SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GURU GOBIND SINGH COLLEGE FOR WOMEN

GURU GOBIND SINGH COLLEGE FOR WOMEN SECTOR-26, CHANDIGARH
160019
160019
www.ggscw.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Management, Principal and Staff members of Guru Gobind Singh College for Women take this opportunity to present Self Study Report, incorporating achievements, strengths and challenges with utmost modesty for your kind perusal. Guru Gobind Singh College for Women, named after the tenth Sikh Guru, was established in 1973 under the aegis of Sikh Educational Society, with the primary mission of providing quality higher education to women. Having rendered commendable service for over 45 years in the field of higher education, the College is bracing up for the third round of quality assessment and accreditation by NAAC. The College was reaccredited by NAAC with CGPA of 2.81 on 23rd February 2014.

Located in City Beautiful Chandigarh, the college has a sprawling 11 acre campus replete with an expanse of infrastructure in Sector-26. Guided by an enlightened and supportive management drawn from different walks of life including education, bureaucracy, army and judiciary the college has been moving diligently in the direction of achieving its goals embedded in its vision and mission. The College motto *Shubh Karman Te Kabhoon Na Taron*, which means," Never to stray from the path of righteousness" is deeply embedded in the collective consciousness of all those who are associated with this citadel of learning.

Ranked as one of the premier institutions, the college has over the years become a destination of choice from not only the nearby states but also the eastern states. During the last few years the College has admitted students from across the borders too. The faculty too is diverse and highly qualified, creating a secular academic environment that is multilingual, multicultural and multiethnic. The College has always tried to evolve and change with the changing times, adding new courses and infrastructure to be in tune with the global trends.

The College has a strength of 1993 students at present. The College is fortunate of having a team of 81 teaching and 59 non-teaching employees who work ceaselessly to impart quality education to the students and also strive to update themselves with the latest in their fields.

Vision

- To provide modern education and promote academic excellence with an ethical dimension and inculcate values in the young girl students, enhancing their quality of life and transforming them into responsible citizens with a commitment towards serving humanity.

Mission

- To impart holistic quality education to girl students, and empower them with knowledge, skill and competence and make them self-reliant and socially committed citizens of the country.
- The college focuses upon empowering young women with holistic and liberal education, analytical reasoning, effective problem solving, leadership skills and the ability to fulfill their responsibilities to local and global communities.
- To promote academic excellence by providing quality education in an intellectually stimulating

environment.

- To inculcate the right value system with special emphasis on spiritual training in an ambience infused with humanistic principles.
- To foster a sense of physical well being, a key to all creative and intellectual activity.
- To equip the students with sound knowledge and skill set, so that they are able to negotiate the complex, diverse and uncertain demands of a constantly changing society.
- To ensure the holistic growth of the students wherein they attain a confident personality, a concern for environment and respect for social norms with special emphasis on Human Rights and Gender Issues.
- To enable the young minds to develop a deeper level of critical and analytical thinking.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Bilingual methods of teaching are used in most of the courses as majority of students (esp. Humanities) are first generation learners from low socio economic background.
- Well qualified, dedicated and diversified faculty with specialization in different areas.
- Well stocked library with e-resources.
- Well-equipped and updated laboratories (Language, Computer, Home Science, Psychology, Physics, Chemistry, Fine Arts and Music)
- Well maintained sports grounds and college lawns. The College has allocated grant of Rs 47 lakhs 75 thousand for the laying of Multifunctional sports court (Synthetic) under the RUSA scheme taking into account the exceptional performance of this department.
- Practical exposure through field work in social science, industrial visits for commerce and computers students and educational tours to Science city for science students.
- Student centered and activity based teaching learning.
- Active participation in extension activities through Gurmat Vichaar Sabha, RAAHAT , Gender Champions' Club and Red Ribbon Club.
- Department of Physical Education has always made the College proud with their performance at inter College, State, National and International levels.
- Fine Arts/Music/ Home Science Departments train students for self-employment and entrepreneurship.
- Well-furnished hostel with a capacity of 350 students.
- Conducive working environment for staff leading to staff retention.

Institutional Weakness

- Proficiency level is below average because most of the students are from the low socio economic background especially in Humanities
- The sister organization next to our college being co-educational has a deterrent effect on our student strength (girls) as most students prefer to study in co-educational institutes.
- Mechanism of feedback from alumni is not very regular.
- Since most of our classes are heterogeneous group therefore one particular teaching methodology cannot be adopted.
- Lack of financial incentives to motivate interest in research
- Number of self-financed posts is greater than grant-in-aid posts, so there is added financial burden on the management.

- Industry linkages, foreign exchange programmes and placements are not that strong because the institution is a degree college and not a professional one and most of the PG courses have been introduced only recently.

Institutional Opportunity

- Post graduate courses (MA English, MA Sociology, MA Economics, MSc (IT), M.Com offers multifarious job opportunities like mass media, teaching, social work, advertising, industry, banking, CA, MBA etc.
- The college intents to register its social welfare club RAAHAT with authorized agency to extend the scope of extension activities in society.
- Outsourcing the college campus especially the state of the art open air theatre has been approved for construction under RUSA scheme (Rs.22 Lacs) for generation of funds.
- With specialized course as MCom, MSc IT, Functional English and introduction of ICT tools in classrooms the institute intends to strive towards creating stronger industrial linkages.
- To have a Placement drive in the next session.

Institutional Challenge

- To constantly enhance student enrollment in Humanities.
- To motivate students to develop critical and analytical thinking and to cultivate in them an endeavoring passion to pursue higher education.
- Socially and economically backward students with low aptitude in language and quantitative skills.
- Developing soft skills among students.
- Mushrooming growth of professional colleges around the city poses a challenge to our student strength.
- Revenue generation through consultancy.
- To further strengthen Placement and Alumni Cell

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum is the fulcrum on which the holistic growth of the learners depends. We at GGSCW, walk with a mission and vision of empowering young girls from different strata of society into women of substance who are socially and economically responsible. In order to achieve this end, the College takes several initiatives for the creative and innovative implementation of the curriculum provided by the Panjab University, since, being an affiliated College, conformity to the Academic Calendar and syllabi defined by the University is a must. The faculty however, substantiates traditional teaching with interactive sessions, group discussions, classroom presentation, role playing, internet browsing, use of ICT, projects, seminars, movies and documentaries to make learning more interesting and enriching. Regular field trips and industrial visits are organized to further enhance the scope of learning. Hands on experience and live training are encouraged to develop real life skills. The teaching departments of the College regularly organize seminars/ conferences/ guest lectures/ workshops/ competitions at regional and national levels. Endeavors are made to invite renowned academicians,

professionals, researchers to the College for interaction with the students. Massive up-gradation of infrastructure has been done by converting traditional classrooms to smart classrooms to meet the needs of changing times.

The faculty of the College regularly attend Orientation and Refresher courses and Faculty Development Programs from time to time. Apart from teaching, the faculty is involved in other academic activities such as being Members of Board of Studies of University and the Academic Council.

The College organizes curriculum based activities which seamlessly integrate with contemporary issues like gender sensitization, environmental concerns, human values and ethics and contribute to the holistic development of the students. The mechanisms of feedback from students, Alumni, teachers and other stakeholders is in place and regular feedback is obtained and analysed. This analysis helps the College reassess itself and its policies and bring about the required changes with respect to better delivery of the curriculum.

Teaching-learning and Evaluation

The admission process in the College is systematically administered and is transparent. The College follows the Admission Schedule of Panjab University, which is then notified on the College Website and Admission Advertisements are published in the leading newspapers. The College Prospectus contains details of courses offered, eligibility criteria, fee structure and the admission procedure. This prospectus is also made available on the Centralized Portal of all Govt and Aided Colleges of the city. An admission Committee comprising Dean Academics, Dean Admission and Conveners from all streams (Arts, Commerce, Science and Computer Science) scrutinize the application forms and prepare for admission process according to merit and availability of seats. Admissions to M Com I, B Com I, BCA I and BSc I are centralized and conducted as per procedure laid down by Director Higher Education, Chandigarh Administration and PU, for all Colleges in Chandigarh. Students seeking admission in BA I are pragmatically counseled at the time of admission for selecting subject combinations according to their personal strengths. Reservation Policy as notified by the Central/State Govt is strictly followed by the College. A considerable number of students in the College are from reserved categories, other states and countries. Dean Foreign Students Welfare is assigned the task of looking after issues of foreign students studying in the College. A separate prospectus is issued for students seeking admission to the hostel.

The College has highly qualified faculty and most of them are PhDs and MPhil degree holders. They are recruited as per Panjab University and Chandigarh Administration Rules/ Regulations.

For mid semester and end semester examination test, questions are set according to the pattern prescribed by Panjab University. Previous year's question papers are also accessible to the students through the College Library Blog.

Internal assessment is marked according to the Panjab University norms. The College identifies the learning abilities of students through tests, assignments and projects. Recently the College undertook the task of an Academic Audit, and an extensive report of the various aspects of the teaching, learning and evaluation process was prepared.

Research, Innovations and Extension

The College seeks to foster a keen sense of research amongst staff and students alike. Research is encouraged

and promoted for the transfer of knowledge among staff and students. Details of all research papers published/presented by each faculty member is published in the Annual Report. The College has recently set up a Research Lab equipped with SPSS under the aegis of RUSA, which along with the fully Wi-Fi campus and the Research Committee provides support and monitors the progress of various research initiatives. A fully automated and a well- stocked library provides access to varied books. The wall magazine, '*Khoj*' is displayed on the LED screen in the library. The library has a blog which hosts various research related activities of the College. The College publishes an annual magazine *Gyan Manik*, which provides a platform to students and staff for their creative outpourings and thoughts.

Extension activities provide the students with a rare consciousness that motivates them to reach out to their lesser fortunate fellow beings. Among the several activities organized every year, Balwadi in Bapu Dham Colony, Sector 26, Chandigarh was adopted by the NSS volunteers to teach the children and provide them with articles of need. Various societies, committees and *Raahat*, the social initiative of the College organize extension activities like Blood donation camps, Yoga workshops, Medical check up camps, Awareness Programmes , Field Trips, Skill development workshops, throughout the year to enhance social acceptance and to have harmonious relations with stakeholders. Students participate whole heartedly in these endeavours and learn beyond the class room atmosphere.

Infrastructure and Learning Resources

Spread in 11 acres of land, the College is the epicenter of education. The College boasts of well manicured lawns which have been getting first prize for best maintained College campus in Chandigarh, consequently improving the ambiance for learning. Sufficient budget is allocated for upgrading the infrastructure keeping in mind the requirements of the learners. Smart classrooms, seminar room, auditorium, hostel(capacity of 350 students), fully equipped labs, well maintained play grounds, latest gymnasium, CCTV cameras throughout the campus for proper security and vigilance enhance effective teaching and learning practices.

The Library in coordination with other academic support units on campus provides services that support the College's diverse curriculum in Arts, Commerce, Science and Computer Applications. The impressive collection of books, journals and e-resources help learners explore all areas of human knowledge within the framework of learning. The Book Bank provides books to the needy students throughout the year. The Library blog provides information regarding various activities held in the College, syllabus and the students can refer to the old question papers here. The Library helps us to keep the students and teachers abreast with the latest developments in the technological field in the endeavor to make the best learning resources for the stakeholders.

Providing inclusive and comprehensive experience to the students and faculty there is need based enhancement and expansion of academic programs. Having added PG courses and additional units in UG courses to keep with the latest educational requirements of the region, the College constantly seeks to re-invent and upgrade itself.

Student Support and Progression

GGSCW has a well placed Student Support mechanism. The prospectus includes detailed information about various committees and their members. Continuous efforts are being made by the College to make sure that maximum students benefit from the government and non- government scholarship schemes. The staff of the

College too contributes generously towards this cause. Deserving sports students of the College are given free ships and free hostel stay. Besides the financial support the College has always made an effort to provide the students a safe and supportive environment. For this we have an efficient Anti-Ragging Committee and we are proud of the fact that no instance of ragging has ever been reported. There is also an Internal Complaints Committee, that has been functioning actively and the matters brought forth have been dealt efficiently. Further grievances of the students are promptly and effectively taken care of by the Grievance Cell of the College in which we have student representation too. These bodies thus function quite transparently. In addendum to these we have a constitutionally elected Student Council, a body that works for the interests of the students.

The active support to the students goes a long way in their progression. During the said period various departments of the College organized workshops/seminars/interactive sessions/counseling sessions for the students to develop their skills and to prepare them for various competitive exams that would pave way for their placement. To foster an ongoing relationship between the old students and their alma mater, the Alumni Association strives hard to establish a mutually meaningful connectivity between the two, and the College is making intense efforts to strengthen this relationship further.

Governance, Leadership and Management

The college aims to promote academic excellence by maintaining high teaching standards, imparting holistic quality education to students and empowering them with knowledge and skills with the aim of transforming them into self- reliant and socially committed citizens of the country. The Management, Principal and the Faculty collectively strive towards building an academically vibrant atmosphere in the college. The college practices decentralization and participative management with well defined responsibilities for all the stakeholders. The Management gives substantial autonomy to the Principal who is the Academic and Administrative Head of the Institution to function in an independent manner to fulfill the vision and mission of the College. The Principal ensures that the regulations, directives, guidelines and laws of the University are being diligently followed. The Principal exercises her authority in a democratic and collaborative manner, practicing decentralized administrative functioning in the college. She is a facilitator of the implementation of the decisions of the IQAC, Advisory Committee and other Committees formed there under. The college conducts an extensive strategic planning process to articulate the vision, mission and objectives of the college. The goals are followed by strategies that address ways to close the gap between current reality and the envisioned future. The utilisation of RUSA grants was discussed in detail in staff meetings and priorities were identified in consultation with entire staff. The College has effective welfare measures for the staff that helps in maintaining efficiency, productivity, morale, safety and satisfaction of the staff. The College also has a functioning performance appraisal system for both the teaching and non-teaching staff. Financial audit is conducted on a regular basis to ensure transparency and efficiency in the usage of funds. Several quality enhancement initiatives have been implemented in the academic and administrative domains including the introduction of new courses in order to enhance the curricular base of the institution. The institution tirelessly strives towards fulfilling its vision of becoming a centre for excellence with a mission to provide best academic environment along with sound value system to its students.

Institutional Values and Best Practices

GGSCW has made consistent efforts towards inculcating the best values and practices. The College has its own core value systems that are displayed in the premises of the College, its website and the prospectus. The College conducts counselling sessions with the students regularly, dwelling on all aspects of student life. Community kitchen and voluntary participation in Founders Day, Inaugural Day celebrations and other events foster a sense of strong value based learning in the students.

For waste management several measures like green and blue dustbins, use of tertiary water for gardening are strictly followed. The three R's: Reduce; Recycle and Reuse are followed diligently in the College. Further, in context of green practices, the College has spacious parking for both students and faculty. Students and Staff are encouraged to use public transport. The campus has pedestrian friendly paths, and the use of plastic and the wastage of paper is discouraged on the campus. The College has regularly participated in various cleanliness drives initiated by the Govt and self-driven events as well.

The College has undertaken many initiatives to engage with and contribute to the local community, by organising rallies and campaigns for creating awareness among the people on several issues. It has also actively participated in addressing prevalent social ills like gender based discrimination and substance abuse, undertaking various programmes to address issues like HIV/AIDS awareness programmes, blood donation camps, tree plantation, digital/cashless awareness and skill based programs for the local community.

Abiding by the vision of the College that is to empower young girls with holistic education, the College supports the students with various kinds of scholarships. The scholarships that students recieve through the college act as a huge financial support for the meritorious and economically weak students to complete their education and this opens new doors of opportunities for them.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GURU GOBIND SINGH COLLEGE FOR WOMEN
Address	GURU GOBIND SINGH COLLEGE FOR WOMEN SECTOR-26, CHANDIGARH 160019
City	CHANDIGARH
State	Chandigarh
Pin	160019
Website	www.ggscw.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jatinder Kaur	0172-2791610	9781996284	0172-2795934	principalggscw@yahoo.in
IQAC Coordinator	Jaswinder Kaur	0172-2792757	9876498893	-	naacggscw18@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	23-06-1973

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Chandigarh	Panjab University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	20-05-1988	View Document
12B of UGC	10-10-2012	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	GURU GOBIND SINGH COLLEGE FOR WOMEN SECTOR-26, CHANDIGARH 160019	Urban	11	13353.72

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	Higher Secondary	English,Hindi,Punjabi	280	263
UG	BCA,Computer Science And Applications	36	Higher Secondary	English,Hindi,Punjabi	40	17
UG	BSc,Sciences	36	Higher Secondary	English	80	56
UG	BA,Humanities	36	Higher Secondary	English,Hindi,Punjabi	500	324
PG	MCom,Commerce	24	Bachelor Degree	English,Hindi,Punjabi	80	51
PG	MSc,Computer Science And Applications	24	Bachelor Degree	English,Hindi,Punjabi	40	17
PG	MA,Humanities	24	Bachelor Degree	English	60	17
PG	MA,Humanities	24	Bachelor Degree	English,Hindi,Punjabi	60	48
PG	MA,Humanities	24	Bachelor Degree	English,Hindi,Punjabi	60	27

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				14				20
Recruited	1	0	0	1	0	14	0	14	2	16	0	18
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				13
Recruited	0	0	0	0	0	0	0	0	1	12	0	13
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				20
Recruited	14	6	0	20
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				44
Recruited	22	22	0	44
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	1	1	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	7	0	1	14	0	23
M.Phil.	0	0	0	0	5	0	1	4	0	10
PG	0	0	0	0	1	0	1	8	0	10

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	4	0	5
M.Phil.	0	0	0	0	0	0	1	4	0	5
PG	0	0	0	0	0	0	2	22	0	24

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	2	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	2	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1085	658	0	10	1753
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	230	78	0	0	308
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	159	192	186	145
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	35	34	23	16
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	167	148	117	86
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	1629	1653	1577	1349
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	71	59	47	41
	Others	0	0	0	0
Total		2061	2086	1950	1637

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 9

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	7	6

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2061	2086	1950	1637	1329

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
881	845	761	661	593

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
590	642	477	435	324

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	75	71	58	54

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
48	46	46	44	45

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 44

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
240.05	178.48	180.02	122.92	210.14

Number of computers

Response: 137

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

We believe that an effective curriculum as well as its efficient delivery is integral to education and is best suited to enable individuals to live humane and productive lives as responsible citizens of the society. Our institution is affiliated to Panjab University, Chandigarh and follows its prescribed curriculum. Further, our college has undertaken several initiatives for effective implementation and delivery of the same.

.PLANNING AND IMPLEMENTATION

- Before the commencement of the classes for the academic year, meetings are conducted by all departments for the allocation of subjects as well as preparation of the time-table.
- Teaching plans for all subjects in the academic term are drafted according to the latest syllabi and strictly adhered to.
- Assignments, use of Audio visual aids, field trips and reference material are also discussed
- Each department chalks out a tentative schedule for the activities to be conducted in the session, in alignment with the University calendar.
- All efforts are made to accomplish the scheduled plans

ENHANCEMENT OF TEACHING SKILLS AND DELIVERY:

- The college provides appropriate environment for the professional growth of its faculty members by encouraging them to participate in faculty development programmes, seminars, orientation courses, refresher courses, workshops, etc. which also helps them in their research work.
- The faculty is given autonomy for taking initiatives in adopting innovative strategies in their teaching methodology to cater to the learning needs of students. Further steps have been taken to improve delivery of the curriculum.
- The college library is updated regularly by procuring latest books and journals. Facilities like e-journals, Inflibnet- digital library and book bank are also provided.
- Group discussions, charts, models, field and industrial visits, ICT tools and presentations are conducted to ensure and enhance student participation.
- Regular tests and quizzes are conducted and assignments are given to the students.
- On the basis of the results, remedial classes are conducted for the weak students.
- Meritorious students are awarded with prizes and certificates and those from economically weaker backgrounds are given scholarships and fee concessions on need cum merit basis.
- Research lab has been setup for the students and the staff members to promote research culture.
- Subject experts are also called on regular basis to deliver lectures on varied topics related to the curriculum.
- Postgraduate students from M.Com and M.Sc (IT) are guided for industrial trainings and research projects to build their practical knowledge.

ENRICHMENT

- Students are motivated to participate in: Inter and Intra-college competitions.
- Workshops, seminars, career counseling and discussions organized by the college.
- Educational, Field and Industrial visits.

CURRICULUM FEEDBACK

- Internal tests are held on a regular basis and special assignments are given to the students with poor performance.
- Parent-teacher meetings are conducted to make the parents aware about the performance of their wards.
- The students discuss problems related to their curriculum with their mentors. The feedback forms filled by the students help in identifying the issues confronted by them regarding syllabus and are then presented in the meetings of the various Board of Studies.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 42.9

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic

Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	3	11	2	6

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 33.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The college offers various courses that appropriately include subjects and papers relevant to sensitive and crucial issues of contemporary times such as gender, environment and sustainability. The institution regularly tries to integrate such issues of paramount importance by periodically organizing workshops, seminars, talks and other such activities, which lead to the holistic development of students.

- **Gender Based Issues:** The compulsory paper on Environment for all Under-Graduate courses helps to sensitize students regarding the rights of women and the measures to address their violation. Gender sensitivity is accomplished through a blend of both theory and practical application. B.A. has various other subjects which deal with gender related issues, with a sociological as well as historical perspective.
- **Environment and Sustainability:** Environment Studies is a compulsory paper across all Undergraduate Degrees and includes various issues like concept of environment, ecology, pollution and conservation. One of the papers of MA Sociology specifically caters to Environmental Crisis and Sustainable Development.
- **Professional Ethics:** Students are made aware of the concept of professional ethics in the subjects of B.A., B.Com and M.Com, as the basic values and principles are essential for their career development.

Professional Ethics

- B.A. 3 Semester- Public Administration- Unit 3
- B.Com. BCM604- Social and Business Ethics
- M.Com 4 Semester: PAPER 3: MC. 403 – Business Ethics And Corporate Governance

Environment and Sustainability

- B.A./ B.Com./ B.Sc./ B.C.A. 2 Semester- Environment, Road Safety and Violence against Women

and Children – Part I: Environment
- B.A. 6 Semester- Economics- Unit 1
- M.A. Economics- 3 Semester- Paper 302, Unit 4
- M.A. Sociology- SOC-O-644- Environmental Crisis and Sustainable Development

Gender based Issues

- B.A. 1 Semester- History and Culture of Punjab- Unit 4
- B.A./ B.Com./ B.Sc./ B.C.A. 2 Semester- Environment, Road Safety and Violence against Women and Children – Part III- Violence Against Women and Children
- B.A. 4 Semester- History and Culture of Punjab- Unit 4
- B.A. 5 Semester- Sociology- Unit 4
- B.A. 6 Semester- History and Culture of Punjab- Unit 4
- B.A. 6 Semester- Sociology- Unit 3
- B.Com BCM505- Unit 1- Women Entrepreneurship
- M.A. English Semester 4- Paper I- Literary Theory II- Unit II- Gayatri Spivak
- Paper II- Indian Writing in Translation- Unit II- Draupadi
- Paper IV- Shakespeare I- Gender based writings
- M.A. Sociology- Semester I- SOC-R-412-Sociology of Family and Gender
- Semester II- SOC-O-821- Structural Moorings of Gender Oppression
- Semester III- SOC-O-621- Social Dimension of Development

File Description	Document
Any Additional Information	[View Document]
Link for Additional Information	[View Document]

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 2

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document]
Brochure or any other document relating to value added courses.	[View Document]

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.69

1.3.3.1 Number of students undertaking field projects or internships

Response: 76

File Description	Document
List of students enrolled	
Institutional data in prescribed format	
Any additional information	

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 25.04

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
746	518	420	343	288

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 77.69

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
820	745	870	760	593

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1200	1130	980	880	750

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 29.82

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
265	285	256	202	125

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college works incessantly towards understanding the needs and requirements of the students before as well as after the commencement of the elected courses. Keeping in mind the results of the last examination attended, members of the admission committee advise the students about subjects that they can choose according to their interest and inclination. Students are given stipulated time, in this case 20 days, to change the subject that they had chosen earlier to any other of their choice. An orientation program is organised to make students familiar with college calendar, mode of internal assessment as well facilities available for them in the campus.

• The faculty members assess curricular and extracurricular interests of the students through specific performas attached with the Admission Application form. Once the classes are in full swing, teachers identify the learning abilities of their pupil through class tests, their response in the class, along with initiative that they take in the completion of their assignments. Advanced learners are identified on the basis of previous academic credentials as well.

• After identifying student potential, faculty members strive to reduce the gap. Learning abilities of the slow learners are enhanced by remedial classes as well as regular assistance of teachers during class time. The teachers not only encourage them to participate in the class, but also help them with study material and books to render clarity on the subject.

• Teachers are available in college premises for stipulated period to counsel students and clear any doubt they have on one to one basis.

• Advanced learners are motivated to take up Elective/Honours course in the subject they choose, to explore their potential.

• Participation and paper presentation in seminars and conferences is encouraged. They are also informed about and encouraged to pursue Post Graduate courses in their areas of interest. Faculty members appraise them of future possibilities in their respective subjects.

• Slow as well as advanced learners are encouraged to participate in events like quizzes, debates, declamations, paper reading contests and other competitions that the college organises regularly. Based on their performance in Mid Semester examinations, participation in extracurricular activities, the knowledge gaps are identified and the slow learners are mentored through interactive sessions other than the regular classroom teaching/laboratory hours.

• Advanced learners are encouraged to contribute their talent towards various societies and clubs that have been in existence, for a long time, in the College. They are also counseled for cracking competitive examinations and securing jobs according to their capability and aptitude.

• Students who secure academic, cultural, sports achievements are felicitated on Annual Prize distribution Function to motivate them further to excel in their fields.

• A well-stocked library and research laboratory provide students access to books, journals and e-resources.

• Helping peers is encouraged as achievers help slow learners with difficulties in their field of study. A congenial learning environment is created by the faculty members to help slow and advanced learners coexist for mutual benefit.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 25.76

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The college develops and constantly upgrades learning processes keeping in mind the students, the torch bearers of the college. The faculty members act as facilitators and students play an active role in the process.

• The students participate in various academic, co-curricular programs, learning programs. They develop problem solving, communication skills, writing skills, computing, skills in debating etc. which help them in all walks of life.

•With the introduction of SMART CLASSROOMS the college encourages the use of LCD projectors by the faculty as well as students. Through technology, students are better informed and educated about the latest in their field of study. Student participation in seminars, workshops, study tours, field tours, projects, exhibitions, group discussions, paper reading events etc is encouraged.

• Students are engaged in practical work by the faculty members in various practical subjects offered in the college. With the help of faculty and qualified technical staff they are taught to practically check the concepts learnt by them. Faculty members engage their students in hands on practice with the assistance of laboratories and lab staff. Student creativity is nurtured through preparation of models, projects, case studies, assignment, writing activities etc. Students of Home Science and Fine arts department put up stalls to exhibit and also sell their work of art and products.

• To inculcate participative learning students are not only given individual assignments but group assignments and projects also to encourage peer learning as well as team building.

• Departments organise workshops and other activities throughout the course of study as a part of routine teaching learning program. Subject matter experts, activists, legal advisors of imminence are invited to accelerate holistic understanding of concepts in practice. Creativity and innovation is encouraged through these activities for students to learn and practice problem solving methodologies on the ground which become helpful for them in all situations of life.

• The College inculcates community service through various activities under NSS and Raahat. Monetary help is provided to underprivileged students in form of admission fee and other study expense.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 86.25

2.3.2.1 Number of teachers using ICT

Response: 69

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 31.23

2.3.3.1 Number of mentors

Response: 66

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

• The Faculty members ensure learning productivity through various teaching pedagogies. Practical understanding is given great importance along with theoretical knowledge of subjects. The College adopts innovative technology and other effective methods of teaching and learning.

• The College has smart and interactive classrooms. Faculty members use ICT tools in teaching process. They are provided with LCD projectors , Overhead projectors, computers with internet facility and Wi-Fi in the campus for integrated instructions and are being used to support pedagogy.

• Teachers also use models, charts, Power Point Presentations for teaching theory component of the

curriculum. They also make use of multimedia, television along with CD and DVD players for featuring movies based on novels, plays, social issues etc in the curriculum. 21 Smart classrooms equipped with ICT specifications, facilitate interactive teaching.

• Faculty members work towards bringing innovation to the classroom through peer teaching, class discussions, presentations, projects etc, which is helpful for advanced as well as slow learners. This inclusive participation helps the slow learners to gain knowledge and confidence.

• Faculty members organise seminars, guest lectures, group discussions, debates, paper presentations, books/film reviews and other events in the class to impact literary sensibilities. Students are exposed to live art shows, theatrical events, projects at other institutions and inter and intra college competitions.

• Various departments of the College organise national seminars, talks, guest lectures and workshops on the various issues of academic and social concern. Students of the College also visit old age homes, orphanage to lend helping hand to the needy with the time and affection. Such innovative practices facilitate growth in the performances of students. Students are also taken for study tours to historical places/sites for better understanding.

• Peer discussions and brain storming sessions also make teaching effective. Assignments and presentations also help make teaching-learning process effective. Students of the college are also taken for study as well as field tours, which helps them comprehend the scenario of their field of study in a better way. Faculty members involve students in project based learning where students indulge in surveys and experiments.

• The College celebrates days of national and international importance to make students aware of their environment and world around them.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 147.18

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 32.8

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	28	24	16	15

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.23

2.4.3.1 Total experience of full-time teachers

Response: 898

File Description	Document
Any additional information	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 25.3

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	12	12	11	10

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

An evaluation system is a must to achieve desired results in any teaching learning process. Students are informed about the process of evaluation in the College Prospectus, which is updated every session. Guru Gobind Singh College for Women is affiliated to Panjab University, Chandigarh and adheres to the syllabus prescribed by the university. The College abides by the Panjab University guidelines with respect to evaluation. The undergraduate as well as post graduate classes are examined twice every year under the semester system. The students must obtain 20% marks in the mid semester examination of the College to qualify for final university semester exams. The College students must fulfill criteria of 75% attendance in each of their elective as well as compulsory subjects. Internal assessment is given to the students on the basis of attendance, participation in the class and performance in mid semester examinations. Faculty members also consider project work, practical work and student contribution to various activities of the department and college in marking internal assessment of the students.

Being affiliated to Panjab University, inspection teams from the University visit the campus to evaluate the working of various Departments. These committees submit their reports at the end of inspection/evaluation. The suggestions as well as feedback of the evaluation/ inspection committee are valued and inculcated in the working of the Institution.

The Principal meets the Heads of all Departments in the college on regular basis for the smooth functioning. The respective Heads of all Departments also call regular meetings to evaluate the performance of their students and faculty members, in terms of academic results as well as co-curricular activities. Necessary steps are taken by them to strengthen the academic standing of the College. As the institution is governed by the Management of Sikh Educational Society, the management actively works towards the progression of the institution. Regular meetings of the Local Managing Committee and the Executive committee is held to look into various agendas in relation to the College.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Continuous internal assessment is carried out in the College to ensure complete comprehension of the prescribed syllabi. As Panjab University follows Semester System, the College organizes Mid Semester Examinations for all classes. The faculty members prepare questions papers keeping in mind the pattern of university examination as well as course curriculum covered in the classes.

• Examinations are conducted as per guidelines prescribed by the university. The examination process is conducted by the Examination Branch of the College under Controller Examinations. The detailed examination information, the date sheet, is displayed on the notice boards for the faculty members as well the students.

• After the successful conduct of the Mid Semester examinations, student scripts are evaluated by faculty members. These Evaluated answers sheets are then shared with the students and their mistakes are not only pointed out but also discussed. Faculty members solve the questions papers with their pupils in their respective classes for better comprehension and performance in the final semester examination.

• The submission of Award lists is the next step in the process. The examination branch make entries of all awards in the College records so that an easy reference can be created to calculate assessments, top positions of the students. (Other than the Mid Semester Examinations, assessment of students is made through class tests, class presentations, workshops, debates, responsiveness in the class, involvement in projects etc.)

• An additional assignment or a retest is also organized for those students who have had a genuine reason for not attending the examination such as; sports students, student participating in cultural events, and NCC.

• Parents of the students are intimated about their performance in the examinations and involvement in the various activities of the College along with attendance during Parent Teacher Meeting at the end of each semester.

File Description	Document
Any additional information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The faculty members take utmost care to provide transparent and correct evaluation information of students' performance. However, if any student is unsatisfied with the evaluation of her answer sheet in case of Mid Semester Examination (MST), the same is addressed by the concerned teacher.

The College follows Mentoring System that enables the students to discuss their problems, academic or personal, with their mentors.

Panjab University also ensures transparency in the evaluation process by making the answer sheets available to students after being evaluated under RTI. Facility of reevaluating at the request of students is available by paying requisite fee within two weeks of the declaration of results.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The College adheres to Panjab University Academic Calendar. In the beginning of the session the time line for each semester is decided and published by the university. The Calendar helps the faculty members of the affiliated Colleges to arrange the teaching time and regular assessment.

Each semester includes mid and End Semester Examinations. Every department creates internal calendars to ensure timely completion of the prescribed syllabus. The topics to be covered in a particular time period are decided by keeping CIE in mind. If there is any change that happens at the University level, same is communicated to the College and the administration enforces the same.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers Undergraduate and Postgraduate courses in Science, Commerce, Computer Science and Arts streams. The Programme outcomes, Programme specific outcomes and course outcomes not clearly mentioned in the syllabus of affiliated University but the institution has deducted the same for the purpose of its relevance. These are communicated to students and teachers in the following manner:

- The soft copy of the course outcomes have been displayed on the College website for the reference.
- The students are also informed about the relevance and significance of the learning outcomes through tutorial groups and mentoring groups.
- The significance of the learning outcomes is informed to the teachers in meetings held time to time with internal college committees and IQAC.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The course outcomes and programme outcomes are recognised by the concerned accrediting agency at the National level. The educational institutions inculcates certain potentials amon the students before this process. It facilitates the students in optimum expliotation of the resources for the attainment of their desired curricular and co-curricular goals.
- The objectives of the course mentioned in the syllabii of the affiliated University helps in identifying the course outcomes by the institution. Doing this enables the students to frame solutions for various complexities in the attainment of course outcomes. Students are ables to enhance their learning abilities with the analytical understanding supported by reason and critical thinking.
- The students are able to attain the capacity building strategies for effective communiaction skills and comprehend the desired objectives. The learning and practice of various courses offered by the instituion empowers the students to engage in life-long learning with persistent critical perspective.
- The concepts of various courses enhances the comprehensive understanding of the students and pragmatically relate it to their physical as well as social ecologies.
- The institution evaluates and assesses the potentials of the advanced as well as slow learners to improves their levels of academic attainments. Their curricular as well as co-curricular attainments are recognised and awarded by the institution annually. The students with such distinct curricular and co-curricluar achievements are felicitated on the Annual Prize Distribution Function. The institution identifies the performance of Best Ouitgoing students on the basis of different criteria such as: Academic performance in universityfinal examinations, participation and achievement of students at International, National, State and College level in the field of Sports,NCC, NSS, Youth

and Heritage Festival and other cultural events, active participation in various departments, clubs & societies of the college.

2.6.3 Average pass percentage of Students

Response: 81.94

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 590

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 720

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.34

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 34.61

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	17.83184	16.78184	0

File Description	Document
List of project and grant details	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.15

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 66

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- College promotes research and encourages innovative practices among staff and students. Although teachers are not guiding PhD students they are focused on their own research. They publish and present their research work at various national and international levels. Research lab equipped with SPSS software has been set up for the faculty members to carry out research. In addition to the research lab there are other labs such as Functional English, Psychology, Physics, Chemistry, Computer, Music, Home Science and Fine Arts which help to transfer practical/application-based knowledge to the students.
- The college has published its first inter-disciplinary peer reviewed e-journal "GYANKOSH An Interdisciplinary journal" in December 2018. This contains valuable research papers from various disciplines of this college and other colleges.
- The free Wi-Fi service is provided to faculty as well as students. The e-copies of instructional material and e-links are provided to students for additional information, which are not available in the text book. On line learning portals like e-PG Pathshala, Sawayam, Mooc etc can easily be accessed using the free Wi-Fi.
- Movies relevant to the respective subjects are shown by different departments for further enhancement of knowledge.
- The college has fully automated double storied library building. The library operates in Open Access mode. It has approximately 24000 books and reference books, and 479 CDs, on various subjects. Additionally, more than 63 magazines and journals are also subscribed by the library. Students can use these resources throughout the academic session to enhance their knowledge. The library issues the books to the needy and meritorious students for the whole session from the book bank.
- There is e-Learning Resource Center (e-LRC) in the library having ten computers with internet facility. Students use the internet facility for online searching of their subject related topics.
- The library has created a blog page named "ggscwlibrary.blogspot.in". All the necessary links for e-books, journals, syllabus and previous years question papers are available on the blog. Students can avail all these materials free of cost through e-LRC.
- Students are encouraged to prepare presentations on various topics using Microsoft word and PowerPoint which help them to enhance their interaction skills.
- Separate reading room is provided to facilitate group study and to create a good academic environment.
- The library has a LED display screen at the front to display the wall magazine "KHOJ" and fresh arrivals to aware the whole community about the recent activities.

- The library committee organizes orientation programs every year to appraise the students and new staff members about the utilization of the library facilities.
- Every year the institution publishes the annual magazine "GYANMANIK". This is a multi-disciplinary magazine which contains innovative writing from all the departments both from faculties as well as students.

File Description	Document
Link for Additional Information	[View Document]()

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 18

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	8	3	3	0

File Description	Document
Report of the event	[View Document]()
List of workshops/seminars during the last 5 years	[View Document]()

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document]()

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
Any additional information	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.44

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
57	37	32	30	9

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.7

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	23	52	5	23

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

- **Village Adoption**: The Balwadi in Bapu Dham Colony, Sector 26, Chandigarh was adopted till March 2018. Recently the college has adopted Kishangarh village since March 2018. The student volunteers with the help of the UT Health Department visit all households and educate the children. They also make the neighbourhood community aware of dengue, its preventions and cures. Clothes are collected and distributed to the needy.
- **Awareness Programmes**: The institute organizes various awareness programmes like Eye Donation, Tree Plantation, Women Safety, Clean Surroundings, AIDS, Dengue, Garbage Disposal in hospitals, etc. VISAKA App Workshop was organised under the MHRD scheme, to make the students aware of cashless and online modes for monetary transactions. Several lectures are organised on current issues related to women, such as Women Empowerment, Respect Women Protect Women, Self-Defense, etc.
- **National Service Scheme (NSS)**: Every year many extension activities are conducted for the students of the NSS unit with the aim of developing their social sensitivity and their responsibilities towards the community. The students participated in the numerous activities like, Green and Clean Society, Swachhta Abhiyan, Eye donation, Blood Donation, Pulse Polio Immunization, visit to orphanage and old age home, selling candles, Rajiv Gandhi Sadbhavna Diwas etc. Rashtriya Ektah Sapath (National Unity week) was celebrated to inculcate the spirit of unity, peace and harmony. Festival of Sharing is celebrated to make the college community aware of the needs of the others. Yoga Workshops are organized to teach students the importance of a healthy body and mind.
- **Departmental Activities:** Every year all departments organize different programs beyond the academic curricula to make the students involved and enthusiastic about the subject and to sensitize them about various social issues. Such activities include field trips, educational visits, visit to orphanage and old age home, national seminars on social issues, etc.
- **Clubs and Societies:** The College has many clubs and societies, such as Red Ribbon Club, Rotaract Club, Gender Championship Club, Environment Society, etc. formed to ensure individual participation of students according to their respective interests. The aim is to make the students proactive for various social causes. 'Azaadi 70' an event to mark 70 years of Independence was celebrated to promote national solidarity and peace among the young citizens of the country. It also celebrated National Voters Day. Throughout the year theme-based essay writing, slogan writing, poster making, face painting, rallies are conducted on different issues. Red Ribbon Club organized a signature campaign with the Theme TAKE A STAND, its funds were donated to

SAHAYTA(NGO for Cancer Foundation), for the treatment of cancer patients. They also organized a rally 'One Walk One Hope' organized by in collaboration with Cancer Sahyog.

○ **Days of International and National Importance:** The college celebrates different days of national and international importance such as International Women's Day, World Forest Day, World AIDS Day, International Youth Day, National Science Day, National Literacy Day, Hindi Divas etc to spread the awareness and importance of those days amongst college community.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 11

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	3	2

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 66

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	15	15	10	12

File Description	Document
Reports of the event organized	
Number of extension and outreach programs conducted with industry,community etc for the last five years	

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 61.92

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1346	1713	1114	605	905

File Description	Document
Report of the event	
Average percentage of students participating in extension activities with Govt or NGO etc	
Any additional information	

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 83

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	41	12	7	10

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File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 20

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Response: Yes, the institution has adequate facilities for teaching-learning viz., classrooms, laboratories, computing equipment, etc.

The college is dedicated to incorporating effective techniques in order to bring out the best teaching-learning practices aided by the latest IT facilities.

- There are a total of 28 classrooms and 15 laboratories out of which 5 have interactive smart boards and 12 have projector systems. Seminar room is also equipped with interactive smart board. In addition, one portable projector system is also available.
- Wi-Fi is accessible on the entire campus, including all classrooms and labs. There are four Computer Labs which have more than 80 systems.
- The Department of English has a Functional English Lab with 25 computer systems endowed with the requisite software and hardware, as well as a projector system and a microphone. In addition, there are well-equipped labs for Chemistry, Physics, Home Science, Psychology, Fine Arts and Music.
- A Research Lab with 10 computer systems enabled with SPSS software having access to e-resources is available for the benefit of students and the faculty.
- The library is situated in an imposing double-storey building with a sizeable repository of academic books, journals and access to e-resources.
- The Seminar Room is air-conditioned and is equipped with a smart interactive board and lectern with microphone.
- Other important infrastructure includes: Mata Ganga Auditorium (multipurpose hall), Staff Rooms, NCC Room, Student Centre, Canteen, Grounds and Gardens, Gymnasium, Bhai Kanhaiya Health Centre, Open Air Theatre (in process) and Bank.
- The college has a hostel which can accommodate more than 300 students.
- The Administrative Office is in the main block of the college located near the entry point.
- The campus is Wi-Fi enabled with optical fiber cable and latest upgraded plan, and there is internet access to all departments for accessing online resources for enhancing teaching-learning.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Response: Yes, institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.

- The Sports Department has brought various laurels to the college. The college was overall champion with first position among 192 colleges of Panjab University in 2014-2015 and 2015-2016 and runner up in 2016-2017 and 2017-2018. The college participates in more than 30 games every year. The sports students are motivated by providing them with scholarship and free accommodation is provided in the hostel.
- A Multifunctional Synthetic Outdoor Sports Ground has been approved and is under construction. An amount of Rs 47 lakh and 75 thousandshas been sanctioned under RUSA for the same.

There is one ground which is used for a variety of games. The perimeter is marked according to the games.

Facilities for Sports (Outdoor)

Ground	Size/Area
Athletic track	200 meters
Handball court	40 x 20 meters
Volley ball court	18 x 9 meters
Kabaddi ground	11 x 8 meters
Kho-Kho ground	30 x 19 meters
Ball Badminton	24 x 12 meters

IndoorThe above mentioned ground is also used for Fencing, Soft Tennis/Tennis, Soft Ball and Archery.

Multipurpose hall (445.934 sq. meters)	Size/Area
Badminton	13.4 x 6.1 meters
Judo	8 x 8 meters
Gymnastics	10 x 12 meters
Wrestling	Diameter of 7 meters
Yoga	10 x 10 meters
Wushu	10 x 10 meters
Taekwondo	10 x 10 meters
Kick-boxing	10 x 10 meters
Table-Tennis	23.77 x 8.23 meters

Gymnasium:

The college also has a modernized gym including steam bath and sauna bath. Different machines such as treadmill, cross-trainer, indoor cycles, strength training equipment, steppers etc. are used to train students.

Cultural Activities:

The college has a Multipurpose Hall, Seminar Room, Student Centre, Music Room, Hostel

Common Room and College Grounds for conducting cultural activities.

Facilities for Cultural Activities

Serial no.	Facility
1.	Multipurpose hall
2.	Seminar room
3.	Music lab
4.	Student Centre
5.	Hostel Common Room

File Description	Document
Link for Additional Information	[View Document]

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 47.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 21

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]
any additional information	[View Document]
Link for additional information which is optional	[View Document]

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.17

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
159.59	30.50	14.75	9.25	13.80

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Response: Yes.

The library is an important part of any institution, keeping this in view our College has a separate double-storey building for the Library with spacious modern infrastructure. The Library is well stocked with more than 24,000 books which are organized into various sections depending upon the subjects to which they belong. The collection is enriched with reference books, coffee table books, books on different religions, light-reading books such as fiction, self-help, biographies of eminent personalities, national and international journals covering most of the aspects of academic studies and research materials. 19 different newspapers in English, Hindi and Punjabi are subscribed too by the Library. A number of books are added every year to facilitate the growing needs/demands of the students.

The Library has dedicated different sections for various purposes, namely, Periodical Section, Circulation Section, Book Bank Section, e-Learning Resource Centre, etc. e-Learning Resource Centre has 10 computer systems for surfing the internet for study and research purpose. The facility of a reading room is also there in the library for students to sit and study their personal books.

The Library provides an Open Access system. It is an ideal place for the users to expand and widen their knowledge in a comfortable environment. A separate computer is placed for OPAC (Online Public Access Catalogue), so that students may search library resources without any hassle. Our Library has a Library Blog (ggscwlibrary.blogspot.in) providing access to previous question papers, current syllabus, newspapers clippings, departmental activities, e-resources etc.

A new initiative by our College Library is a Wall Magazine named KHOJ, a platform for student's original works such as art, poetry, essays, articles, etc. These are scanned and displayed on the LED TV installed in the Library. Students contribute to this initiative with enthusiasm.

The library is automated with Integrated Library Management Software :

Name of ILMS software   : **LibSys (M/s LibSys Technologies Pvt. Ltd)**

Nature of Automation   : **Partially**

Version   : **LSEase**

Year of Automation   : **2010**

In 2017, a new software was introduced in the campus, with a Module in the Library:

Name of ILMS software   : **ERP, Campus Whizz**

Nature of Automation   : **Fully**

Version   : **2.0**

Year of Automation   : **2017**

Best Practices of Library:

- Book Bank facility for needy and deserving students.
- User Orientation and Information Literacy to students.
- Inclusion of Library Information in College prospectus.
- Complaint/Suggestion box and timely response.
- New Arrivals books display.
- Assistance in using OPAC,
- Organizing competitions ,
- Reading room for reading personal books.
- Library Blog: ggscwlibrary.blogspot.in

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Response:

Library is stocked with various knowledge resources such as: e-resources, College prospectuses, Annual reports, College magazines, Yearbooks, Government Reports, Surveys, CDs, University Calendars etc. Users have the full access to these resources along with the other reference resources of the Library. The staff encourages the students to get the maximum benefit of the library facilities and resources.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.64

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.83	4.32	3.93	5.11	1.03

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.93

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 20

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College aims to inculcate qualities in students which help them achieve great heights in their future endeavours for this the institution organises many seminars and workshops to educate/train the faculty, and students respectively.

The college website informs the students of upcoming events and the time, photographs and continuously updated whole staff and students, their parents are connected through phone(WhatsApp groups etc) and frequently information is uploaded .

The whole campus has CCTV cameras installed on strategic locations for enhanced safety and security measures.

The college staff and students utilize the Wi-Fi facility available to them for teaching and learning.

Institution frequently updates its IT facilities including Wi-Fi Response: * Over the last five years, depending on curriculum change, student feedback and infrastructure enhancement, the college has made

proactive efforts to improve and upgrade its IT facilities. This includes the provision of uninterrupted power supply, the upgrading of various areas of college such as the labs, classrooms, digital library and administrative office. *

A significant number of highly configured computers and printers were purchased for the digital library, research lab and the computer lab. Projectors and screens were purchased and installed in the classrooms and labs. * In addition, softwares, hard-disks, UPS, batteries and anti-virus are also regularly purchased and installed according to the needs of the college. *

Wi-Fi: Earlier the college was using BSNL Broadband BBG COMBO ULD 6300 IN with 4Mbps. In order to provide better internet facility to its students and staff, the college upgraded from 100Mbps to 200Mbps (1:1) Wi-Fi internet leased line plan with optical fiber cables in Dec 2015. It is being shared by the three other institutes managed by the same management.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 15.04

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 4.13

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.42	6.21	4.75	5.63	15.28

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Yes, the college has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The support facilities /infrastructure provided needs proper maintenance for un interrupted. and smooth functioning , so a need for constant policy making is required.

Timely up gradation, replenishment, repair and replacement of resources is a continuous process. Standardized maintenance and utilization procedures for resources are followed.

Advisory committee in consultation with Principal, IQAC and Management allots sufficient funds for the upkeep of the infrastructure

Day to day maintenance and care is taken by the administrative and technical staff in consultation with the Head of the Departments. The care taker and support staff having technical and mechanical skills also help in the daily maintenance of the facilities.

The college has established committees for maintenance of infrastructure

1. Advisory committee
2. Building committee
3. Horticulture Committee
4. Cleanliness Committee
5. Hostel Committee
6. IQAC Cell
7. Purchase committee
8. Environment society
9. Canteen committee
10. Library committee
11. Sports committee
12. Security and safety committee

- The upkeep of the labs and servicing of equipment is carried out on regular basis
- Internal stock verification is done annually. Proper stock registers are maintained for labs with bills attached and the stock of consumable and non-consumable items are also maintained
- The librarian in consultation with the library committee purchases and procures books. There is an organized system for checking out and return of books and regular maintenance that includes checking the books for damage and replenishment of the library stock. Write off of the obsolete and damaged books is also done from time to time.
- The computers have been installed with Quick Heal Antivirus for the safety.
- Security committee monitors and maintains the CCTV cameras throughout the campus.
- Permanent ground men maintain the vast sports grounds. Special staff is assigned for the maintenance of the gymnasium.
- The Hostel is under the supervision of chief warden who along with the support staff looks after the daily maintenance of the Mess, Common Room and other infrastructure.
- Instructions are displayed for the proper use of infrastructure facilities
- The Purchase Committee takes review of the facilities and services from each department and prioritizes the need for up gradation in consultation with IQAC and the relevant committee.
- Permanent electrician is appointed for the repairs and daily upkeep of the electrical equipment, generators, fittings and wiring periodically.
- The campus landscape is maintained aesthetically by the Horticulture committee and gardeners appointed on permanent basis.
- The water purifiers are serviced, fire extinguishers are refilled and coolers and underground water tank in the Hostel are cleaned at regular intervals.
- Classrooms and washrooms are cleaned and maintained daily by the sweepers.
- Plumbers, mechanics, carpenters and painters provide their services on need basis.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 4.01

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
61	91	65	59	77

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 15.54

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
232	279	276	298	275

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

> **1. For competitive examinations**
> **2. Career counselling**
> **3. Soft skill development**
> **4. Remedial coaching**
> **5. Language lab**
> **6. Bridge courses**
> **7. Yoga and meditation**
> **8. Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 29.09

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
427	1141	663	164	346

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.59

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
36	14	20	17	5

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 22.71

5.2.2.1 Number of outgoing students progressing to higher education

Response: 134

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 2.05

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	2	2	1	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
276	197	159	133	96

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 81

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	22	21	11	10

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college firmly believes in giving an opportunity to its students to practice and understand democratic functioning. The student's council, formed with office bearers from all classes and disciplines, gives a platform to the students for exchange of ideas, conveying of student concerns and mediating between college and student. Election for the student council is held every year as per P.U. schedule. Elections are very peaceful and according to rules laid by P.U. Sometimes the office bearers are elected unanimously. CR's from each class are also elected by direct voting in class. The four main office bearers of the student council are President, Vice President, Secretary, Joint Secretary.

Further students are actively involved in various administrative bodies of the college such as Academic Development Council (President Student Council), Internal Complaint Committee has two representatives,

Anti-Ragging Cell, Office Bearers of Student Council in Discipline Committee, a student representative in Grievance Redressal Cell, Library Committee for ensuring transparency in the functioning.

Besides these bodies students actively participate in different functions of the college, which enhances their administrative and co-scholastic skills that goes a long way in personality development of the students of the college.

Elections- 2017-18 (07.09. 2018) (Unanimously)

President – Anjum Arrah (BCA III)

Vice President –Navdeep Kaur (MA I)

Secretary – Shalu Chokker (BA II)

Joint Secretary – Monika Dogra (Mcom II)

Elections- 2016-17 (07.09. 2016) (Voting)

President – Swati Bhalla (BCA III)

Vice President –Pratibha (MA I)

Secretary – Pallavi (Bcom III)

Joint Secretary – Jigyasa Garg (Bcom III)

Elections- 2015-16 (26.08. 2015) (Voting)

President – Sukriti Chaturbedi (Mcom II)

Vice President –Harjot Kaur (Mcom II)

Secretary – Palak singh (Bcom III)

Joint Secretary – Navneet Kaur (BA III)

Elections- 2014-15 (05.09.2014) (Unanimously)

President – Anita Rai (BCA III)

Vice President –Kriti Chaudhri (BA II) Secretary – Pooja (Mcom II)

Joint Secretary – Venus Rana (BA II)

Elections- 2013-14 (04.09. 2013) (Unanimously)

President – Jasleen Mahal (Mcom I)

Vice President –Anu Dahiya (Mcom I)

Secretary – Puneet Kaur Dhillon (BA III)

Joint Secretary – Himani Sharma (BA III)

They are administered an oath during the investiture ceremony where they promise to maintain discipline in the campus and work for the welfare of students and the college to the best of their ability. The student council is very active and work along with the staff especially during events and functions such as Convocation, Prize Distribution function, IT Fest, Seminars etc.

File Description	Document
Any additional information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 11.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	13	12	10

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Yes

Guru Gobind Singh College for Women has always strived to make their students not just a degree holder but a 'Citizen of the World', who have been inculcated with teachings of the Gurus with modern adaptability to give something back to the Society and especially their Alma Mater. The College cherishes such Alumnae and there are many more in the line to make the College proud.

The Alumni Association of Guru Gobind Singh College for Women was formed in the session 2002-03. It was registered on 17.02.2003 under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957. An account was opened with the SBI.

The Alumni Association of the College provides a platform for the alumnae to share their success stories and continue to strengthen their bond with the College in the coming years.

Our shining stars have made their names in the fields pursued by them and have carried forward the values and knowledge imbibed from the institution which is well reflected in their words for their Alma Mater.

The branches may grow and outreach but can never be separated from the roots, they are connected to Alma Mater. It is a nest from where alumnae fly away and come back with their experiences and memories to share with their mentors and their younger counter part.

To foster an ongoing relationship between the old students and their alma mater, the Alumni Association strives hard to establish a mutually meaningful connectivity between the two. Through participation in all important College events, providing suggestions/ feedback, and by attending the reunions, the old students promote feeling of fraternity among themselves and carry forward the positive image of the College in the country and abroad

The College has always had a special spot for our Alumnae as whenever an event, fest or youth festivals are organized they are invited as special guest and judges for various events, to which they are delighted to be part of the College again. They have contributed towards the College in one way or other**.**

File Description	Document
Any additional information	[View Document]()

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	[View Document]()
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 8

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document]()
Any additional information	[View Document]()
Report of the event	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Response:

VISION

To provide modern education and promote academic excellence with an ethical dimension and inculcate values in the young girl students, enhancing their quality of life and transforming them into responsible citizens with a commitment towards serving humanity.

- ○ **MISSION**
    - ○ To impart holistic quality education to girl students, and empower them with knowledge, skill and competence and make them self-reliant and socially committed citizens of the country.

- • The college focuses upon empowering young women with holistic and liberal education, analytical reasoning, effective problem solving, leadership skills and the ability to fulfill their responsibilities to local and global communities.

- ○ **OBJECTIVES**

• To promote academic excellence by providing quality education in an intellectually stimulating environment.

• To inculcate the right value system with special emphasis on spiritual training in an ambience infused with humanistic principles.

• To foster a sense of physical well being, a key to all creative and intellectual activity.

• To equip the students with sound knowledge and skill set, so that they are able to negotiate the complex, diverse and uncertain demands of a constantly changing society.

• To ensure the holistic growth of the students wherein they attain a confident personality, a concern for environment and respect for social norms with special emphasis on Human Rights and Gender Issues.

• To enable the young minds to develop a deeper level of critical and analytical thinking.

1. **Governance, perspective plans and participation of teachers in the decision making bodies of the institution**

The Management, Principal and the Faculty collectively strive towards building an academically vibrant

atmosphere in the college.

- The Principal as the Head of the academic and administrative domains of the college is assisted by the IQAC, HODs, Faculty, Office Superintendent and other non-teaching staff.

- Any kind of initiatives and action plans proposed by the Management, Principal and Faculty are discussed and reviewed in various meetings before their final implementation.

The perspective institutional plan is developed by the Principal in consultation with the Management, IQAC, HODs, Advisory committee and staff. The issues considered under the perspective plans broadly include:

- Admissions
- Allocation of Budget
- Introduction/upgradation of new/value added courses
- Teaching and Research
- Academic activities like seminars and workshops
- Infrastructure issues
- Skill development in non-teaching staff
- Laboratory equipments
- ICT issues
- Library and Hostel
- Faculty development programmes
- Cultural programmes

- The Faculty members are a part of various committees and decision making bodies of the College that are relatively autonomous in their functioning.
- The Student council also participates in various activities through a continuous interaction with the staff.
- The Faculty imparts a value based and quality education to the students preparing them to become active and empowered citizens who can contribute at both local and global levels.
- Along with a rigorous academic schedule, a balanced blend of related academic activities like seminars, talks and field-visits, mentoring, community services inculcate spiritual and social consciousness.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Response:

The college practices decentralization and participative management with well defined responsibilities for

all the stakeholders. The Management, Principal, staff and students are all part of the various decision making processes, at multiple platforms, concerning the diverse issues in the college.

The college organized the 39th Convocation and Annual Prize Distribution Function on 1st May, 2018. Director Higher Education, Mr. Rubinderjit Singh Brar was the Chief Guest and Er S.S Virdi was the Guest of Honour. The illustrious office-bearers of the Executive Committee of the Sikh Educational Society: President, S. Gurdev Singh Brar, I.A.S (Retd), Vice President, S. Kulbir Singh, Chief Engineer (Retd) and Secretary, Col (Retd). Jasmer Singh Bala, all graced the occasion with their presence.

The Principal, Dr. Jatinder Kaur presented the annual report of the college highlighting academic, sports and cultural achievements of the students and the college. The report is illustrative of the various initiatives undertaken by the Principal, IQAC, various departments and committees of the college involving wider participation of the staff and students through decentralization and participative mode of functioning.

As many as 483 degrees were awarded to the students of UG and PG classes. A total of 385 prizes were awarded to the students in various fields. 66 students were given prizes in the field of academics and 140 in the field of sports. Trophies were given to NSS volunteers and NCC cadets. Various scholarships worth Rs. 94,000 were awarded to the economically weaker and meritorious students of the college. Students were also presented books by the management. The parents also attended the function to celebrate the achievements of their children.

The Annual Prize Distribution Function and Convocation demonstrated decentralized and participative methodology adopted by the institution in its functioning. Keeping in view the suggestions by the Management, the IQAC, the faculty, non-teaching staff and the student council worked in association with each other towards framing and finalizing the whole programme under the supervision of Principal. Through constant communication and meetings between the Principal and the staff, major decisions ranging from inviting the guests, printing and sending of invitation cards, prizes, gowns, awarding of degrees, scholarships and preparation and presentation of annual report, etc. were adopted after open and careful consideration. Each detail was reviewed through several rounds of meetings between the different stakeholders. Many responsibilities were delegated to various committee conveners and their teams, like Advisory, Cleanliness, Hospitality, Reception, Scholarship, Discipline, Library, Media Committees, etc in order to focus on every minute detail and its successful implementation. The non-teaching staff was also assigned various duties like printing and sending of cards, cleanliness, etc. Roles, responsibilities and specific duties were systematically allocated to members of the staff to ensure regulation and efficiency. All the committees of the college were involved in organizing the programme, through activities related to their specific domains. The success of the programme was the result of the coordinated efforts of the whole college involving the management, Principal, staff and the students.

File Description	Document
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Response:

The college conducts an extensive strategic planning process in accordance with the vision, mission and objectives of the college. The strategic plans focus on the key priorities keeping in view the requirements of all the stakeholders. The goals are followed by strategies that address ways to close the gap between current reality and the envisioned future. All committees are expected to develop and implement their specific, individual strategies that align with this plan and that contribute to the continued growth and success of the College, its academic mission and its students' success.

One activity successfully implemented based on the strategic plan:

1. **Strategic Plan and its Implementation**: **Initiation of Smart Classrooms**

As recommended by the NAAC committee during its visit in 2014 and in line with the National Flagship Programme, that is, 'Digital India', smart classrooms equipped with multimedia apparatus have been installed to improve the teaching learning process, keeping in mind the vital role of technology in creating learning aids for students.

This plan was the need of the hour due to following reasons:

- To promote Innovations in education leading to restructuring of courses, new methods of teaching and learning and integral development of personality
- To create culture of excellence in Research, Scholarship, Innovation and Creativity for high impact.
- To enhance quality of faculty and staff for outstanding performance.
- To literate students digitally so that they can use technology strategically to find and evaluate information, connect and collaborate with others to achieve academic, professional and personal goals.

To initiate the plan of smart classrooms, a meeting was held under IQAC and RUSA to review the receipt of grant and utilisation of funds. In the meetings, it was decided to equip the classrooms with smart boards in the college. Then, the plan was proposed before the competent authority (State Project Director RUSA-cum-DHE Chandigarh) for the approval. After the approval, the recommendations were circulated to all concerned for its implementation, compliance and review. Thus, the plan was successfully implemented with the equipment of 6 interactive boards and 10 smart boards in several classes and Laboratories of the college.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and

functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

There are six institutions under Sikh Educational Society. The Principal of the college is directly accountable to the Management. The proposals are generated at the grass root level and after careful deliberations between the various stakeholders, the recommendations are discussed and reviewed before the final implementation of the decisions. The decisions of the Board of Management are implemented by various Bodies/ Committees and various Sections (Administrative, Academic and Finance) implement such decisions in a decentralized way without any interference or hindrance.

The Management with its proactive approach and relentless efforts manages the College with the objective of imparting comprehensive modern education with an ethical dimension. The general management of the College is vested in the Governing Body. A Local Management Committee (LMC) has been constituted which meets periodically to discuss important issues pertaining to the college like budget, results, infrastructure etc. The Pricipal and two representatives from the staff are part of the LMC. The Principal is appointed for the internal administration of the College who is assisted by the IQAC, Advisory Committee, Heads of Department, teaching and non-teaching staff.

Regular meetings are held in order to maintain continuous communication between the Staff and the Principal. The Advisory committee assists the Principal in the administration of the college and coordinates various academic and co-curricular activities in association with the Student Council. All the meetings and decisions taken are monitored by the IQAC, which through its effective functioning supports the Principal to build an environment of academic excellence in the college.

Each department works under the supervision of the designated Head of the Department who is directly responsible to the Principal.

The Principal exercises her authority in a democratic and collaborative manner, practicing decentralized administrative functioning in the college. The authority and responsibility is delegated to the Heads of departments, the Superintendent and the Conveners of the various committees.

1. **Functions of various bodies:** The College has constituted various committees and clubs to focus on the specific indicators and spheres of the college. The Conveners and the committee members work under the supervision of the Principal with a relative autonomy within the established framework.
2. **Service Rules:** The Institution strictly follows the service rules according to the norms established by Panjab University, Chandigarh, UGC, UT Administration and Punjab Government Service Rules.
3. **Recruitment:**Recruitment takes place strictly in accordance with the established norms of UGC, Panjab University, Chandigarh, UT Administration.
4. **Promotional Policies:** As per the norms of UGC, Panjab University, Chandigarh and UT Administration in accordance with the qualification, professional experience and performance appraisal.
5. **Grievance Redressal Mechanism:** The college has its internal grievance redressal committee for the staff and students. The names and contact numbers of the members of the committee are displayed at strategic locations in the campus for the purpose of an emergency situation. The

identity of the complainant is kept confidential and complaint & suggestion boxes are also put in place.The committee makes sure to resolve any matter in an objective and neutral manner.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1.**Planning and Development**
    2.**Administration**
    3.**Finance and Accounts**
    4.**Student Admission and Support**
    5.**Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Response:

PRACTICING ENVIRONMENTAL CONSCIOUSNESS: CLEAN AND GREEN INITIATIVE

The institution plays a significant role towards inculcating environmental consciousness amongst the students. Lack of proper information related to activities posing serious threats to the environment is one of the major factors leading to further and continuous damage to the environment.

The NSS and NCC wings of the College along with the Environment society educate the students about the increasing threats to our environment and the techniques to address them. The institution ensures that students get correct information and knowledge related to environmental problems. The extraordinary environmental challenges that the society is facing today requires active involvement of everyone, especially the youth. For this the institution adopted 'Clean and Green Initiative' to encourage the students to actively participate and practice various activities raising environmental consciousness. Promoting environmental awareness and education is one of the crucial responsibilities that the institution has taken upon itself on regular basis. All these activities are directed to preserve and protect the environment from the various dangers that are leading to acute environmental deterioration and students are educated and informed through participation at various levels.

The college organizes the activities like Tree Plantation Drives, Cleanliness Drives and Awareness Campaigns on annual basis for enhancing awareness and commitment towards environmental issues which are organized by the various committees and clubs of the college. The goal is to ensure maximum participation from the students in these activities so that more and more students are sensitized towards the seriousness and urgency of the issue. The Environment Society in collaboration with NSS and NCC wing of the college organizes Tree Plantation Drive every year in the college in order to spread awareness and social responsibility for engendering green and clean environment. This activity promotes environmental consciousness amongst students and encourages them to preserve and respect nature. The students are also motivated to plant trees in and around their neighborhood areas and spread the message further.

The College regularly organizes various cleanliness drives to encourage and educate students to the significance of cleanliness and hygiene and how it is important for the general health of the environment. For this the College also actively participated in 'Swachh Bharat Abhiyan/Swachhta Pakhwara' involving various activities where a large number of students volunteered and participated. The College also adopted various measures like installation of polythene free campus slogan boards to sensitize the students and restrict plastic usage in any form, increasing the number of dustbins at various spots inside the premises, proper management of waste disposal and usage of glass cups, etc. Several committees like Red Ribbon Club, Rotaract Club, Canteen Committee, RAAHAT, Advisory Committee, Fine Arts club, Hostel Committee, IQAC Committee, Safety and Security Committee, Cleanliness Committee, Horticulture Committee etc. organized various activities to address some of the crucial and urgent issues of environment.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

Yes, the institution has effective welfare measures for the teaching and non-teaching staff. The institution ensures that adequate facilities are provided to its employees for their efficient functioning. The Management always works towards the welfare of its employees that helps in maintaining efficiency, productivity, morale, safety and satisfaction of the staff. Following are the welfare measures for teaching as well as non-teaching staff:

1. Permission is granted to employees through approved procedures to pursue courses/diplomas and participate in academic events in order to enhance their academic growth.
2. EPF as per rules.
3. In house medical facilities and consultations for minor ailments.
4. Provision of different types of leaves like casual leaves, duty leaves, medical leaves, maternity leaves, study leave etc. permissible as per rules.
5. The faculty members are provided staffrooms wherein they can perform their duties effectively.
6. Fitness centre furnished with state-of-the-art equipment in order to promote health consciousness.
7. Research lab to encourage research interests of the faculty and provide the faculty with adequate space along with computers and internet facility to pursue the same.
8. Psychological counseling
9. 24 hour power back-up
10. Wi-Fi facility
11. Grievance Redressal Cell and Internal Complaint Committee (ICC).
12. Hostel facility for teachers on demand.
13. Canteen with adequate facilities and hygienic and variety of food items.
14. Provision of parking facilities.
15. Bank with Green Channel facilities

In addition to the above, following are the other welfare measures for the non-teaching staff:

1. Fee concession for children of Class IV employees in order to support their education.
2. Financial Assistance in times of ailments/need.
3. Uniform to class IV employees is provided by the college.
4. The non-teaching clerical staff is provided with an office along with necessary infrastructure like computers with printers and internet facilities, etc for the effective functioning of their duties.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	9	7	1	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 9.47

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	8	5	5	10

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document]
Any additional information	[View Document]

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

Teaching Staff:

1. As per the UGC guidelines, each faculty member has to fill a detailed Self-Appraisal Proforma constructed in accordance with API guidelines. On this basis, the Annual Confidential Report of every faculty member is prepared which is reviewed by the Principal. This report is based on certain significant criteria like the academic performance in terms of results, administrative functioning, and commitment to perform duty, research work undertaken, extra-curricular activities, innovation and resourcefulness. The process of self-appraisal by the faculty encourages and motivates the faculty members for self-review that leads to better performance by them.
2. All academic and administrative activities and pertinent information concerning the faculty are systematically and meticulously recorded in their respective service books.
3. The Principal engages with the faculty through regular staff meetings and interaction and assesses the working of the faculty. This form of mutual interaction on a regular basis is important for effective functioning of the staff. The continuous communication between the Principal and the teaching staff also helps to understand various challenges that can occur and thus helps in framing of resolutions.
4. The academic results of the college are compiled annually by individual faculty members for their own classes. Comparison of University results with the College result gives a fair idea to the Principal, Head of the Department and the concerned faculty about the academic performance of the College and scope for improvement.
5. The faculty takes individual feedback from students in terms of content-delivery, subject/concept clarity, pedagogic techniques, regularity, etc. with the aim of self-appraisal and accountability. The mechanism to receive feedback from the students acts as a credible blueprint for self-review and improvement.
6. Performance Appraisal System (PAS) such as CAS (Career Advancement Scheme) allows for self-appraisal on a prescribed proforma designed as per University norms, through which promotions are considered.

Non-Teaching Staff:

1. All the non-teaching employees are required to fill the self-appraisal forms and their Annual Confidential Report is reviewed by the Superintendent. Its major purpose is to assess the performance of the employees in terms of duties undertaken by the employee, timely submission of planned work, proficiency in work and other traits such as, communication skills, analytical ability, etc.

2. All the administrative activities and pertinent information concerning the non-teaching staff are recorded systematically in their respective service books.

3. Each member of the non-teaching staff is assigned a specific set of duties and responsibilities. Performance appraisal is based on the competence, attainment and quality of the work performed.

4. The hostel warden is under the supervision and regulation of the Principal. The lab attendants and instructors are supervised and evaluated by their respective HODs. In case an issue arises, the Principal intervenes for resolution.

5. Cash prizes are distributed to the gardeners during the prize distribution functions based on their performance and work to motivate them and boost their morale.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Auditing is the process of inspection of various books of accounts including physical examination of related documents to ascertain the accuracy of the financial statements prepared by the organization. Auditing done by qualified independent person ensures unbiased check on the accounts and authenticity. It involves scrutinizing the documents supporting the transactions and critical examination of financial statements. Auditing being mandatory at legal level ensures proper usage of funds and acts as a moral check.

Internal Audit

The internal audit is the part of the institution and carried out on quarterly basis by the independent Chartered Accountant appointed by the Management of the institution. The internal audit unit verifies the supporting documents involving examination of vouchers, bill payments, quotations and approval from the Management.

External Audit

External audit is the independent examination of the financial statements i.e. Income & Expenditure Statement and Balance Sheet which are prepared by the organization. A team consisting of one A.O. (Audit Officer) and two S.O. (Section Officer) is deputed by office of Accountant General, Punjab & UT

Chandigarh to conduct the audits on yearly basis. Further, officer of Director Higher Education and A.G. Office team visits college regularly for auditing and the remarks given by them are always considered imperative and implemented. The last audit of the institution was done in 2017 collectively for three years (2014-17).

Some of the objections pointed by the audit committee are detailed below with their present status:

Year	Objections	Status
2013-14	Para 1: Irregular retention of Interest of Rs. 49265/- (belonging to Grant-in-aid)	Para settled (the amount of i
	Para 2: Irregular joining by the Assistant Professor (in relation to delay in medical fitness certificate of health)	Para settled (gap of 2 days a of Pb CSR vol. 1 Part. 1)
	Para 3: Irregular purchase of Rs. 1.43 Lakhs (Invitation was made through quotations instead of limited tender)	Para settled (due to some r through quotations with p authority)
	Para 4: Non-conducting of physical verification of library books (Books purchased from UGC Grants)	Para settled (the physical v on a separate page not on th time of audit)
	Para 5: Improper maintenance of service books	Para settled (the practice is t time of employ's' increment
2014-17	Para 1: Excess transfer of money from Grant-in-aid account to the loaned account (Rs. 10 Lakhs)	Para standing
	Para 2: Improper record in respect of scholarship Programmers' running under Central Government Schemes (eligible students and details of shortage of funds to benefit them)	Para standing
	Para 3: Irregular payment of TA/DA to Guest Faculty (Without proper verification of Voucher in support of claim)	Para standing
	Para 4: Improper maintenance of service books	Para settled (the practice is t time of employee's increme

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 5.8

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during

the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.9	1.3	1.2	1.2	1.2

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

Yes, the college has institutional strategies for mobilization of funds and optimal utilization of resources. Funds are mobilized from various sources and utilized for the core activities of the college largely for the benefit of the students, both in terms of academics and extra-curricular activities. The following are the major institutional strategies:

1. The college mobilises funds through self-financing courses for the purpose of providing salary to staff members.
2. The funds are raised through active and voluntary contribution by the faculty members which are utilised in the form of scholarships to meritorious and economically weaker students for their education. Notices are displayed on the notice board to invite applications from the eligible students.
3. The RUSA funds are efficiently utilized for the up gradation of infrastructure, purchase of equipments, new construction and organizing of various workshops.
4. The funds are raised through different individual philanthropists, NGOs and other private organizations and are distributed among the meritorious and economically weaker students in the form of financial aid and scholarships. For inviting applications for scholarships from the eligible students, notices with complete information are displayed on the notice boards.
5. Proposals seeking grants for organizing various seminars are framed and sent to various organizations like ICSSR, ICHR etc. The grants successfully received are utilized for organizing national seminars by the college.
6. The NSS/NCC grants are judiciously utilized for organizing training camps for the students which cover a range of different activities and programmes for their holistic development.
7. The funds are mobilised through renting out the multi-purpose hall to sister institutons. The funds thus generated are utilised for the general maintenance of the college.
8. Stalls and exhibitions are organized by the college during fests and by the NSS wing of the college for the purpose of raising funds in order to utilize them in the form of seed capital for members of Entrepreneurship club or charity purposes respectively as a mark of social responsibility of the institution.
9. Sponsorships are procured and utilized for organizing IT Fiesta by the Post Graduate Department of

Computer Science and Application.

10. Miscellaneous funds mobilized through canteen rent, mess rent, sale of trash or donations by politicians are utilized for the general maintenance of the college.

Sources of funds	Utilization of funds	
Fees collected from self-financing courses	Salary to staff	
Contribution from teachers	Support to financially and socially backward	
RUSA funds	Upgradation of infrastructure and equipment, new constru workshops	
Assistance from philanthropists	Support in the form of scholarships to financially wea students	
Grants (ICSSR (NWRC)/ ICHR)	Organizing National Seminars	
NSS/NCC grants	To provide training to students and organizir	
Stall/Exhibitions at fests in College	Seed Capital for members of Entrepreneursh	
Stalls/Exhibitions organized by NSS	As charity in Blind School and Orphan	
Canteen and Mess Rent, Sale of Trash and Scrap Articles, Donations by politicians, Renting Multi-purpose hall.	General Maintenance of college	
Sponsorships for IT Fiesta	Organized IT Fiesta by Post Graduate Department of Co Application	

File Description	Document	
Link for Additional Information	[View Document](#)	

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Internal Quality Assurance Cell has the objective of developing a system for conscious, consistent and catalytic action in order to enhance the academic and administrative functioning and performance of the college in accordance with NAAC guidelines. It promotes mechanisms and strategies that are necessary for quality enhancement through internalization of quality culture. This is in tune with the larger vision, mission and objectives of the institution that aspires towards providing the students with a quality based higher education To ensure institutional quality, IQAC has contributed significantly through adopting certain quality assurance strategies and processes. The two best practices institutionalizing the quality are as follows:

- **RESEARCH**

The College is committed towards fostering academic excellence and consistent efforts are made towards

maintaining academic quality through a number of initiatives. The faculty actively participates in various conferences and seminars at regional, national and international levels. The faculty is also encouraged to participate in various faculty development programs like orientation courses, refresher courses, short-term courses, etc. with the aim of improving their skills. The teaching faculty engages in quality research work which can be ascertained from the fair number of their research papers published in credible journals. The faculty members also have a good number of books and edited works published on the basis of their research work and specializations in their respective fields. These achievements clearly demonstrate their academic and research advancement and the College constantly motivates all the faculty members to diligently pursue their research goals. Research committee has been constituted in order to promote research oriented activities. The College successfully organized a number of National Seminars and workshops with the goal of promoting and enhancing academic research among both the students and the faculty and advancing new ideas in major fields of study. The College library with its comprehensive collection of books, journals and e-resources provides a reservoir of information to support their research progress. The college has also started an e-journal 'Gyankosh: An Inter-Disciplinary Journal' in order to expand its research orientation. A research laboratory is also established for the purpose of motivating and facilitating the faculty for pursuing research in their specific expert domains for their academic growth.

- ○ **UTILISATION OF RUSA FUNDS**

The college has utilized the RUSA funds judiciously to improve access, equity and quality in higher education. It aims at expanding and upgrading the existing infrastructure and creating additional capacity. The building is equipped with ICT enabled spacious classrooms, upgraded computer labs with new computers and SPSS software, printers, UPS installation and Tally software etc. To provide futuristic and best facilities to the students, college has updated IT facilities in terms of 12 smart classrooms which are equipped with projectors, visualizers and 6 interactive boards. LED display units were installed in the library.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Response:

The teaching learning modalities of the institution are rendered to be relevant for the learner group. Following are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC:

- ○ **ICT ENABLED LEARNING**

- ICT provides a powerful medium to shift from conventional methods to learner centered paradigm creating a more interactive learning.

- Students are encouraged and guided to engage in experiential learning, using the method of making power point presentations under the supervision of faculty members in order to equip them with the concept of digital learning and learn professional skills.
- Enhancing learning experiences and providing new set of skills through ICT enabled classrooms.
- Using ICTs prepares the students for a workplace where ICTs and related technologies are becoming more and more ubiquitous. Technological literacy will provide a competitive edge to the students in an increasingly globalized job market.
- Students become much more independent in learning as they have access to the resources of the global network.
- The college has a digital library with Internet and Wifi Facility along with e-books, e-journals, INFLIBNET for enhancing the learning process.

  ○ **TEACHING LEARNING PEDAGOGY**

These reforms aim to assess the full range of student ability in social, emotional and academic achievements.

- The college helps in facilitating the creation of learner centric environment conducive to the quality education and faculty maturation.
- Students are encouraged to play an active role in the learning process where constructive feedback is encouraged.

- Holding of talks by experts in certain given fields in order to provide a wider horizon to the students.
- Field-visits are organized in order to bridge the gap between theory and practice.
- Feedback is regularly collected from the students and PTMs are held.
- Mid semester tests are conducted to assist students in order to evaluate their academic performance.
- Remedial classes are conducted to assist students in order to achieve expected competencies in core academic skills.

- Peer teaching learning is motivated in which one student instructs another in material on which the first is an expert and the second is a novice.
- The analytical skills of the students are enhanced through flip classrooms by including case studies and assignments related to respective course subjects in theory or practical sessions.
- Critical thinking and research orientation of the students is enhanced through problem solving methodology, open communication and in-depth discussions.
- Group and cooperative learning strategies are employed wherein students are required to make group presentations in order to improve their inter-personal and participatory skills.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 6.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	11	3	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Response:

The following quality enhancement initiatives have been implemented in the academic and administrative domains:

- The college has introduced B.Sc. (non-medical and computer science) and B.Com I (3rd and 4th unit).
- Post graduate courses in Sociology and Economics have been introduced.
- Semester system fully introduced in all classes.
- A Research Laboratory equipped with latest software has been set up.
- The faculty has been regularly participating in seminars/workshops/symposia at multiple levels.
- The college has highly qualified faculty including 29 PhD holders.
- One faculty member awarded an ICSSR Post-Doctoral fellowship and another faculty member was sanctioned a UGC minor project.
- An e-journal 'Gyankosh: An Inter-Disciplinary Journal' has been started.
- ICT enabled participatory and interactive teaching methods introduced.
- College library has subscribed national and international journals and ICT facility is freely accessed by the students and faculty.
- Library blog is initiated as ggscwlibrary.blogspot.in. ILMS software, Campus Whizz has been introduced.
- Smart classrooms equipped with 6 interactive boards and 10 projectors have been set up.
- Feedback regarding curriculum and infrastructure is collected from the stakeholders.
- Oral responses are considered during the mentoring sessions.
- Suggestions are sought from the students regarding improvements through suggestion/complaint boxes kept at various places in the college.
- As the college is affiliated to Panjab University, feedback regarding syllabi is discussed by the respective faculty representatives in the meetings of the Board of Studies.
- The faculty members of P.G. Department of English specifically focus towards enhancing English speaking skills of the students.
- The college IQAC continuously formulates plans to promote the quality performance and excellence in education.
- IQAC initiated academic audit in all the departments.
- The IQAC invested efforts for improved activities in relation to ICT smart classes, feedback, herbal garden and synthetic sports ground.
- Vermi- compositing pit promoting compose for organic farming and for disposal of bio –degradable waste.
- Coaching classes to students for preparation of competitive exams.
- Workshops, seminars, field visits, interactive sessions with experts and fests have been organized.
- The college has a duly registered alumni association which regularly organizes alumni functions to strengthen the bond with old students.
- Faculty development programmes organized under the aegis RUSA.
- NSS unit of college conducts programmes on community service and gender sensitization.
- RAAHAT and Gender Champions' Club has been formed.
- A Light to Future project for energy conservation and assembling of LED bulbs at low cost.
- Rest room facility, renovation in hostel and improvement in quality of hostel food have been done.

- All round surveillance system has been set up.
- Digitalization with introduction of e-governance, communication through e-mails etc.
- Biometric attendance for staff has been started.
- An automated message to parents about their ward's attendance is sent to improve regularity of students in college.
- Initiatives towards enhancing sensitivity related to environmental issues.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 23

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	7	4	4

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. Safety and Security
   2. Counselling
   3. Common Room

Response:

Safety and Security

Guru Gobind Singh College for Women, being a women college has appropriate policies and guidelines for the safety, security and counseling facilities for all students. The College is named after the great tenth Sikh Guru, and believes and follows the value system laid down by Him.

A1. No incident of ragging has ever been reported in the institution and Anti- Ragging Committee works in this regard to make sure that there is no inappropriate conduct. The students are required to fill the anti-ragging form at the time of admission. Complaint boxes have been put up at strategic places in the campus and in the hostel. The students can also report their grievances personally to the Committee members whose names are displayed.

A2. For safety and security of the students, 20 HD-NVR CCTV cameras that can store information for

8-10 days have been installed in the campus. These cameras have centralized storage in Principal's and in hostel warden's office. In addition to this the Institution, has an Internal Complaint Committee, which has the responsibility of ensuring safe environment on the campus.

A3. To make students aware of the safety and security measures College conducts various workshops and interactive sessions. A security App was launched by UT SSP , during his visit to the college on 27-02-2015. Security personnel are deputed on gate 24X7 for the safety of the students.

A4. Our Institution always strives to provide safe and secure environment on the campus. To address the issues related to sexual harassment, ragging, mental health related issues or any problems various committees and cells have been formed. Further the institution also follows the guidelines and policies as framed by the MHRD, UGC and Panjab University in this regard.

Counseling

Any student can approach the Counselor, Dr. Savneet Kaur, Department of Psychology for any issues related to academic, personal, family problems etc.

B1. College has allocated around 30 students each to the teachers for mentoring purpose. Formal meeting is conducted at regular intervals. Students can approach their mentors anytime to discuss the problems pertaining to their personal issues or other challenges.

Common Room

Keeping in mind the recreational activities of the students, the Institution has a common room in the campus and hostel, where students can interact informally. Games such as Carom Board, Ludo, and Chess are available for the recreation of students. A television is installed in hostel common room for their entertainment the viewing of which is permitted only during fixed timings.

C1. For the holistic development of the students, the Institution ensures the participation of students in umpteen activities, events, camps, trips and tours throughout the session. The students enthusiastically take part in Panjab University Zonal and Inter-Zonal Youth Festivals, Inter- College Fests and other Academic events organized by Professional Institutions. Seminars/Workshops/ Talks focusing on gender sensitization and equality, health and hygiene and women's role in the society, gender/ domestic violence, legal rights, NCC and NSS camps, educational and recreational trips, etc. too are a regular feature.

- Paste link for additional information: Policies as framed by Punjab University too are abided by the Institution:

  - http://puchd.ac.in/anti-ragging.php
  - http://puchd.ac.in/includes/documents/handbook-on-sexual-harassment-of-women-at-workplace.pdf
  - http://campusstudent.puchd.ac.in/mechanism-redressal-grievances-students.php

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

    1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Response:

The Institution believes in Clean and Green environment. Keeping this in mind, the Institution has established Bagwani Club and Environment Club- Vasudha to make sure the surrounding of the campus is clean and green with the aesthetics of nature and beautification.

Institution is conscious in its efforts to generate less waste as far as possible and follows the concept of recycling and reusing, which enables appropriate waste management mechanism.

Following is the segregation of waste management which the Institution follows:

Solid Waste Management: Waste generated in routine is segregated at the source as the separate dustbins for bio-degradable waste and non-bio degradable waste (Green and Blue), are placed at appropriate places on the campus i.e. each floor of the Institution including hostel, near Canteen, around campus for the convenience of the students.

Institution has 2 mobile Composite Pits that are used to produce manure for the Institution greenery by using the kitchen waste of Canteen and Hostel Mess. A Plan has been proposed to produce Bio-fuel / Bio-gas in the coming year which will be supplied to Canteen and Mess for cooking purpose.

Institution in collaboration with Municipal Corporation has made arrangement to collect the garbage/ waste from the Institution campus on regular basis.

Various departments of the Institution reuse the papers (one-sided) for off the record work of the college. Waste Paper boxes have been placed at appropriate places in the labs, staff rooms and Administrative block of the Institution.

Old furniture and obsolete equipment items of the Institution (such as Water cooler, ceiling fans, wall fans, typewriter machine, television, photocopy machine, geyser, and green bench), old magazines, newspapers, answer sheets, old musical instruments are disposed off through proper channel and mechanism as laid by the Institution.

Liquid Waste Management: To save water our Institution uses treated water/ tertiary water for the purpose of gardening and watering of the lawn i.e. for Horticulture as supplied by the Municipal Corporation of Chandigarh.

As the Department of Sciences is newly established and the scale of usage of hazardous chemicals or waste output is negligible. Thus, handling and disposal of such effluents is not yet required but for future Institution and Department of Sciences is considering framing of proper policy and standard operating procedure to conduct the same.

E-Waste Management: The institution believes in least damage to the environment and the whole existence. Thus, the Institution is committed to the concept of generating minimum e-waste. Further all efforts are made to recycle e-waste by selling it to the authorized agency to properly re-use and recycle. in addition the institution donates computers of lesser configuration that can be used for the beginners to the school run by the same management.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution is very committed to environmental concerns and fully realizes the benefits of rain water harvesting. We are aware that rain water harvesting can be utilize to revitalize the ground water level.

Harvesting water checks surface run of water and reduces soil erosion. The college is in the process of installing a rain water harvesting system in the near future. Since this process requires new pipelines to be installed from catchment areas to the harvesting system the institution intends to get approval for this very important project from the concerned authorities. Presently we are using tertiary water for watering for grounds and lawns of the college.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Response The Institution takes initiatives for creating environmental consciousness among the staff and the students.

Transport: Students coming from neighborhood areas are encouraged to either come on foot or to come on bicycles to college. The college has proper ear marked parking for bicycles, scooters and cars.

Public Transport: 92% of the students of this college use public buses for travelling to and from college which reduces the pollution and making the campus green. Chandigarh Transport authority visits college campus to promote and guide students about bus routes and passes. Out of the total strength of the college (2061) only 159(day scholars), 5 (hostlers) uses private vehicles to commute (2017-18).

Pedestrian Friendly Path: Pedestrian friendly and cycle friendly paths are being created all over the city and around the college as to be a green city is the city's mission too.

Plastic Free Campus: College has taken active participation in SWACHHA BHARAT ABHIYAN to make the campus plastic free. Various measures adopted for this are

.· Installation of Plastic/Polythene Free Campus Slogan Boards throughout the campus to act as a continuous reminder

.·Installation of dustbins in the various areas in and around the college

· Proper management of waste disposal

.· Usage of glass cups in the college campus.

Landscaping with Trees and Plants: The College has a beautiful garden and landscaping in front of its building. For its maintenance several gardeners are employed. Unmatched in its beauty and landscaping, the college campus has been adjudged either 1st in the category or Runners up of the Best Maintained Campus in Chandigarh since 2008

Paperless Campus: the institution is trying its utmost to reduce the use of paper to save environment. Most of the communication of the college is through internet & mobile so that there is less use of paper.Further students are also encouraged to submit their assignments and presentations online through e-mails.

File Description	Document
Any additional information	[View Document]

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.27

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.47360	.36389	.33869	.29142	1.15213

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document]
Any additional information	[View Document]

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 31

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	4	5	10

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	1	2	1

File Description	Document
Report of the event	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	
Any additional information	

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	
Provide link to Courses on Human Values and professional ethics on Institutional website	

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 55

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	20	14	4	1

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Response: Yes

National Unity Day

National Unity Day is celebrated every year in the college to commemorate the birth anniversary of Sardar Vallabh Bhai Patel. Various competitions and events mark the celebrations with great fervor.

Teachers' Day

Teachers' Day (i.e. birth anniversary of Dr. Sarvepalli Radhakrishnan) is celebrated by the students every year. Students make great efforts to make this day enjoyable and memorable for their teachers.

Independence Day celebrations

Independence Day is celebrated in the college with great enthusiasm and patriotic fervor. Saluting the nation and its freedom fighters, NCC cadets of the college represent the college in the 'Independence Day Parade' every year.

To mark 70 years of Independence, the college , organized an event called **"Azaadi 70".** To promote National solidarity and peace, a Human Chain of over the strength of 500 was formed by the students. Various sub-events were also organized on and around the main theme of Independence.

Hindi Divas Celebrations

The importance of staying connected to one's roots and one's mother tongue is illuminated every year by celebrating Hindi Divas in the college. Hindi being the language of our freedom struggle, unites the people of diverse cultures in our country. Various competitions such as poem recitation and paper reading mark the celebrations of the day.

Constitution Day

To honor our democracy and instill a sense of patriotism among the students, Constitution Day is observed in the college commemorating the birth anniversary of Dr. B.R. Ambedkar. Celebrating this occasion in the college, students and teachers take a pledge by reciting the preamble of the Indian Constitution.

Science Day Celebrations

The Science Department of the college celebrates 'National Science Day' each year. The aim of the event is to encourage scientific temperament among young students and create curiosity regarding new ideas and explore latest trends in Science and Technology. The celebrations of this day are based on new and emerging themes and concerns each year to highlight the latest trends in Science and Technology.

International Yoga Day

A 21 day camp was organized by NSS in the college for celebrating International Yoga Day on June 21, 2016. Volunteers who participated in the camp and NCC Cadets were taken to Capitol Complex, Sector-2, Chandigarh for celebration of International Yoga Day. Further, this important day is celebrated every year with great zest.

International Women's Day Celebrations

Internation Women's Day is always celebrated with great enthusiasm in our College. Various competitions like Poster Making, On the Spot Photography, Slogan Writing, Rangoli Making and Face Painting are oraganized. This year the Department of History also organized **Paper Reading and Poetry Recitation Competition** on the topic **Position of Women in the Contemporary Society** to celebrate **International**

Women's Day.

World Forestry Day Celebrations

'Vasudha', The Environment Society of the college celebrated the 'World Forestry Day' on March 21, 2018. Competitions were arranged on the theme of "Save Forests, Save Earth" on this occasion. Students participated in Paper Reading, Slogan Writing, Rangoli Making and Face Painting contests.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial Transparency

- The institution conducts internal and external financial audit regularly.
- The internal audit is carried out on quarterly basis by the independent Chartered Accountant appointed by the management of the institution.
- For external audit, a team consisting of one A.O. (Audit Officer) and two S.O. (Section Officers) is deputed by office of Accountant General, Punjab and UT Chandigarh to conduct the audits on yearly basis. Further, officer of DHE and A.G. Office team visits college regularly for auditing and the remarks by them are always considered imperative and implemented. The last audit of the institution was done in 2017 collectively for three years (2015-17).

Academic Transparency

- The Departments execute the academic activities in tandem with the University academic calendar. All the departments conduct staff meetings to plan and coordinate the activities of their respective departments.
- Admissions are done through the process of centralized counseling. For courses where centralized counseling is not applicable, admissions are made on merit-basis.
- Rules and regulations of Panjab University are followed regarding all the aspects such as admissions, fee-structure, curriculum, working hours etc. Withdrawal and refund policies as per the UGC norms are followed by the college.
- At the commencement of every academic year, the beginners are briefed about the internal assessment procedures.
- The valued answer scripts are handed over to the students individually indicating the corrective measures. Disparity, if identified, can be brought to the notice of the teacher concerned to redress the grievance.
- Mentoring sessions are held in which students can share their problems and suggestions for further improvements.
- Complete record of attendance and results of students are maintained.
- Parent-teachers meeting convened once every semester offers platform for sharing the evaluation of

the performance of their wards..

Administrative and Auxiliary Transparency

* The process of selection of staff members (both, teaching and non-teaching) is as per UGC Norms. The selection for the same is made on merit-basis.
* Salaries are paid as per the UGC Norms and service rules applicable.
* The teachers' evaluation by students is a democratic platform upon which the students can evaluate the performance of the teachers unreservedly.
* Decentralization of administrative practices: The Advisory Committee under the headship of the Principal decides focal futuristic activities and the same are presented in the Staff Meeting for the consent of the teachers.
* Inclusion of students as the Secretaries in various clubs and associations: The involvement of the students' union members in the various events ensures transparency in administration.
* Stock checking (Inter-departmental) is done in a transparent manner to ensure physical verification of the stocks in different departments. The stocks physically verified are cross-checked against the respective vouchers.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE- 1

ENHANCING GENDER SENSITIVITY AND EMPOWERMENT

Objectives of the Practice

The College since its inception has been committed to the cause of gender justice and equality. We strongly believe that it is the fundamental responsibility of educational institutions, particularly women colleges to lead the process of sensitivity and women empowerment. Our objective is to enable young girls to confront both overt and covert sexism, break through the stereotypes and demand gender equity in all fields. Our goal has been to equip our students with the necessary information and knowledge to help them become aware, active and empowered citizens who significantly contribute in the process of nation-building.

The Context

The College has taken it upon itself to play an active role towards building a gender-sensitive and gender-equal system. The patriarchal ideology is deeply embedded in our Indian social system and it requires a huge amount of effort to challenge it. This same ideology has indoctrinated the young girls into mutely

accepting their marginalization. It is, therefore, important to enable them to recognize and challenge the socially established norms that justify any form of social oppression and take the lead themselves towards building a humane society. The College, through various activities focuses on this important issue that requires a serious consideration.

The Practice

The College has taken a number of initiatives to encourage the students to break the cultures of silence surrounding gender-based discrimination, abuse and violence. These initiatives have encompassed all the aspects related to women's lives, like physical well being, legal support system, mental health, ageing etc. The College has been providing various platforms to students through conducting a number of seminars, workshops and talks where the students get opportunities to cultivate democratic knowledge, skills, values and practice for empowering themselves. The College also has a Gender Champion's Club, as mandated by UGC, whose main focus is towards exposing the students to various gender related issues and challenges and make them aware about the same. The Club has been active in organizing activities like lectures on spreading information on reproductive hygiene, celebration of International Women's Day, a talk on 'Safe Sex Among Adolescents' to educate girls about their protection.

Keeping the same motive in view, RAAHAT – Society for Serving Humanity of the College organized an expert session on 'The Care and Keeping of Self' where medical expertise was provided to students related to PCOS and their reproductive health. An expert lecture on 'Impact of Social Well-Being on Quality of Life of Adolescent Girls' dwelled on vital concerns of young women. The College also encourages the girls to participate in the self-defense classes organized at regular intervals in the College to instill confidence in them. The NCC and NSS units of the College also encourage students to sensitise citizens about gender related issues and to create awareness among fellow students as well.

To create awareness about the various legal options available for women, the College organized an interactive session with UT SSP to address the increasing menace of sexual harassment and molestation in the city. The SSP was impressed by the courageous and brave attitude of the College students and congratulated their fighting spirit. The College organized a quiz on 'Women's Legal Rights in India' in order to make the students aware about the various legal provisions available in the country related to the topic. The Legal Literacy Cell organized a lecture on '**Property Rights: A Key to Women Empowerment.'** An interactive talk on '**Gender Based Violence'** discussed the legal aspects specifically in the context of cyber laws. It is also the endeavor of the College that plays and performances that are enacted for Youth Festivals and Inter-College Cultural activities have as their theme, issues related to women empowerment and gender role strengthening. The students of the College presented a play "Main Apni Kismat Aap Likhangi" at the event 'Chandigarh Police Week.' This year, the prize winning play 'GulBano' focused on the trials and tribulations of a young minority girl from the marginalised sections of society which inspired girls to fight their battles with dignity and respect.

Seminars related to similar themes are held regularly, including one on 'Sexual Harassment at Work Place', and another on 'Women Shackled in NRI Weddings' plaguing specifically the State of Punjab, where the victims themselves narrated their woes in the presence of senior professors, police officers and legal experts. 'Ageing in Contemporary Indian Society: Issues and Concerns'with a specific focus on the elderly women was yet another seminar held in the institution. Another ICSSR-NWRC sponsored National Seminar on '**Gender and Violence: Structure, Power and Resistance'** deliberated on concrete approaches and policy inputs emerged from the various lectures and discussion to confront gender-based violence. Dr. Jagmati Sangwan, a distinguished social activist who has played a pivotal role in the

contemporary feminist movement of India delivered the Key-Note Address. Her speech had an electrifying impact invigorating the students to awaken from the state of surrender towards demanding a democratic and free society. A workshop was held on 'Women Entrepreneurs: Challenges and Opportunities' stressing on the benefits of self-employment and encouraged the students to take the lead as women entrepreneurs.

One of the major ways to empower young girls and help them become independent is through education. The College ensures that students from economically weaker backgrounds are provided with financial aid in the form of various scholarships to support them in their education. Various kinds of scholarships by government and non- government agencies are awarded to the students every year for this purpose. Individual philanthropists and faculty of the college also actively award scholarships to the meritorious and financially weaker students to help them continue with their education. This motivates and encourages the young girl students to fight against all the odds in order to educate and empower themselves.

Evidence of Success

One of the major achievements is to instill the courage in young girls to voice their concerns in a fearless manner. During the discussions in the seminars and talks, the students actively participate, question the established norms that legitimize gender discrimination and stand for women empowerment and social change. The follow-up debates in the classrooms further enhances their academic understanding about the issue and equips them with the various tools through which they can have a comprehensive understanding about the subject. The College also organizes poster-making and slogan-writing activities for the students under different events related to gender where the students get to explore and express their concerns and resolutions regarding the issue in a creative fashion. The students are encouraged to make poster-presentations during the seminars to help them explore the notions of gender in society. During the seminars the students successfully and powerfully depicted their ideas of gender rights and justice through the creative and sensitive portrayal of the issue. The students who pass out from the portals of the College become responsible Alumni who serve the society in various roles and hold important positions. They help their juniors by providing them guidance and help for career planning.

The consistent and increasing participation of the students in the practice indicates the success of the College in motivating and transforming them into active and dynamic citizens. The sensitivity and guidance of the College administration and the faculty in the everyday lives and problems of the students further encourages them to confront any form of discrimination and exercise their agency for their empowerment. The various kinds of scholarships that the students receive through the College acts as a tremendous financial support for the meritorious and economically weaker students to complete their education and thus opens new opportunities for them.

Problems Encountered and Resources Required

The process of generating and getting funds required for organizing various activities is often a tough and gigantic task. However, the faculty has been working hard to resolve these challenges and has been, to an extent, successful in organizing various activities related to the practice. The other challenge faced is the reluctance among the girls to disclose their problems because of the stigma attached with issue. The College has been making sincere efforts to instill confidence and trust among them so that they are able to freely share any form of harassment or violence they are facing and guide them through it. We believe that it is the prime responsibility of the educators and academic institutions to nurture the ideals of gender equality, freedom and sensitivity to bring about concrete transformations in our society.

Additional Information: http://www.ggscw.ac.in/Downloads/7.1.1.pdf

BEST PRACTICE- 2

Clean & Green Campus

Objective of the Practice- We at GGSCW have been making all efforts to keep our college clean and environment healthy. For this our campus is polythene free and dustbins have been installed in various places for proper disposal of the garbage. Cleanliness drives are a regular part of college curriculum.

Nature has deep impact on the well- being of an individual, keeping mind and soul calm and relaxed. An educational institution must offer a holistic and well balanced environment, not just for enhancing knowledge, but also psychological as well as emotional growth and stability. The college with the chief objective of 'Clean & Green' initiative, provides surroundings which cleanses the mind from anomalies of modern lifestyle leading to holistic development of the young students and enhancing physical well-being.

The Context- Recent surveys have revealed that there is an urgent need for clean and green surroundings for our very survival. Also an alarming increase in the number of college students who are experiencing significant stress due to inter-personal conflicts, peer-pressure, low self-esteem and emotional problems. It is important for an educational institution to ensure that each student has access to a soothing and welcoming ambience. The design of our campus and its welcoming atmosphere provide an aesthetic and a healing environment. Many creative and innovative ideas come to mind amidst nature in outdoor environments, away from formal classes and discussions. The natural scenery and relaxing atmosphere in open spaces encourage impromptu get together and discussions and provide fresh air and ideas for stressed scholars.

The Practice-

Regular cleanliness drives have always been a part of this college as we firmly believe that cleanliness is next to Godliness. The Swachh Bharat Abhiyan mission was adopted by the college community in its true spirit and great enthusiasm even as the staff and students set out with brooms and dusters cleaning every nook and corner of the college campus. This drive was then taken out of the campus walls into the nearby markets and colonies where the students besides physically cleaning up the areas also counselled the inhabitants about the value of cleanliness leading to good health and happiness. Further in order to make this a core value in the minds and hearts of our students essay writing contests and paper reading contests are also held on the topics of Swachhta. In collaboration with Municipal corporation Chandigarh, the college community took a pledge for cleanliness and also downloaded the Swachhata App.

The college environment society *Vasudha* too works with extreme dedication to instill the values of cleanliness and environment protection which is the need of the hour. This society celebrates Van Mahotsav each year in the month of July in order to raise the awareness of trees among the students highlighting the need for planting and tending trees to prevent global warming and reducing pollution. Recently this society along with horticulture committee has created a herbal garden with a total area of 200 square metres in the college premises. This garden has a wide and a rich variety of medicinal plants and herbs.

The Institution had established '*Bhagvani Club*' in the year 2008 ensuring the overall maintenance of college- grounds with an active involvement of students. A devoted team has been looking after the upkeep and beautification of green spaces and the landscaping of the college campus. The huge and exquisite variety of flowers, trees and shrubs not only add beauty to the environment but also provides serene pollution free atmosphere to the young scholars to bloom and nurture their minds. The 'Baghvani' team and students take active interest in the initiative. On many occasions such as NSS camps students have planted the saplings to the existing vault of green collection.The college maintains a rich variety of flowering and non-flowering plants, both seasonal and perennial, which are grown in flower-beds as well as in pots.

Going green is more important than ever before and the urgent need of the hour if we have to protect our earth. For this the college took the initiative of replacing traditional bulbs and fans with low energy LED bulbs * that give out fewer $CO2$ emissions and offer significantly reduced power consumption.

Evidence of Success-

Active participation of more than 75% the college community in Swachh Bharat Abhiyaan has greatly helped change the mindset of the students who take more interest in keeping their surroundings clean even as they counsel the residents of nearby slum area to do the same.

Each year the college celebrates Van Mahotsav and as a result the college has around 200 trees on its campus. The students were also taken to Police line Sector-26, Chandigarh in an event organized by Department of Forest and Wildlife. Around 50-70 *Palash* trees were planted by the volunteers. 25 college students and 3 faculty members from RAAHAT club participated in this initiative and in the Walkathon on the theme of "Walk for Wildlife" for creating awareness for conserving wildlife habitats and natural resources at Sukhna Lake.

Institution has consistently incorporated maintenance of green spaces on its campus. The dedication of the 'Bhagvani' team has reaped rich rewards by winning the title of 'Best Maintained College Lawns' in the Rose Festival organized by Chandigarh Administration since the inception of the practice that is from 2013 to 2017. Many of our flowering varieties win prizes in various annual competitions such as Rose Festival and Spring Festivals. The Institution takes pride in not only the beautification of the campus but also in educating about water – conservation. Only tertiary water is used the whole year-round for watering purposes.

 A mobile Compost-Pit has also been a successful initiative which is a source of rich manure.

To banish the polythene bags from Chandigarh City the department of environment in collaboration with an NGO launched a Chandigarh says to Goodbye to Polythene Bags. As a part of this volunteers of our RAAHAT club spread the message at Elante mall. Also a street play 'Poly Raja' was staged and over 500 hundred cloth bags were distributed to motivate people to adopt environmental friendly lifestyle.

Problems Encountered and Resources required-

- Due to use of tertiary and treated water the quality of the grass has been compromised as it leads to the growth of wild plants and weeds.
- There is need of a larger greenhouse for the safeguard of seasonal plants which is not possible due to paucity of space.

File Description	Document
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Title of Practice : **Gurmat Vichar Sabha: Society for Imparting Religious and Spiritual Training for Holistic Development**

Spirituality plays an important role in the holistic development of an individual for character building based on sound moral and ethical values. Education is not mere acquisition of knowledge through academic curriculum but also imbibing the ethical and moral values to become a complete human being. It becomes a matter of paramount importance for an educational institution that moral training should be imparted to the students to overcome the ills of modern trends of materialism insensitivity and moral degradation among the youth. Gurmat Vichar Sabha of the college strives to instill spiritual values in the minds of our students with great dedication and devotion.

Objectives of the practice:

- To shoulder responsibility as an institution for shaping the moral and spiritual character.
- To instill awareness of a broader social responsibility and promote a sense of compassion, tolerance and self-discipline.
- To cultivate confidence to imbibe a value system as the basis of their choices, goals and priorities.
- To build a sense of community that transcends all diversities of religion, caste and class by celebrating together and sharing in activities.
- To foster a strong faith in the Higher Power, Almighty that gives an inner strength to take on challenges especially for women and fearlessly stand for justice.

Context

Our college is named after **Shri Guru Gobind Singhji**,10th guru of the Sikhs. The college is guided by his philosophy of courage and selfless service for humanity. This initiative delivers upon the college mission for the holistic development of students by exhorting them to hold themselves to high moral and ethical standards to create better citizens and society in the face of prevalent social decay.

Practice

- There is a Gurudwara Sahib (prayer room) in the hostel premises where students are free to visit and draw inspiration and support.
- The society organizes two major functions one at the commencement of the new session and other after the as culmination of the academic year in which students and staff participate

overwhelmingly.

The Practice

At the start of every academic year, the society plans a trip of staff members to the historical Gurudwara Nada Sahib to invoke divine blessings for the coming session.Once the academic session begins an inaugural function is held in which the staff and students seek blessings of the Gurus to help them all through the session by reciting Shabad Kirtan. Sehaj path of Shri Guru Granth Sahib also starts on that day. The staff and the students recite path (prayers) collectively throughout the year. In the month of November the staff and students participate in the city Nagar Kirtan to mark the birth anniversary of Shri Guru Nanak Dev Ji- first Guru and founder of Sikhism

A major function is organized towards end of the each session to celebrate the birth anniversary of Shri Guru Gobind Singh Ji as the Sthapna Divas (Founders Day). of the college. The occasion is comprised of an "*Akhand Path*" (Continuous Reading of the Scriptures) for 48 hours and soul stirring musical recitals of *Shabad Gurbaani* (Kirtan). A discourse (*Katha Vichar*) by learned and eminent scholars and personalities on spiritual values and the function of spirituality and religion in every walk of life is held.

A highlight is the preparation and serving of ''*Langar*'' a whole some meal that is prepared by the college community and distributed as P*rasad* to all at the end of the function. All the activities engage and enthuse all members of the college community irrespective of their own caste race and religion. Students feel a sense of joy, positive affirmation and a strong sense of community is generated as they learn to organize and work together and feel like one big family.

Recently this society has joined hands with the world wide charitable movement and to setup a Bebe Nanki 'Wall of Kindness' with a motto of caring and sharing on the outer College wall. This is to encourage students and society as large to donate miscellaneous useful things such as winter clothing for the needy.

Evidence of success

- The manifestation of a very palpable felling of positivity, cooperation than mutual accommodation and industriousness that envelops the college is a sure indication of success
- Students develop confidence, consciousness towards duties, leadership qualities as well as a team spirit while enjoying every minute.
- Tiers of the college community, the management, principal, staff and students and employees work together to put this gigantic festivity together. It builds better rapport and strengthens relationship and a sense of belonging.
- In the present times of social and moral degeneration visible in our society, the role of such an organization is very significant and an achievement in itself.
- This practice goes a long way in helping us with our mission i.e. to impart holistic quality education to girl students, and empower them with knowledge, skill and competence and make them self-reliant, enlightened and socially committed citizens of the country.

Problems Encountered and Resources Required

- We have never faced any such problem which can hamper the work and spirit of this organization.
- Financial resources are provided by the college and generously enhanced by the outpouring of voluntary donations from the college community.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

It is a matter of great pride that our faculty take initiatives beyond classroom teaching. Dr. Amneet has been commissioned and awarded the rank of Sub. Lt. (NCC Navy) and Ms. Ritu Dhanoa as Leiutenant (NCC Army).Dr. Rohini Arora, has done us proud by organizing an exhibition cum workshop on 'Rumals of Chamba: Embroidered Expressions of Pahari Women' at India International Center. This project is further promoted and financially supported by Indian Council for Cultural Relations(ICCR) and exhibited at international platforms in Belgrade, Serbia and Berne, Switzerland.Mr. Jashandeep Singh participated in half marathon organized by Shivalik Trial Run and SBI Green half marathon .

Sports have been the strength of GGSCW over the years and the College has been winning either the Champions Trophy or the Runners Up Trophy among 192 Colleges of the Panjab University since its inception. The College has produced outstanding sportswomen at the National and International level, who have been provided with facilities like a fully equipped gym with steam and sauna bath. This facility is open to other students and staff too. Special free-ships and scholarships are offered to the deserving sports students. A synthetic Sports Track (under RUSA) is being laid on the College campus in order to provide the best exposure to our students. It is a matter of immense pride that Neetu , BA II won the *Gold Medal in Youth World Boxing Championship* and **Asian Youth Boxing Championship** this year. Continuing this course of success, Kirti, MA Economics, was appointed *Captain of the Indian Netball team for the Asian Championship.*

Concluding Remarks :

At GGSCW, education is not mere acquisition of knowledge through academic curriculum but also imbibing the ethical and moral values to become a complete human being. It becomes a matter of paramount importance for an educational institute that moral training should be imparted to the students to overcome the ills of modern trends of materialistic insensitivity and moral degradation among the youth. The College's *'Gurmat Vichar Sabha'*, an association of students and teachers strives to instill spiritual values in the minds of our students with great dedication and devotion.

Mindful that education serves society, the institution continually examines its practices to ensure that its efforts and results actively contribute to the common good. Taking into account the demands of the learner regular classroom teaching is supplemented by numerous co-curricular, extra-curricular and outreach programs which go a long way in the holistic development of the students. . These activities not only boost their confidence but also imbibe in students, lessons in teamwork, organization and management.

The institution with the chief objective of *Clean and Green* initiative has formed Bagvani Club that provides healthy, soothing surroundings which cleanse the mind from the anomalies of human existence leading to the enhancement of self-esteem, confidence and holistic development. The dedication of the Bagvani team has reaped rich rewards by winning the title of "Best Maintained College Lawns" in the City Beautiful from 2008 till date. Herbal Garden is another newly added feather in the Club's nest to promote use of medicinal plants for therapeutic and curative aid.

With a multicultural community of students from different states and countries, the Hostel (with a capacity of accommodating 350 students) has all the latest amenities and modern facilities for study, recreation and community living. The College canteen is perfect retreat for students to unwind and enjoy themselves.

The spirit of the College is embedded in its motto," **Shubh Karman te Kabhun Na Taron"** (Never to stray from the path of righteousness).It has sustained and supported us through trying times, and has inspired us to aim for more glorious achievements.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 80 Answer after DVV Verification: 76
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 63 Answer after DVV Verification: 66 Remark : As per copy of circular pertaining details of mentor list for 2017-18 provided by HEI.
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>0</td><td>1</td><td>1</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs) 3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs) Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>17.83184</td><td>16.78184</td><td>0</td></tr></table> Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	17.83184	16.78184	0

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	10	6	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	3	2

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3.82	4.30	3.89	5.18	1.07

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3.83	4.32	3.93	5.11	1.03

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 117
Answer after DVV Verification: 20

Remark : As per log book entries of teacher and students using library provided by HEI.

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

	Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
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15.28	5.63	4.75	6.21	6.42 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
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6.42	6.21	4.75	5.63	15.28	
5.2.1	Average percentage of placement of outgoing students during the last five years 5.2.1.1. Number of outgoing students placed year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
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32	14	20	17	5 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
36	14	20	17	5	
6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years 6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
0	7	7	5	10 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
2	8	5	5	10	 Remark : As per certificate of teacher attending professional development program for 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18.
7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

	7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	8	4	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	7	4	4

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
08	07	09	10	12

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	4	5	10

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	2	2	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	1	2	1

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration,

communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	33	26	18	22

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
16	20	14	4	1

2.Extended Profile Deviations

ID	Extended Questions
1.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
720	757	526	472	369

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
590	642	477	435	324