as per rules
Non teaching	Welfare schemes are provided to non teaching staff as per norms of government.
Students	<ul style="list-style-type: none">• Availing all possible scholarships from Government (for OBC and SC students) and from other private educational societies to help

	<p>students from weaker sections of the society.</p> <ul style="list-style-type: none"> • Giving freeships to sports students to encourage girls in sports. • The teaching staff members also contribute to provide financial assistance to the economically weaker students. • The College also offers liberal concessions to the meritorious and needy students. Freeships and concessions are given according to previous merit and need of the students. • Students above 75% and students with distinction are given freeships and scholarships to motivate them to work harder. • Staff members also contribute to the Book Bank created in the library to support the economically weaker students who can get the books issued for the whole academic session.
--	---

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Management
Administrative	Yes	AG UT	Yes	Chartered Accountant (Appointed by SES 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?

The college follows the norms set by Panjab University, Chandigarh.

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

Panjab University does not have a provision for according the status of autonomy to our Institution.

6.11 Activities and support from the Alumni Association

- Members of alumni association are being invited to various college functions like Annual Prize Distribution function, Platinum Jubilee of Sikh Educational Society.
- Some faculty members namely, Ms. Satvinder Kaur (Associate Professor, Department of English), Dr.Reena Parti (Assistant Professor, Department of Economics), Dr. Amandeep Kaur (Assistant Professor, Department of Physical Education), Ms. Parminder Kaur , Ms. Arshveer Kaur, Ms. Khushpreet Brar (Assistant Professors in Department of Commerce) are alumni of the college. They are giving back to the college by providing their valuable services.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher Meetings are organized from time to time in the college wherein parents are informed about their wards' academic performance and attendance records.
- Feedback from parents is also noted during Parent Teacher Meetings and conveyed to the concerned teacher and is used for the progress of the institution.

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.
- Stress Management workshop was conducted for the benefit of staff.

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

- The students are encouraged not to use plastic bags inside the college campus in order to make the campus polythene free zone.
- Tree plantation exercise is undertaken on an annual basis by the NSS society of the college to celebrate 'Van Mahotsav' where students and staff are involved in plantation of diverse species of plants.
- With concerted effort and hard work, the College lawns have been brought under planned landscaping. The College now sports an enviable green lawn and gardens that enhance the beauty of the campus and social experience of students. The campus has been getting the award of the Best Maintained College Campus at the Annual Rose Festival Chandigarh every year.
- A rain water harvesting reservoir has been constructed on the premises to raise the sub soil water level. Supply of used and treated water from the municipality has been secured for maintenance of lawns and plants.
- Energy star machines are used. Old A.C's are attached with power saving regulators and thermostats are set at energy conservation mode to control consumption and running costs. Wherever possible, air conditioners are placed in shady locations to give added advantage of 10% less energy consumption.
- Frugal use of lights and fans is facilitated by the highly eco-friendly structure of our building. All rooms are provided with large windows to let light in and air to circulate. Use of artificial lighting during day/working time is minimal and cross ventilation of air ensures a cooler indoor environment largely reducing dependence on fans and air conditioners.
- Low energy fluorescent bulbs, the compact fluorescent lamps(CFLs) are used as these use one-fifth the energy of conventional tungsten bulbs while giving the same output, reducing CO2 emissions, and lasting 9,000 + hours longer than incandescent bulbs. There is reduced energy consumption and lower emission of heat, reducing cooling requirements.
- All lab equipments are judiciously switched off when not in use.
- Laser printers are placed on low power consumption functions.
- Power Management features such as "sleep mode" are used on computer.
- Conscious effort is made to 'reuse' and 'reduce' equipment.
- Computer labs are upgraded with new higher configuration computers corresponding to course requirements and the used machines are installed in the library.
- Reckless purchasing and discarding of equipment is strictly discouraged to avoid needless hazardous waste and resource burden.
- Upkeep and maintenance of equipment is strictly adhered to, for enhancing energy efficiency and longer life.

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.

A number of Innovative measures have been initiated by the college, which have created a positive impact on the functioning of the institution.

These measures include:

1. Introduction of Wi-Fi system throughout the campus for the faculty members and students.
2. Introduction of remedial coaching classes to B.Com, BCA to improve their academic performance.
3. Availing all possible scholarships from Government (for OBC and SC students) and from other private educational societies to help students from weaker sections of the society.
4. Giving free-ships to sports students to encourage girls in sports.
5. Lifestyle changes like switching off fans, lights and other equipment when leaving classrooms and turning off taps after usage are inculcated among students
6. Vehicle pooling is encouraged among faculty members and students.
7. Hygienic attitude is inculcated among students and staff through Cleanliness Drives by NSS.
8. Rough prints are taken on other side of used A-4 sheets to utilize the paper.
9. Tree plantation drives are organized by NSS to protect environment.
10. The library has also enhanced its stock of knowledge resources by providing access to INFLIBNET for the benefit of students and staff.

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

1. It was also decided to find out weak students in studies (on the basis of mid semester test) and provide them free extra classes. Same was implemented during the academic year and this helped the students in improving their performance in final exams.

2. Various departments of the college organized seminars/workshops in which eminent academicians interacted with faculty members and students.
3. Environmental Awareness is created by celebrating Van Mahotsav and Gifting a plant on important occasions.

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

I. Stress on Holistic development of the students

The students are encouraged to participate in various competitions, workshops, seminars, tournaments both inter college and intra college for enhancing their social skills and creativity.

II. Inculcating the Spiritual Values and ethics

- Paath is organized every year at the start of the new session and continues till January to invoke the divine blessings and inculcate the values of spirituality in students. The staff members visit Nadha Sahib at the start of the new academic session.

-The NSS and Red Ribbon Club of the college organizes Blood donation camp each year as a means of developing the sense of Social responsibility among the students.

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

7.4 Contribution to environmental awareness / protection

Environment Conservation

- Avoiding carbon generation by not using printers (especially coloured)
- Polythene free campus
- Three Rs are followed: Reduce, Recycle, Reuse is the mantra followed by our students and teachers to save paper and trees
- Computers are kept on stand -by "energy saving mode" to conserve energy
- Students are also encouraged to save energy by switching off lights and fans before leaving their classroom
- Banning the burning of leaves in the campus reduces the omission of CO₂ and smoke.
- Paper less work
- Tree plantation takes place each year
- A gift of bamboo plant is given to the guests and speakers who come to the college.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

A premier institute for education of young women believes that our students should be empowered to face the changing global scenario. Driven by the teachings of the Sikh gurus, the college has been progressing steadfastly towards realizing its mission of creating balanced minds wherein knowledge is teamed with ethical thinking.

- Providing the right ambience for the young scholars to bloom in perfect environment, the college has been winning the “Best Maintained Campus” during the Annual Rose festival since many years.
- The sports women of the college have been a source of pride for the institution as they have been crowned with “Overall Intercollege Championship” of Panjab University for the consecutive third year.
- About 400 prizes were awarded to students for their meritorious achievements in different fields. 90 sports students were awarded and about 30 scholarships amounting to Rs. 50,000 were given to the needy and meritorious students.
- A dedicated team of highly qualified staff bring to the institution a rich accumulation of knowledge, experience and zeal to inspire the students to achieve their goals under the dynamic leadership of the highly decorated Principal and progressive vision of the management.

Weaknesses:

- Inadequate sanctioned posts
- Financial liabilities
- No add on courses

Opportunities:

Looking at the global trends and nearing 2020 the Vision of Dr. Abdul Kalam, “Transforming the nation into a developed country, five areas in combination have been identified based on India's core competence, natural resources and talented manpower for integrated action to double the growth rate of GDP and realize the Vision of Developed India.” There is a dire need to promote Science education for which a proposal has been sent for B.Sc (non-medical& B.Sc Computer Sciences). New vocational courses are also in the pipeline.

There is a vast scope in the Department of Sports as our Sportswomen get all the facilities and opportunities to prove their abilities and are an asset to our institution.

Having permanent enthusiastic staff, keen for motivating the students and working towards the social causes is another opportunity . The Alumni of the college are given preference to serve their alma mater.

The library can be expanded in terms of access to online database and more books on the new subjects are being added each year adding to the knowledge bank of the staff and the students.

Fitness center in the college is one of its kind and everyone has the access to it. It can be further expanded and even outsiders can be allowed the access after college hours for revenue generation.

Threats:

The major threat the college faces is the non -availability of the skill based vocational courses which are must for the holistic development for the students and to prepare them for the actual global challenges.

To achieve the goals of leadership and engaged citizenship there is a need to sustain endowments. The right value system, sense of wellbeing, concern for environment, human rights , gender issues and much more is being achieved following the motto of **Subh Karman Te Kabhun Na Taron.**

After this SWOT analysis it can be concluded that for the institution to follow its Vision, Mission and Objectives, consistent funds from the government and more grant-in aid posts are the need of the hour.

8. Plans of institution for next year

- Setting up of Labs and rooms for B.Sc (Non-Medical/Computer Science), M.A. Economics, M.A II Sociology and additional section of B.COM.
- Hiring of qualified faculty and support staff for the same.
- Upgradation of Library and learning resources for new and existing courses.
- Provision of better ambience and facilities to students.
- Conduct of workshops for skill development for teaching and non teaching staff.
- Stress on promotion of eco friendly practices.

Name Mrs Harbinder Chahal

Name Mrs Satvinder 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
