

**Administrative Audit (2023-24)**  
**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: 13353.72 sq mt.
  - a) No. of smart classrooms: **34**
  - b) No. of laboratories: **12**
  - c) No. of administrative block: **01**
  - d) Other facilities: **Student Center, Canteen, Book Shop, Hostel, Reading Room, Gurdwara Sahib, 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: **1000mbps 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 **24454**
- d) College displays the new arrivals. **Yes/No**
- e) Social welfare book bank **Yes/No**  
If yes, total number of books: **2039**
- f) Number of periodicals subscribed annually  
National : **02**  
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: **03**
- p) Working hours of library: **7 Hours**
7. Hostel for Girls
- a) Capacity: **350**
- b) Name of Warden: **Ms Mansi**
- c) Distance from college and hospital: **GMSH Sec 16 is 5.4km**  
**from College Hostel**
- 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)
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**
18. Auditorium (If yes mention the seating capacity) **Ramp, Wheel Chair Yes/No**
19. Herbal Garden **500 Yes/No**

**ANNEXURE I**

**Section III (Course Details)**

1. a) Courses and Programs Offered

Sr. No	Teaching Courses	Title of the Course
1.	PG	M Com
2	PG	M A Eng
3	PG	M A Eco
4	UG	B A/B A Hons
5	UG	B Com/B Com Hons
6	UG	B Sc NM/CS
7.	UG	BCA

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

2. Total Number of Students in the College (2023-24)

Academic Year	Number of Students
2023-24	1585

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 from stakeholders and analysed Yes/No

**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 (2023-24)

Academic Year	Total no. of Students Passed
2023-24	534 (UG) + 43 (PG) = 577

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 & administrative bodies/committees Yes/ No
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:	02
13. No. of expert lectures/ workshops/ talks/ seminars organised:	28
14. Alumni association formed and registered	Yes/No
15. Alumni contribution received (mention amount)	Yes/No

#### Section V (Human Resources)

1. Total Number of the Teaching Staff:	51
2. Total Number of the Non-Teaching Staff:	42
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**

**ANNEXURE- III**

**Signature of Administrative Audit member**

Name: Dr. Ramnik Kohli



Designation: Associate Professor

Mobile No.: 9914701521

**Signature of Administrative Audit member**

Name: Mrs. Harpreet Kaur



Designation: Assistant Professor

Mobile No.: 9872300008



**ANNEXURE- I**  
**SECTION-II**

**12. Facilities for indoor and outdoor games-**

• **Indoor Games:-**

- Table Tennis
- Judo
- Taekwondo
- Wrestling
- Wushu
- Chess
- Badminton

• **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 2023-24.

#### 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.
- Creche.
- Visiting doctor for students.