

Administrative Audit (2021-22)

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 **24338**
 - d) College displays the new arrivals. **Yes/No**
 - e) Social welfare book bank **Yes/No**
If yes, total number of books: **1942**
 - 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
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 Com	40
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
2021-22	2039

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
2021-22	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 & 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:	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 (NIL)	

Section V (Human Resources)

1. Total Number of the Teaching Staff:	62
2. Total Number of the Non-Teaching Staff:	43
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

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 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