Administrative Audit (2020-21)

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: **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, 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: **300mps 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 — 24230

    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: — **Ms Harjinder 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   Yes/No

   and utilizing physical, academic and support facilities

17. Support infrastructure available to differently abled students   Yes/No
   (If yes mention details)   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 Com	80
2	PG	M A Eng	60
3	PG	M A Eco	60
4	UG	B A/B A Hons	450
5	UG	B Com/B Com Hons	280
6	UG	B Sc NM/CS	80
7.	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
2020-21	2004

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 (2020-21)

Academic Year	Total no. of Students Passed
2020-21	**531 (UG) + 61 (PG) = 592**

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: 08

13. No. of expert lectures/ workshops/ talks/ seminars organised: 05

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: 63
2. Total Number of the Non-Teaching Staff: 41
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
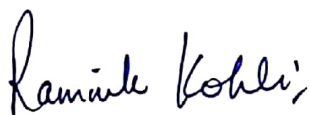
Section-VIII (Support Services)

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. Lucky Malhotra

Designation: Assistant Professor

Mobile No.: 9216102220

12. Facilities for indoor and outdoor games-

- **Indoor Games:-**
  - o Table Tennis
  - o Judo
  - o Taekwondo
  - o Wrestling
  - o Wushu
  - o Chess
  - o Badminton

- **Outdoor Games:-**
  - o Basketball
  - o Handball
  - o Kho-kho
  - o Badminton
  - o Netball
  - o Kabaddi
  - o Volleyball
  - o 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 2020-21.

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 residendial quarters for Principal and Staff as the college has a girls' hostel on the campus.
- Welfare scheme for teaching and non-teaching staff