

Administrative Audit (2019-20)

Internal Quality Assurance Cell (IQAC)

Guru Gobind Singh College for Women Sector-26 Chandigarh

Section I (Institutional Profile)

1. Name and Address of the College / Institution: **Guru Gobind Singh College for Women, Sector-26, Chandigarh.**
2. Telephone No.: **0172-2791610, 0172-2792757**
3. Email Address: **principalggscw@yahoo.in**
4. Website: **ggscw.ac.in**
5. Year of establishment: **1973**
6. Name of the Principal: **Dr Jatinder Kaur**

Status:

1. Location of the college: **Urban**
2. Type of college: **Affiliated**
3. Affiliated to: **Panjab University**
4. Financial Status: **Grant in Aid & Self financed**
5. Name of the Management: **Sikh Educational Society**
6. Is the Society registered: **Yes**
7. Local management committee: **Yes**

Section-II (Infrastructure)

1. Infrastructure Available: Land Availability: **11 Acres**

Built area:

- a) No. of smart classrooms: **16**
- b) No. of other classrooms: **27**
- c) No. of laboratories: **14**
- d) No. of administrative block: **01**
- e) Other facilities: **Student Center, Canteen, Book Shop, Hostel, Library, Gym, Multipurpose Hall, Seminar Room, Multi functional Sports Ground, Guest Rooms.**

2. No. of computers available in the College: **163**
3. Free internet and Wi-Fi facility available for both staff and students **Yes/No**
4. Available bandwidth of internet connection in the Institution: **200mps Fiber Optical Cable**
5. Institution frequently updates its IT facilities including Wi-Fi **Yes/No**
6. Central Library
 - a) Capacity **140**
 - b) Reading room **01**
 - c) Number of books available **24223**
 - d) College displays the new arrivals. **Yes/No**
 - e) Social welfare book bank **Yes/No**
If yes, total number of books: **1871**
 - f) Number of periodicals subscribed annually
National :
International : **Online e resources through N List, INFLIBNET**
 - g) Cataloguing indexing system: **Yes/No**
(Author and subject wise) **(OPAC)**
 - h) No. of CD-ROM / Internet/Audio Video CD **490+**
 - i) Number of computers: **16**
 - j) Internet facility: **Yes**
 - k) No. of rare books, manuscripts, special reports or
any other knowledge resource for library
enrichment: **54**
 - l) Subscription of N-List Journals now e-ShodhSindhu, **Yes/No**
 - m) Availability of digital library with a provision
for remote access on intranet **Yes/No**
 - n) Whether qualified librarian appointed: **Yes/No**
 - o) Number of other staff working in library: **02**
 - p) Working hours of library: **7 Hours**
7. Hostel for Girls
 - a) Capacity: **350**
 - b) Name of Warden: **Mrs Mohinder Kaur**
 - c) Distance from college and hospital:
from College Hostel GMSH Sec 16 is 5.4km
 - d) Mess for students: **Yes/No**

- e) Recreation facilities - Sports and others: **Yes/No**
- f) Anti-ragging committee : **Yes/No**
8. Guest house: **Yes/No**
(if available mention number of rooms with accommodating capacity) **3 Rooms**
9. Residential quarters for staff: **Yes/No**
(if available. give the number of the quarters)
10. Gymnasium **Yes/No**
11. Yoga Centre **Yes/No**
12. Playground facilities: **Yes/No**
Facilities available for Indoor and Outdoor games (give names) **ANNEXURE I**
13. Water and electricity facilities: **Yes/No**
14. Canteen facility: **Yes/No**
15. Arrangement for disaster management: **Yes/ No**
16. Established systems and procedures for maintaining
and utilizing physical, academic and support facilities **Yes/No**
17. Support infrastructure available to differently abled students
(If yes mention details) **Yes/No**
Ramp, Wheel Chair
18. Auditorium **Yes/No**
(If yes mention the seating capacity) **500**
19. Herbal Garden **Yes/No**

Section III (Course Details)

1. a) Courses and Programs Offered

Sr. No	Teaching Courses	Title of the Course	Intake capacity
1.	PG	M Sc. IT	40
2.	PG	M Com	80
3.	PG	M A Eng	60
4.	PG	M A Eco	60
5.	PG	M A Soc	60
6.	UG	B A/B A Hons	450
7.	UG	B Com/B Com Hons	280
8.	UG	B Sc NM/CS	80
9.	UG	BCA	40

b) Whether Programme Outcome and Course Outcome displayed on Website ? **Yes/No**

2. Total Number of Students in the College (2019-20)

Academic Year	Number of Students
2019-20	1969

3. Preparation of Academic Calendar **Yes/No**

4. Implementation of academic calendar for last year **Yes/No**

5. Preparation of Departmental Time Table **Yes/No**

6. Feedback on curriculum and other aspects is collected **Yes/No**
from stakeholders and analysed

Section-IV (Students)

1. Admission Procedure: **Centralized (DHE) & Non Centralized (P U)**

2. Reservation Policy: **As followed by Panjab University**

3. Curriculum update: **As per Panjab University**

4 Result of examination (2019-20)

Academic Year	Total no. of Students Passed
2019-20	426 (UG) + 77 (PG) = 503

5. Availability of counseling for students: **Yes/ No**

6. Remedial Classes for slow learners **Yes/ No**

7. Mentoring System **Yes/ No**

8. Provision for participation in various extension activities/ outreach programs **Yes/ No**

9. Presence of an active Student Council **Yes/ No**

a) Is Lyngdo commission report followed in the student elections **Yes/ No**

b) Representation of students on academic & **Yes/ No**
administrative bodies/committees

10. Schemes for Student Support:

a) Installment for fees: **Yes/No**

b) Scholarship:		Yes/No
c) Personality development:		Yes/No
d) Personal insurance		Yes/No
11. Student clubs are active:		Yes/No
(If yes, give names)		ANNEXURE II
12. No. of workshops conducted for all round personality development/managerial skills of the learners:		04
13. No. of expert lectures/ workshops/ talks/ seminars organised:		07
14. Alumni association formed and registered		Yes/No
15. Alumni contribution received (mention amount)	(Rs 43700)	Yes/No

Section V (Human Resources)

1. Total Number of the Teaching Staff:		
2. Total Number of the Non-Teaching Staff		
3. Transparent Recruitment System		Yes/No
4. Performance Appraisal System followed		Yes/No
5. Employee welfare scheme		Yes/No
6. Teaching and Non-Teaching staff sent for OC/RC/STC/ Workshops		Yes/No
7. Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff		Yes/No
8. Service records are maintained and updated regularly.		Yes/ No
9. Facilities provided to staff for research work / projects and schemes for promotion of research:		Yes
10. Teaching and non-teaching staff well versed with ICT tools and techniques		Yes
11. Regular workshops organized for enhancement of ICT skills		Yes

Section-VI (ACCOUNTS)

1. The College Accounts are audited regularly.
 - a) Internal Audit **Yes/ No**
 - b) External Audit **Yes/ No**
 - c) Govt. Audit/ Statutory Audit **Yes/ No**
2. Estimated budget prepared before the session. **Yes/ No**
3. The estimated budget is placed in the LMC meeting. **Yes/ No**
- 4 Computerised system is followed in preparation of accounts **Yes/No**
5. All the statutory provisions laid down by various administrative bodies regarding utilization of funds is followed. **Yes/ No**
6. Deduction of **TDS/ GST** as per rules. **(GST not applicable)** **Yes/ No**
7. Purchase committee formed. **Yes/ No**

Section-VII (Management of Data Storage and Retrieval)

1. The College has proper MIS system:
 - Student Module/ Exams Yes/No
 - Teacher Payroll Yes/No
 - Fee Management Yes/No
 - Library Management Yes/No
 - Accounts Management Yes/No
 - Stock Register Maintenance (Manual Records are also maintained) Yes/No
2. **Manual** and digital maintenance of records of communication i.e. inward and outward with other organizations is done regularly (University/ DHE etc.). Yes/ No
3. The College maintains stock register to enter physical movement of stocks. Yes/No

Section-VIII (Support Services)

1. Placement/ career counselling cell formed in the College. Yes/No
2. Regular career counselling and capability enhancement workshops are organised. Yes/No
3. College organized company visits. Yes/No
4. College has a Grievance Redressal Committee. Yes/No
5. College has an Anti-Ragging Committee. Yes/No
6. Anti-ragging rules and contact number of in-charges are displayed at suitable places. Yes/No
7. Internal Complaint Committee formed Yes/No
8. Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Yes/No
9. Security is maintained through installation of CCTV cameras at suitable places. Yes/No
10. Bank/ Book shop/ Xerox facility available. Yes/No
11. Health and Emergency facility available for students. Yes/No
12. Transport facility available for students. Yes/No

Section-IX (Governance and management)

1. Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution Yes/No
2. Decentralised and participative management Yes/No
3. Review of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC Yes/No
4. Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff Yes/No
5. Display of core values of the institution and on its website Yes/No

Suggestions for Improvement

ANNEX III

Ramnik Kohli

Signature of Administrative Audit member

Name: DR. RAMNIK KOHLI

Designation: Associate Professor

Mobile No.: 9914701521

Lucky Malhotra

Signature of Administrative Audit member

Name: Ms. LUCKY MALHOTRA

Designation: Assistant Prof.

Mobile No.: 9216102220

ANNEXURE- I

SECTION-II

12. Facilities for indoor and outdoor games-

- **Indoor Games:-**

- Table Tennis
- Judo
- Taekwondo
- Wrestling
- Wushu

- **Outdoor Games:-**

- Basketball
- Handball
- Kho-kho
- Badminton
- Netball
- Kabaddi
- Volleyball
- Athletic Track (200 mts.)

ANNEXURE-II
SECTION-IV

11. Student Clubs:-

- **Dramatic Society (Rangoli)**
- **Environment Society- VASUDHA**
- **Baghwani Club**
- **Giddha / Luddi Society**
- **Literary Society (Abhivyakti)**
- **Gender Champions Club**
- **IT Club**
- **Music Club (Swaragini)**
- **Home Science Club**
- **Fine Arts Club**
- **Ahsaas Red Ribbon Club**
- **Rotaract Club**
- **Legal Literacy Club**

ANNEXURE-III

Observations and Recommendations:

Following are the observations of the administrative audit for the session 2019-20.

Institutional Strengths

- Qualified and self-motivated faculty
- Well-equipped laboratories and excellent infrastructure.
- Fully wifi-enabled campus
- 24 hours e-surveillance
- High-tech smart classrooms and laboratories
- Fully automated digital library
- Sprawling lawns
- Excellent sports facilities

Recommendations

- Transport facility for students
- There should be residential quarters for Principal and Staff as the college has a girls' hostel on the campus.
- Welfare scheme for teaching and non-teaching staff