Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**POST GRADUATE GOVT. COLLEGE**
Name of the head of the Institution	**Prof(Dr.) Rosy Walia Joshi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01722678022**
Mobile no.	**9888409177**
Registered Email	**gc46chandigarh@gmail.com**
Alternate Email	**iqac46chd@gmail.com**
Address	**Sector-46, Chandigarh**
City/Town	**Chandigarh**
State/UT	**Chandigarh**
Pincode	**160047**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr. Prashant Gaurav**
Phone no/Alternate Phone no.	**01722678022**
Mobile no.	**9888611009**
Registered Email	**gc46chandigarh@gmail.com**
Alternate Email	**iqac46chd@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pggc46.ac.in/Uploads/AQAR%202017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://pggc46.ac.in/uploads/academic%20cal.%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.04**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC	**20-Mar-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A Parent-Teacher Meet was organized for the	**02-Mar-2019** **01**	**8**

differently-abled students		
Aadhar Enabled Biometric Fingerprint Machine To Mark Attendance.	04-Apr-2019 0	141
Chandigarh Disability Survey	22-Feb-2019 05	25
Cleanliness Drive by NSS	27-Dec-2018 07	210
Self Defence Training Course for Girls	12-Feb-2018 17	500
Tree Plantation Drive	11-Aug-2018 01	100
Alumni Meet	20-Apr-2019 01	100
National Digital Library Enrollment	18-Dec-2018 01	57
Blind Walk To Mark White Cane Safety Day	15-Oct-2018 01	100
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Post Graduate Govt. College	Grant	Chandigarh Administration	2018 365	101331000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

The proposal to start the following new courses was initiated during the session:
a. Honours in Political Science: b. Environment conservation as an elective
subject:

2. Active Differentlyabled Students' Welfare Committee Construction of ramp and
restroom for the differently-abled.PTM for the differently-abled students

3. Students 'Feedback Questionnaire was prepared and uploaded on the college
website

4. Syllabi feedback Survey was prepared by the teachers, students and alumni.

5. Mega Job Fest

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Extension Activities and Community Outreach	a. An educational tour was organized on Feb.23, 2019 to Renuka Wetland in Sirmaur District of Himachal Pradesh. b. In collaboration with the State Bank of India, Sector 31, Chandigarh, Vigilance Awareness Week was observed. c. Fund was collected from the students, teachers and public to help the Kerala Flood Victims. d. Blood Donation Camps were organized. e. Chandigarh Disability Survey was conducted in the adjoining sectors of Chandigarh. f. 30th Road Safety Week Campaign was organized. g.AIDS Awareness Rally was flagged off at the adopted village 'Ram Darbar.'
ICT enabled education to be encouraged.	Up gradation of various teaching aids like interactive smart white boards, lap tops, projectors etc.The library upgraded LIBSYS with the latest version.As research is the need of hour in higher education system and appropriate software was required for data analysis and hence SPSS Software was installed in the library. • The existing server in the college library was upgraded by installation of one new server for more data storage and fast operation.

Physical Review of college infrastructure was proposed	• Proper lighting of entire campus • Installation of additional fans, • CCTVs installed at vantage points • Administrative Office was retrofitted with 13 cubicles • The staff room and the girls' common room were renovated •New equipments were added to the existing gymnasium. • Review of all purchase made during the session was conducted to check quality and standard. • Landscape designing was done • • Purchase made under RUSA • • A conference mike system was installed in the seminar room for better interaction • A high powered projector was installed in the Auditorium for better audio visual display
The College website was proposed to change its features to a user friendly.	It was upgraded to a new platform with more user-friendly version for easy access
Forwarding of pending applications of full time teachers for promotion under Career Advancement Scheme	Scrutiny and forwarding of applications of three full time teachers to the competent authority was taken up
Proposed Annual Planner to be obtained from all the Departments	Helped in executing goals and projects on time and in an effective manner.
Reconstitution of IQAC	Formed
Active Differently-abled Students' Welfare Committee	Organization of events and lectures for overall development of the concerned students. With a view to provide easy access to such students disable-friendly ramp and restroom were constructed.
Up gradation of IQAC Cell	Room No. 120 allotted & revamped
Academic calendar was distributed at the beginning of the academic session	The same was uploaded on the college website
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Feb-2019

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Under the Chandigarh Administration's userfriendly egovernance scheme, the college has a 24x7 online and offline interface, the ecampus software which helps in improving workflow and in keeping a track of student data for improved management and action. Paperless information related to admission, fee, attendance, examination awards of Midsemester exams termwise syllabus and annual activity planner of each of the departments, etc. was uploaded on the eportal. Furthermore, making use of a comprehensive etool for Human Resource Management System, the digitized information of all the employees of the college concerning their details of salary, GPF/CPF, Annual Property Return, filing of APAR, etc. was uploaded through the software in each employee's dashboard.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Post Graduate Government College, Sector 46, Chandigarh is affiliated to Panjab University, Chandigarh. The syllabi of the courses offered by college i.e. B.A., B.COM, BBA, B.C.A and M.Com. is designed by the University. Being an affiliated college, The College has to keep in mind the academic calendar issued by the Panjab University. At the beginning of every academic year, the Principal conducts a meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. Head of Departments distribute the papers/subjects/classes to the teachers in their respective departments. An Orientation programme is held in the beginning of every session in which the time table is shared with the students in the orientation programme organized in the college auditorium. Syllabus of each paper/subject for the semester is provided and discussed with the students in the first week of every semester. Theory and practical classes are held according to the time table provided to the students and time table is also put up on the main notice board, department's notice board and on WhatsApp group(where ever possible) and on the college website as well. In classroom teaching, the institution has adopted blended learning with the use of blackboard and chalk along with the latest ICT equipment to make the entire lecture interesting, learner-centric and inspiring. All internal examinations like class tests, Mid-semester tests are conducted to check whether the students are acquiring the knowledge as outlined in the objectives of the curriculum. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, projects, group assignments, term papers, educational tours, field trips and industrial visits for effective delivery of

the curriculum in a planned manner. Tutorials are held periodically with different themes such as gender equity awareness, sensitivity towards voting rights, the importance of appearing in MSTs exams, criteria of giving assessment and academic counselling, if any, etc. Students are encouraged to attend the same. Records of the regular attendance, award lists of Mid-semester tests and projects reports submitted by the students is maintained and preserved by the concerned teachers in their respective departments. Students are motivated to perform their best in the Mid-semester exams so that they deserve maximum marks in internal assessment. Transparency is ensured in awarding assessment marks so that it boosts their morale to perform well in their subsequent final semester exams. The institution encourages all the faculty members to attend orientation/refresher courses, workshops, presentation of research papers in various seminars/ conferences conducted by the college itself or by colleges/universities in India and abroad also. Students are given unsolved question papers of previous years to make them well aware of the pattern of the final examination.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Self-Defence Training	12/02/2019	500
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	On-the-job Training (Functional English)	9
BA	Project and Practical on Advertising (Advertising	78

BA	Project and Practical on Advertising and Personal Selling (Advertising and Sales Management-Semester-IV)	44
BA	Geography Field-Based Survey Report- Semester-VI	57
BCA	Project and Seminar- Semester-VI	54
MCom	Summer Training in various industrial undertakings, banking and financial services institutions and retail sector organizations	38

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

A structured students' feedback is one of the most important quality check systems as students evaluate the institution on various parameters like curriculum, teaching, learning and evaluation, governance and management, infrastructure etc. The feedback obtained is analyzed and suggestions, as well as grievances of the students, are considered while framing future policies. Suitable amendments are made as and when possible. Student Feedback is sought by the Feedback Committee of the College for the following: 1. The overall functioning of the College in the form of Students feedback 2. Curriculum • Teachers' Feedback: annual feedback on various parameters including curriculum is taken individually from the teachers, which helps in curriculum development and redressing other issues, if any. • Alumni Feedback: The Alumni Association of Post Graduate Government College, Sector 46, Chandigarh serves as a connecting link between the alumni and college. It uses an annual comprehensive feedback system which strengthens the alma mater and alumni bond even more. Alumni feedback is taken during the Alumni Meet held every year. Further, the college website invites alumni to provide feedback through an online portal. The feedback data is thoughtfully and carefully analyzed, and steps are taken to ensure that alumni continue to have a meaningful association with the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2400	69	49	0	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is an important role taken by teachers. This can have positive effects on students. Mentoring is the way a teacher encourages students to strive to the best they can. This also includes encouraging students to enjoy the learning process. The institution monitors and ensures achievement of programme outcomes by taking feedback from the students, regarding the various activities conducted by the college. Not only the college students but the alumni also gave suggestions regarding various programme whenever they visited their alma mater for Alumni Meet. During Parent-Teacher Meet, teachers are given the opportunity to share the mentee's progress with the parents and also to coordinate plans for helping them learn even more. A feedback form is also provided to the parents seeking suggestions from them thereby enabling the mentors to plan strategies for working toward shared goals and outcomes. Outcomes of various programme are assessed by healthy discussions with the retired colleagues whenever they pay a visit to the college on major functions like Annual Prize Distribution Function, Convocation, Sports Meet and actions were taken for the future course as well. Media is also playing a very important role in evaluating the programme specific outcomes of the college as the correspondent from the media also covers the detail of the programme and highlight the same in newspapers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2469	59	1:41.8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
64	59	5	9	29

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Simmi Arora	Associate Professor	Prafulla Dahanukar Art Foundation, Cash Prize of Rs.10,000/- for painting.
2019	Dr. Gobind Chander Sethi	Assistant Professor	Bharat Shiksha Ratan Award. Global Society for Health and Educational Growth

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation reforms are executed as per the Panjab University norms. The internal assessment system adopted by the college is according to the guidelines of Panjab University, and class tests are also conducted from time to time by the subject teachers to judge the level of understanding ability among the students. The Mid-Semester Tests conducted in the month of October and March, no doubt, is a base of assigning internal assessment to the students, but the participation of the students in the Zonal, Inter-Zonal Panjab University Youth and Heritage Festival, Participation at national and international level in the various extracurricular activities is also taken into consideration. To assure transparency in the awards granted, answer sheets of Mid Semester Tests are shown to and discussed with students so that they are assured of no partiality in the evaluation of their hard work. The college displays all the awards accorded by the concerned teacher on the college notice board with prior notice and in case there is any discrepancy in student's name, PUPIN number, college roll no. or awards, a detailed inspection of all the necessary documents in the presence of both the teacher and the student is made and correction if any, is incorporated on the spot in the university software and the hard copies as well. Oral examination (Functional English), project works (Commerce, Advertisement Sales Promotion, Defence and Strategic Studies) and practical Viva-voce (Geography, Psychology, Fine Arts, Physical Education, Music (Vocal) and Music (Instrumental), Computer Applications, B.Com (English Communication) are being conducted to assess communication and conceptual skills of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words) The academic activities of the institution are based on the academic calendar prepared by the Panjab University. It is circulated well in advance before the beginning of the session. It outlines the session schedule, examination schedule, and schedule of vacations. A list of holidays is also circulated every year from January-December. At the beginning of the academic year, the college prepares its annual planner, proposing the activities and the probable dates of different activities like cultural, sports, NSS, NCC, etc. Each department likewise prepares department calendar along with weekly teaching schedule or Annual planner, containing detailed proposed activities in the department like syllabus distribution syllabus coverage schedule, tests, seminars, etc. Some activities like field trips, industrial visits, market surveys, etc. help the students both academically and professionally. The planner not only reflects what the faculty is planning to do during the current session but also enables both the faculty and students to complete the prescribed syllabus well in time. Department level meetings are held from time to time to follow the quantum of both syllabus coverage and practical lab sessions. These meetings ensure the smooth running of the departmental activities. Many issues like assignments and seminar-topics for students, absent students, poor performing students, etc. are discussed and appropriate action is planned. Many departments conduct special lectures by inviting subject experts. Seminars, group discussions, etc. are conducted regularly at class level. Regular tests are conducted at the departmental level. As per the university norms, evaluation is made for internal assessment taking into account the Mid-Semester Tests in every subject and the students are awarded internal assessment marks based on their performance in the tests, attendance, etc. Towards the end of the session, University level practical and theory exams as per the date sheet circulated by the university are conducted in November-December and April-May. Results are declared by the University and the detailed marks certificates are also prepared and issued to the college students.

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 in website of the institution (to provide the weblink)

http://pggc46.ac.in/Uploads/Annual%20Report%202018-19.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
General	BA	VI Semester	550	532	96.72
General	BCA	Vi Semester	47	47	100
General	BCom	VI Semester	151	151	100
General	MCom	IV Semester	31	31	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://pggc46.ac.in/Uploads/sfeedback%20data.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
10000	0	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	All Departments(List Attached))	7	1.93
International	All Departments(List Attached)	25	3.78
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Books	16
Book Chapters	10
Conference Proceedings	2
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 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	**0**	**2**	**0**	**0**
Presented papers	**6**	**5**	**0**	**0**
View File				

3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
List Attached	**List Attached**	**185**	**2887**
View File			

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
List Attached	**List Attached**	**List Attached**	**136**
View File			

 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency		activites	activites
List Attached	List Attached	List Attached	419	4160
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
List Attached	List Attached	List Attached	01
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
1. Regional centre for Entrepreneurship programme	11/01/2019	To conduct programs in various skill development activities • To organize entrepreneurial awareness campus for new ones • To impart training and full support to the students. • To develop their capability in designing and implementing a compre	100
2.Telcocrats Technologies, Mohali.	18/11/2018	To perform collaborative programs in the area of mutual interests.	60
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	3000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
[View File]()	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSYS(ILMS) FULLY AUTOMATED2017 VERSION (YEAR OF AUTOMATION 2006)	Fully	2017	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	24	43710	0	0	24	43710
e-Books	51000	2950	0	0	51000	2950
e-Journals	2100	2950	0	0	2100	2950
Weeding (hard & soft)	10993	804754	17	2785	11010	807539
Text Books	44044	8138230	1220	399589	45264	8537819
Reference Books	5387	2937819	113	112181	5500	3050000
[View File]()						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	256	90	256	28	28	23	46	10	69
Added	10	10	10	0	0	0	0	0	0
Total	266	100	266	28	28	23	46	10	69

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
27.53	27.53	27.53	27.53

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• The college management believes in imparting quality education and aims at providing necessary infrastructure and learning resources for the overall development of the learners. • The campus has many classrooms and labs equipped with ICT facility including projectors to enhance effective teaching. • All the computers and intercom system are maintained. • Cash incentives/prizes are given to academic achievers during prize distribution function and convocation. • Merit cum need based scholarships and books are provided to deserving and meritorious students belonging to economically weaker sections. • The college has a well defined policy. Sports students who make a mark at national and international levels and bring laurels to the institution are provided with financial support. • The institution has a rich collection of books, journals and magazines in the library. An Annual Maintains Contract of library software is with LIBSYS. • The facility of the ramp is available in the campus for physically challenged students / staff. • The college has a technologically advanced multimedia hall, a gymnasium /multipurpose hall and a seminar room for conducting international and national seminars, conferences, workshops, cultural activities etc. • The college boasts of well equipped modern

laboratories, English lab and Fine Arts lab. The equipments are added or upgraded periodically. • Safe drinking water facility is available through water coolers placed at various places in the campus. • Medical facilities are provided in the campus. • Students have been provided with the services such as tuck shop cum photostat shop, juice shop and canteen. • Water Boosting System, Solar plant and Herbal Garden is available in the campus to make the campus green and eco friendly. • The whole campus is under CCTV surveillance and security staff to ensure safety and security for the students. The proposals regarding any addition to the existing infrastructure are discussed with the Advisory Committee, and the final proposal is sent to the DHE, which is then approved with a financial grant from the same. The Technical Committee then draws and approves the best possible specifications available in the market. Then the amount is spent through the Purchase Committee which purchases only the material whose technical specifications have been approved by the Technical Committee. The procedure adopted for the enhancement, up gradation and maintenance of academic and physical facilities is available on the institutional website www.pggc46.ac.in.

www.pggc46.ac.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	List Attached	459	510257
Financial Support from Other Sources			
a) National	List Attached	68	202120
b)International	List Attached	2	10000
[View File](#)			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Speaking Skills (English Language Lab.)	09/07/2018	32	Deptt. of English, PGGC Sector-46, Chandigarh Website: www.pggc46.ac.in
Career Counseling	09/07/2018	450	PGGC Sector-46, Chandigarh Website: www.pggc46.ac.in
Coaching classes for (UGC-NET) (for M.Com Students)	24/09/2018	45	RUSA PGGC Sector-46, Chandigarh, Website :www.pggc46.ac.in
Counseling by Counselor (Personal, Academic Career Counseling)	09/07/2018	325	Report given by the counselor of PGGC Sector-46, Chandigarh Website: www.pggc46.ac.in
Yoga Meditation	21/06/2019	60	International Day

			of Yoga on 21st June (Since-2015) by the College Staff and Students PGGC Sector-46, Chandigarh, Website :www.pggc46.ac.in
Training of Self Defence for Girls	12/02/2019	500	PGGC Sector-46, Chandigarh Website: www.pggc46.ac.in
Soft Skill Development	09/07/2018	600	PGGC Sector-46, Chandigarh, Website :www.pggc46.ac.in
Yoga classes by NSS	27/12/2018	210	PGGC Sector-46, Chandigarh, Website :www.pggc46.ac.in
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Competitive Examinations (UGC-NET) (for M.Com Students)	45	599	5	288
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
List Attached	704	288			
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

	higher education				
2019	**36**	**File attached**	**File attached**	**File attached**	**File attached**

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)	
Items	Number of students selected/ qualifying
NET	**5**

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports and Cultural (File Attached)	**Deptt./College/University /State/National (File Attached)**	**4661**

View File

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	**Gold**	**National**	**5**	**0**	**00**	**00**
2019	**Silver**	**National**	**6**	**0**	**00**	**00**
2019	**Bronze**	**National**	**4**	**0**	**00**	**00**
2019	**National P articipati on**	**National**	**22**	**0**	**00**	**00**
2019	**Cash Award**	**National**	**4**	**0**	**00**	**00**

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

In the present scenario, the Students' Council occupies an important place. The Student Council which comprises President, Vice President, General Secretary, Joint Secretary and Class Representatives was constituted after student elections were held as per the rules and date specified by Panjab University. The purpose of the University is not only to train the students in a particular subject but to develop an individual overall personality. Any student who is interested in leadership, organizational behavior or has involvement in the college activities are given an opportunity to contest become the members of Students' Council. Election to the Students' Council is a regular feature of healthy democratic governance of the nation. Students' Council provides a big launching pad for the new faces to enter the political arena. Student politics institutionalizes the merit based search for future leaders. The students are oriented for the value of the vote during their tutorial periods. The college also have an Electoral Literacy Club to politically educate the students. Moreover, every year 25th January is celebrated as a Voters Day. The Students' Council manages the general discipline in the college campus and perform duties

during various functions organised in the college. Moreover, students are given the opportunity to express their views by participating in activities like Paper Reading, Slogan Writing etc. the Students' Council caters to the needs and concerns of the student community and works as a bridge between the students, teachers and college administration.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

750

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralized and participative management practices need to be clear and realistic with mandatory effect on enhancing the efficiency of the existing working environment. For executing this, strategic reforms are designed and practiced. Two out of them are: 1. Decentralization in Teaching Process for establishing Innovative Teaching-Learning Environment: Various departments are teaching respective courses and achieving the objectives of higher education with decentralized governance mechanism. Each department has been given an internally designated Head of Department, Who looks after the affairs of the department. Each department holds separate meetings and decides about its needs, plans and required resources, including teaching and non-teaching staff, infrastructure, funds, etc. Departments take care of the respective functions like discipline, Infrastructure maintenance, teaching schedules, allotment of teachers with different sub-disciplines and classes/sections, lab assistance and practical time table etc. There are separate departmental societies directly collaborative with students for organizing the various functions, events, rallies, quiz competitions, talks, and field excursions at departmental level. For instance, the Geographical Society was constituted on Sept.02, 2018 and five office bearers were elected. Students were encouraged to participate and organize a variety of subject-related activities both on and off-campus. 2. Decentralization in Administrative Hierarchy including Students Support: The Principal, Dean and the Vice-Principal have been specifically allocated duties by the UT Administration, Chandigarh for the successful working of the administrative and academic mechanism. For the effective implementation of the policies and plans, various committees are formed. The senior faculty members are appointed as in-charge and co-ordinators of various committees and are also given independence for the implementation of the action plans and policies for which the required logistical support is provided. Various coordinators, committee conveners and society in-charges at the college level are appointed including IQAC /UGC/ NCC Co-ordinator (ANO) NSS Officer In-charge, Cultural Affairs/Scholarship/Fees/Training and Placement Cell Registrar Examination Convener, Advisory Board/Admissions/ Purchase Committee/Technical Committee,

Discipline Committee, etc. These committees work in their respective areas keeping in mind the set policies and plans of the institution – thus creating participative management. Students through Students Central Association are also encouraged to participate in all the events and activities of the college and are allotted specific duties in NSS, NCC, Discipline, Decoration, etc. to promote leadership qualities. Tutor-ward (Tutorial Group) system exists in the college in the ratio of 1: 80 students to help the students in all the problems they face and to act as guiding and motivating forces. The Office functions under the supervision of Superintendent (Establishment) and Superintendent (Accounts). Policies and plans of the college are framed after detailed discussion and deliberations in the staff meetings. Students and non-teaching members are also made part of various committees. Alumni Association, parents and students participation in decision-making process leads to participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission process carried out as per the policies and procedures presented by the affiliating university, i.e. Panjab University, Chandigarh.Students Admission and Support has been initiated through online portal. Students can view the prospectus, apply for admission, check their merit status and admission status online, pay their fee online and get admission. Whole admission process is on merit basis and sufficient provisions are given to reserve categories and quotas as per university policies. Following admission procedure has been applied for the session: ? BCA- I, B.Com- I, BBA and M.Com- I – Centralized Admission. ? B.A- I on-the-spot admission on merit basis (Semester System) ? Student support desks were arranged so that the student might not face any difficulty in getting knowledge of the college or subject combinations. ? Career counselling and guidance committee to help the students during admission process. ? Online payment of fee through e-Sampark counters arranged on the college campus.
Human Resource Management	Group Meetings were conducted so as to facilitate the teachers/employees to share ideas and develop a sense of ownership over their jobs and institution. FDPs and workshops were organized for the benefit of the

		faculty. The faculty was encouraged to undertake quality research work in their respective fields. Spiritual Training Programs were regularly organized for the staff to enrich their lives. Special training sessions were organized for the teaching and non-teaching staff to enhance their knowledge. Staff members were assigned the work of co-ordinating the work of various committees/societies/cells with practical self-reliance. Anti-Ragging Helpline Foreign Students Cell Grievance Cell Anti-Sexual Harassment Cell Self- Defence Training for girls were some of the initiatives taken up for human resource management.
	Library, ICT and Physical Infrastructure / Instrumentation	Library: College is attributed with spacious and fully computerized library with ever increasing holdings, user friendly and comprehensive library services, INFLIBNET membership and complete automation of library services with upgraded LIBSYS.Library has a rich collection of books- Reference, General and text. As per accession register, library has a collection of 45,377 books on 31st march, 2019. Library has an access to 6094 electronic journals and 31, 39,309 electronic books including e-books available through national subscription. Computer and internet facility is available for the students inside the library. Information and Communication Technology ICT strategies and deployment in different spheres includes: Technology-Enabled Spaces: The institution has technology-enabled 15 Smart Classrooms09 active learning laboratories with technology podiums containing the devices, keyboard, mouse, monitor, etc. Networked Desktop PCs Speakers integrated with technology sources in the podium projectors, LEDs , white smart boards to facilitate hands-on digital learning activities. Departmental Rooms: To support and enhance the quality and relevance of existing educational structures all the 21 Departments are equipped with desktops with internet connectivity, scanner and printerfacilities. Laptops have also been provided to the faculty members. UGC Network Resource Centre: Equipped with 10 desktops and Wi-Fi facility, the UGC Network Resource Centre is a place where the students

can browse vast information and update themselves with the latest knowledge. Seminar, Multimedia, Committee Room and Auditorium: The College Seminar Hall, Multimedia Hall Committee Room and Auditorium are the places where workshops, talks, seminars, lectures, meeting and screening of documentaries are held. Through an electronically delivered combination of media including video, images, audio, text, etc., multimedia teaching and interactive learning takes place in these halls using LCD screens. LAN Facility: LAN facility interconnects computers within the college campus.13 devices connected to a LAN can access data from any machine thats connected to the network. LAN facility has been provided in the three computer labs of the Department of Computer Applications Library UGC Resource Centre Functional English Lab GIS Geography Lab and the Administrative Block. Wi-Fi Facility: NOBERO monitored Wi-Fi facility has been provided in the college campus for the students and the faculty members enabling them to easily browse from almost anywhere within the campus. Licensed Software: Windows 10, Windows 8,Windows7, Windows Vista, Library Management Software, Campus Solution, C-C Language, MS-Office Professional 2000/2,Visual Studio,Fox Pro/09,FORTRAN Academic/1,Adobe Photoshop/1, Lotus Smart Software/2,Linux Operating/1, Oracle 8 i/1, Word Processor/ 3,Nebero System Anti- virus/1, Quick Heal Anti Virus, MS-Office 2007/1, MS-Office 2019/40, Arc GIS 10.5 Software. Laboratories a. The three computer laboratories specially meant for the students of BCA have networked systems which are configured to allow individual internet access from all the computers. Students have extensive and free access to the internet for browsing. b. After the second cycle of NAAC accreditation, the IQAC closely scrutinized the major weaknesses of the college pointed out by the prior team in its report. It was reported by the peer team that the college needs to maximize the use of the language lab for Hindi and Punjabi as well. Thus keeping this in mind, the Functional English lab which already had a Clarity SNET Language lab Software installed

was updated with Orell Digital Language Lab software which has pre-packaged language lessons for 20 users on 09 languages, namely, English, Italian, French, German, Spanish, Greek, Portuguese, Chinese and Arabic. It has two modes of learning: Teaching Mode and Self-Learning Mode. It allows a teacher to listen to and manage student audio, which is delivered to the student's individually through headsets and can add lessons on Hindi and Punjabi too. This software allows the learners to work through the lesson material at a pace suited to their ability and helps students develop good listening, speaking, reading and writing skills that aid the process of communication. c. The two geography labs are well equipped with CDs related to different topics, LED TV, overhead projector and an exclusive Arc GIS 10.5 Software for doing geospatial analysis, cartography, Google/satellite imaging, toposheets, geo-referencing, digitization, interpretation and mapping. d. To enable the students of M.Com, B.Com and B.B.A gain clarity on the application of theory in laboratory and to practice the different experiments related to trade and commerce, the e-commerce laboratory of the college has been setup. Mock commerce and business activities are undertaken in laboratory and this helps the students to gain self-confidence to run a business beneficially and be familiar with the practical difficulties. e. Defence and Strategic Studies Laboratory: This laboratory has an overhead projector which is used to show different types of maps, strategic battles, models etc. f. Psychology: The College has a psychology lab to train student-teachers in various psychological assessment techniques and to acquaint them with the concept of standardized tests. The laboratory is equipped with different apparatus for conducting different psychological experiments. E-Learning: Every department has developed e-content and uploaded it on the college website. Besides, the Department of English brings out its annual e- newsletter and the college also has its own e-journal 'Sopaan'. Besides, laptops have been provided to the staff members to

	enhance their teaching techniques. Infrastructure/Instrumentation Adequate number of spacious classrooms and well equipped labsseminar hall with audio-visual facilitieswell-furnished multimedia hall committee room, auditorium, UGC network resourceCentregirl's common room playgrounds with all possible outdoor sports facilities indoor games facilities firefighting facilities well-maintained gardens 24 x 7 Internet facility Wi-Fi and CCTV surveillance services are available in the institution and the faculty and the students made optimum use of these facilities.
Research and Development	Teachers and students were encouraged to undertake further innovative activities to write, present and publish papers and attend local, national and international seminars/conferences/workshops. Students did research as and when they were provided projects related to the curriculum. Maintaining and improving nationally and globally recognized programs/projects that involve research and development, setting up of new labs, upgradation of UGC Research Centre etc. were some of the initiatives taken by the college in improving research and development. Infrastructure facilities like well-equipped laboratory for the students as well as the faculty were made available for research. The equipment's and consumable articles were purchased, as and when required, to support researchactivities.
Examination and Evaluation	To chart a student's learning journey, the Examination Board comprising of Registrar and 10 other members uses the following methods to evaluate the performance of students and make teaching-learning effective: • Internal Assessment:The mode of evaluation for internal assessment is to be followed as per Panjab University guidelines. • Mid Semester Exams held in October and March. • Practical Exams and Viva-voce. • Classroom Oral and Written Tests. • Game-based tournaments/achievements at national, zonal, inter-zonal, regional inter-university level. The institution has an integrated automation Campus Solution Software that provides an e-

	governance framework at a single click. It works for multiple operations performance vis-à-vis examination communication system on which mid-semester performance/progression of thestudents and internal assessment (theory and practical) are uploaded in a user-friendly format. A chance was given to the students as well as their parents to address queries regarding marks/assessment to the concerned faculty. Furthermore, to ensure transparency in evaluation and to avoid any ambiguity, internal assessment was displayed on the notice boards at least a week prior to onward submission to Panjab University. Besides, the university appointed college examination officers ensured the smooth conduct of exams.Online examination communication system had been in use that directly impact on the working of the examination department of the college including online exam forms for undergraduate/postgraduate courses, EGMS, online admit cards for all candidates, unique examiner management portal, National Academic Depository (NAD) which is a 24×7 online storehouse of all academic awards duly digitised and online re-evaluation forms.Unique ID of the faculty members had been formed for disseminating the information regarding examination (both theory and practical) /invigilation/evaluation duties through e-mail and Whatsapp. More so, remuneration regarding the aforementioned duties was directly transferred to their bank account.
Teaching and Learning	The college is building up new approaches to learning and teaching with further emphasis upon collaborative and experiential learning. Innovative Teaching-Learning Environment has been made with the use of smart classroom teaching aids, question-answer sessions, hands-on practical tools, use of models, maps, field trips to relevant places, seminars, quiz competitions, snap tests and small activities on topics that provide relativity between conceptual knowledge and empirical processes and phenomena's. Students are exposed to new material outside of class, often through short lecture videos or readings, group discussions,

	presentations, seminars, film clips, online projects, magazine reading etc. and then class time was used to do the harder work of assimilating that knowledge through strategies such as problem-solving, hands-on experimenting, discussion or debate. Use of library, internet and intranet services facilitated the whole process. Daily record of lectures delivered, practical and other activities conducted was maintained. It is curiosity led and stimulating. To continuously review the teaching-learning process an academic calendar, weekly teaching plan, calendar of activities are formed at the beginning of the session. The review of teaching and learning process is being continuously monitored by the IQAC by evaluating the academic performance of each faculty and strict discipline is ensured through time table, proctorial duties, 75 attendance, discipline etc. Beside this each classroom is under CCTV surveillance. Regular tutorial meetings on a monthly basis are conducted to know about the grievances of the students, if any, on teaching-learning and other aspects. Feedback is an essential part of effective learning. The college has introduced criteria based feedback form system to evaluate the performance of faculty and find out the satisfaction level of students on an annual basis. We value our students and our teaching faculty is not mind walking that extra mile which can enhance not only their competence, skill and knowledge but also improve their continuing professional development by: • Participation in seminars, conferences, workshops, training programs, short term courses, etc. • Updating the teaching-learning processes to meet the global standards. • Encouraging quality research in intra-disciplinary and inter-disciplinary areas.
Curriculum Development	Planning, development, implementation, monitoring, evaluation and periodic review are some of the strategies on which the institution works for curriculum development. Some of our teachers are member of the Board of Study in Punjab University, Chandigarh and providing their valuable suggestions regarding the improvement

	and upgradation of curriculum. The Board, considering the suggestions of the members, issues curriculum modifications. The college then implements the modifiedcurriculum.Syllabi Related Feedback Mechanism has been adopted through which not only the students are required to give their opinion related to the curriculum but also the teachers are free to rate the syllabi and give suggestions concerning quality improvement in the various programmes of study or syllabi.Real-life global examples, materials and resources are used for describing local, national and human issues. Tools and techniques including field excursions, projects reports and seminar presentation etc. are applied for broaden the education scenario and skill enhancement.The institute strives hard to introduce more and more new courses for the betterment of the students.
Industry Interaction / Collaboration	To help students choose a career in which their potential is maximized, the institution provides help in developing entrepreneurial skills and initiatives in order to facilitate employability of graduates who will increasingly be called upon to be not only job seekers but also job creators. The matter of starting some new career-specific courses by different departments is also initiated.The students of various courses are exposed to the industry by various means. Many of them have done internship in the industry. Students are also exposed to industry by making them visit the respective industries. The college has signed two MOUs (Memorandum of Understanding) having linkages with a number of industries for the teaching, training and placement assistance of the students. Banks, corporate companies kept on visiting college for seminars, workshops etc. for the benefit of students. The Career Guidance and Placement Cell functions as a guidance mechanism for the students to provide them knowledge about various career opportunities available for them as per their educational qualifications. Experts from industries visit the institution to guide the students on Group Discussion and Interview, guidance regarding CV preparation,

	expert lectures on Career Awareness, opportunities, personality development, etc. Company executives and directors frequently visit the college to interact with the students to train them and recruit them.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	Finance and Accounts maintained through Chandigarh Administration e-portal PFMS.Although Finance and Accounts department keeps its records in the electronic form in the computers. All the payments and receipts, salary processing etc. are processed and recorded in the computer software. New purchase has been processed through Govt. of India – GeM portal.
Student Admission and Support	Students Admission and Support has been initiated through SPIC (Chandigarh Administration) (Campus Solutions). Students can view the prospectus, apply for admission, check their merit status and admission status online, pay their fee online and get admission. There is a system of sending mass messages through SMS to students for information notices. The library operation is computerized. A number of information regarding students and their concerns is made available on the college website.
Examination	The Panjab University, Chandigarh conducts the semester end examinations. The details of the students are sent to the university on-line. The university issues the admit cards, date sheets, exam notices, exam results all on-line. Apart from this, the lists of students, examination plans date wise are sent to the college by the university on line. The internal evaluation marks and practical examination marks awards are uploaded to the university portal directly by the college. The resultand marks sheets etc. are also available to students on line.
Planning and Development	Under the Chandigarh Administration's user-friendly e-governance scheme, the college has a 24x7 online and offline interface, the e-campus software which helps in improving workflow and in keeping a track of student data for improved management and action. All the policy matters and action plans are

	discussed/ deliberated in Advisory Council and IQAC under the overall supervision of the Principal. For designing and implementation of quality policy, various committees and societies are constituted for a variety of activities like admissions, conduct of examination, research and extension activities, curricular and co-curricular activities, academic activities etc. to translate plans into proper implementation. Annual plans for various activities are developed by the societies, departments, activity in-charges and the convener of various committees. Paperless information regarding these activities and also related to admission, fees, attendance, examination, awards of mid- semester exams, term-wise syllabus and annual activity planner of each of the departments etc. are uploaded on the e-portal. Dissemination of information regarding notices and activities are also forwarded inWhatsApp groups and e-mailsof the staff members and students. Furthermore, making use of a comprehensive e-tool for Human Resource Management System, the digitized information of all the employees of the college concerning their details of salary, GPF/CPF, Annual Property Return, filing of APAR , etc. are uploaded through the software in each employee's dashboard. There is a regular e-communication between Principal,staff, students and higher authorities. Strict discipline and compliance is ensured by the authorities. Besides this all purchase regarding tools, equipment's, stationary, hardware and software items etc. used in the infrastructure and instrumentation development have been made through Govt. of India – GeM portal.
Administration	Administrative activities have been brought under the surveillance scope of e-governance. Chandigarh Administration ehrms portal has been in use. The recruitment advertisements and results of the teaching and non-teaching staff are displayed on e-portal. Complete student records are electronically stored and retrieved. University portal and e-mail has been use for information and data exchange. The marking and record keeping of attendance of the

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Mind Management	-	30/01/2019	30/01/2019	9	0
2019	Gender Equity and Women Empowerment	-	01/02/2019	01/02/2019	10	0
2019	Effective Communication and Interpersonal Relationships at workplace	-	06/02/2019	06/02/2019	4	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National Workshop on the "Philosophy and Aesthetics of Abhinavgupta" organized by	1	01/11/2018	11/11/2018	11

Dept. of Sanskrit Sahitya Sri SankracharyaUniversity of Sanskrit, Kalady				
National Workshop on Leadership and Sustainable Environments organized by CALEM ,UGC-HRDC, Panjab University, Chandigarh	1	27/05/2019	02/06/2019	07
Training Workshop on National Digital Library under the aegis of RUSA at RUSA Directorate, Sector- 42, Chandigarh	2	30/11/2018	30/11/2018	01
State Level Training Workshop on MassiveOpen online Course organized by State Project Directorate (RUSA), Chandigarh and HRDC, Panjab University, Chandigarh	1	03/10/2018	05/10/2018	03
Short Term Course/ FDP on Research Methodology organised by the Human Resource Development Center, Panjab University, Chandigarh	1	25/09/2018	01/10/2018	07
Workshop on Designing and Development E-Content organized by Dev Samaj	1	15/09/2018	15/09/2018	01

College of Education and State Project Directorate (RUSA), Chandigarh				
Workshop on Research Methodology in SocialScience organized by A.K. Dasgupta Centre for Planning Development, Visvabharati, Shantiniketan, Kolkata	1	15/06/2018	25/06/2018	11

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	2	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• The college has a Staff Welfare Committee which is constituted for one academic year or until a new committee is constituted. It comprises of 06 members with a Secretary, 01Treasurer with 04 other members. The committee provides a platform to the staff to express their ideas to develop co-operation and co-ordination among the staff and to create concern for the welfare of the institution. It keeps records of all the staff meetings conducted by the head of the institution to discuss important agenda related to the smooth functioning of the college, prepares minutes and makes every possible effort to build a healthy working environment and promote	• Well-furnished office room with thirteen cubical cabins, Almirahs, microwave, water dispenser, AC, heater, Digital SatelliteTelevision service. • Child Care Leave, Maternity Leave for female staff, Paternity Leave for male staff, Medical leave, Earned Leave are provided to the staff as required by them. • Faculty Development Programs. • Government accommodation is provided for non-teaching. • Staff is entitled to take loans against PF. • LTC/hometown is availed-Many of the staff members avail LTC to visit their hometowns. • Biometric system in reporting to duty for staff. Biometric is linked with Aadhar and	• Well-furnished common room with bed, almirahs, water cooler, sanitary napkin vending machine, CCTV and attached washroom. • Student welfare fund. • Laptops. • Fund raising by staff for helping the poor students. • Issuance of extra books to meritorious and needy students from the College Library. • Fee Concession to the needy and meritorious students. • Admission to children belonging to the adopted village. • Poor Student -Aid Fund • Tuition fee concession to siblings. • College Medical Centre facility. • Diet to sportspersons. • Gym-physical fitness facility for the students • Yoga camps and sports activities for health

good relationship among the staff. • Child Care Leave, Maternity Leave for female staff, Paternity Leave for male staff, Medical leave, Earned Leave is provided to the staff as required by them. • Study Leave granted for further studies for staff members who are interested or wish to grow in their respective fields like for PhD course work. Duty leave to attend various national and international seminars and conferences, refresher courses, orientation programme, short term course. • Faculty Development Programmes are organized by college for all the teaching staff to attend and encouraged to develop their skills. • Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme (NPS). GPF, gratuity, General Insurance Scheme and leave encashment are availed by as per norms. • Government accommodation is provided for teaching. • Staff is entitled to take loans against PF. • LTC/hometown is availed- Many of the staff members avail LTC to visit their home towns. • Biometric system in reporting to duty for staff. Biometric is linked with Aadhar and linked to the higher education department. • Staff Room- well- furnished room with seating arrangements, refrigerator, microwave, water dispenser, AC, heater, Digital Satellite

linked to the higher education department. • Free uniform summer and winter, soaps, oil, shoes, raincoat, and torch distributed to class IV staff once in two years. • Distribution of tracksuits on Athletic meets. • Group insurance. • Health Centre Facility. • Gym-physical fitness facility for the staff. • Yoga camps and sports activities for health fitness. • Ramp and special washroom for differently-abled staff. • Tradition of welcoming the new and the out going faculty with flowers and farewell party and gifts sharing on retirement. • Special greetings individualized messages on special occasions. • Renovation of Group D accommodation. • Employee's Provident Fund (EPF) and Employee's State Insurance(ESI). • Monetary help on the death of working family member.

fitness. • Ramp and special washroom for differently-abled students. • Workshops and seminars • Awareness camps and informative talks. •Self-defence Training Programmes for girls • Prizes for outstanding achievements in academics and other fields. • Coaching for competitive exams and Skill Development Programmeme • Short term Certificate courses at nominal charges. • Excursion, Outdoor Trips and educational field visits. • Free wi-fi and computer facilities.

Television service. Other than that Seminar room, Multimedia room, Separate rooms for departments are also provided. • Tradition of welcoming the new and the out going faculty with flowers and farewell party and gifts sharing on retirement. • Special greetings individualized messages on special occasions. • Group insurance. • Health Centre Facility. • Laptops for work • Gym- physical fitness facility for the staff. • Yoga camps and sports activities for health fitness. • Ramp and special washroom for differently abled staff.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has an internal audit mechanism that comprises of Bursar, Superintendent (Accounts) and the funds' clerk of the college for funds, the accountant and Superintendent (Accounts) for government funds /grants.The PLA (People's Ledger Account) part of the fees received from the students is audited by Local Audit by the Finance Department of the UT Administration Chandigarh. It is done periodically to ensure proper utilization of funds for the welfare of the students. The last audit of PLA was carried out in the year 2016. External audit plays an essential role in verifying financial statements. External audit of the government is carried out by the audit team from the office of Accountant General, Punjab and UT Chandigarh once in three years and that of the funds is done by Resident Audit Officer, UT Chandigarh. It is done mainly for the grants/budget received from the government under the heads Office Expenses (Non-Plan) for Capital Revenue Expenditure, Other charges, Salary, Medical, Scholarship and Material Supplies plan for payment of salaries of the staff and purchase of items for the college respectively. The last audit was done in the year 2016 and there are no major or minor objections as per the audit report submitted by the AG audit team. The Compliance report related to it has been sent to the Accountant General, UT Chandigarh. The college receives funds from U.T Administration, Chandigarh and also gets financial resources from self-financing courses. It also receives grants from UGC and RUSA for various purposes. Moreover, it receives funds/fees from the students which are spent on student welfare activities. There is no deficit in the budget as it receives from the government. There is a provision of reserve fund/corpus in the institution. The college also maintains Cashbook, Stock Registers, Pasting files, utilization certificate wherever necessary, salary statement of staff (Teaching and non-teaching) Record of deductions i.e. GPF, GIS, NPS, ESI, PF etc. and also conducts monthly reconciliation of funds with the Central Treasury, U.T. Chandigarh.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Guru Harkrishan Educational Society	166800	Student Scholarship

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6.4.3 – Total corpus fund generated

166800

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Post Graduate Government College, Sector-46, Chandigarh	Yes	Panjab University, Chandigarh
Administrative	Yes	Post Graduate Government College, Sector-46, Chandigarh	Yes	Local Audit Chandigarh Administration and Accountant General Audit

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parent-Teacher Meetings held in the college plays a vital role to plan, execute and take necessary decisions for the overall development of the students and college. Meets were held twice during the session. Near about 128 parents registered themselves during the first Meet i.e. on Nov.10, 2018, and were apprised of the progress of their wards. On Feb.02, 2019 another Parent-Teacher Meet was held. 258 parents attended this Meet and interacted with the teachers.Parent auxiliaries facilitated countless positive changes in the institution. Parent-teacher Meetings were also organized for the Differently-abed students. • Meeting aimed to facilitate parents in knowing their ward's specific strengths and weaknesses in individual subjects and generalizing their level of inter-curricular skills and competencies. It exchanges the first-hand information with the parents about the performance of the students regarding attendance, academic result and other general matters. • Motivational talk and Counselling. • Feed back forms had been filled by parents.

6.5.3 – Development programmes for support staff (at least three)

• Staff Meetings were held in the college on regular basis. • Sports activities were conducted. • Yoga Classes had been initiated for establishing harmony between mind and body.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The institution took following steps for Quality Enhancement, scholastic excellence and all-round development: 1. Recruitment of Faculty: The issue of vacant posts was taken up with the Director Higher Education, Chandigarh Administration on a priority basis. The college welcomed 03 UPSC recruited permanent faculty members in the subject of Physical Education and Political Science. 2. Inter-Departmental collaborations have been strengthened: Internal linkages among the Departments were encouraged. Seamless and effective collaboration could be witnessed through talks, extension lectures, seminars,

workshops, etc. that were conducted during 2018-19 thereby bringing a large number of students together. Initiatives to establish collaborative relations were taken up not only through academics but also through extra-curricular activities, field trips, the college magazine, e-newsletter, activities of the societies and cells, sports and games, NSS and NCC etc. Students of all postgraduate and undergraduate streams have been participating in various sport activities events. Besides, the college has been organizing Athletic Meet on an annual basis to promote solidarity among the students. Not only this, 'Teachers vs. Students' Cricket Matches and Tug of War competitions have also been organized. To provide an opportunity to the students of all streams to express their creative ideas and literary flights of fancy, the college magazine is published and the e-newsletter of the Department of English is brought out annually. To encourage the student's understanding about their relationship with the community, social and civic responsibility, improving leadership quality and above all, developing their social harmony skills, the college promotes participation by organizing festivals like Teej, Lohri, Havan, Sheree Sukhmani Saab Paath etc. Besides, through NCC and NSS, social harmony, human values, cooperation and community service are promoted. 3. Campus Development: Smart Class rooms, Computer labs with free wi-fi, licensed softwares, and comfortably furnished space have been provided to students for studying, Strengthened and consolidated academic disciplines, CCTV surveillance, High architectural quality measures have been initiated with a focus on sustainable design that positively contribute to the environment, Revamping of administrative office,Landscape architecture work is in progress, Wet and Dry Dustbins are in use, and amenities such as toilets, ramp, wheelchairs, etc. have been made available for the differently-abed students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Gender Equity and Womwn Empowerment	01/02/2019	01/02/2019	150	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

	0.29	

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Provision for lift	No	0
Ramp/Rails	Yes	8
Braille Software/facilities	No	0
Rest Rooms	Yes	8
Scribes for examination	Yes	8
Special skill development for differently abled students	Yes	8

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	12/06/2018	3	Medical Survey of Health	Health	20
2018	1	1	01/08/2018	15	Swachhta Pakhvada	Cleanliness and sanitation	150
2018	1	1	14/09/2018	1	NSS Day Rally	natioalism	95

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/05/2019	The institution follows up the code of conduct prescribed in its true spirit. Constant monitoring of the conduct of all parties involved in institutions functioning are accountable for the work done by them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachh Bharat Pakhvada	01/08/2018	15/08/2018	200

| Relief Fund for Kerela Flood victims | 21/08/2018 | 21/08/2018 | 200 |

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Maintenance of the installed Solar Plant ensured on a regular basis by Chandigarh Administration. 2. 100 percent use of low energy consuming LED lights. 3. Tree Plantation drives conducted on a regular basis. 4. No use of plastic inside the campus. 5. Rain water conservation through proper water channelization for the irrigation of botanical garden and other plants within the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Title of the Practice: Self Defence Goal: To facilitate self-growth, self-worth and actualization of potential of the girl students through one of the myriad ways of empowerment and safety. Context: It enables girls' safety and empowers them to carve their unique safe paths. Most girl students of the college come from relatively disadvantaged sections of the society, where awareness about the necessity of women's education is minimal. These students have experienced double marginalization – of being a woman and belonging to an under-privileged section of society. In these circumstances the college endeavours to do its best to reach out to each student and nurture her potential. The attempt is to draw out individual students to unfurl their wings, not only in academics but in extra-curricular activities as well. Apart from that, the college is sensitive to the needs of students belonging to diverse social, cultural, and regional backgrounds. The attempt is to create an atmosphere that is conducive to self-realization and self-evolution. The purpose is to develop a sense of safety and security a in modern changing scenario where girl students have to face various problems in day to day routine In order to respect diverse talents teachers go beyond learning and provide practical training to face the world by their active participation. They are engaged and given demonstrations. The college offers practical avenues and creates opportunities for sensitive issue life woman safety which is the need of the house. The teachers are appointed as mentors. Students also take up responsibilities and learn valuable lessons in teamwork and coordination. Many experts are also invited from outside as trainers, which helps to bring the best out of the students and train them. This bolsters their confidence and also opens their horizons wider. Practice- II • Title of the Practice: Drug De-addiction Goal: It goals to nurture the potential of students, enables them, empowers them to carve their unique paths in a drug free environment in today's stressful world. It helps to facilitate self-growth, self-worth and self recognition. Context: The principal goal of all education is to teach students to live in harmony with their own self as well as society. This involves an important process of nurturing young minds with the highest human values to become thoughtful, responsible and humane citizens. Pedagogy outside the classroom can be diversified into several interactive and productive activities to keep alive the learning process. Innovations and best practices in the form of workshops, seminars, talks or social outreach programme sharpen the analytical skills of students. One such best practice adopted in the current session by the college is drug de addiction move. This practice helps the students in growing within. It helps to cultivate a sense of social responsibility in the students towards their parents as well as society. They are the future citizens and must be protected from this kind of abuse to contribute to the development of the nation. Many students get their first real

experiences with substance use and abuse when they begin college. The freedom and ease of experimentation during college can be both exciting and scary, and there are plenty of myths and Drug addiction is a complex neurobiological disease that requires integrated treatment of the mind, body, and spirit. College students usually turn to drugs to deal with academic and peer pressure, relieve stress, forget their problems, and "fit in". Informational approaches include classroom lectures about the dangers of abuse, as well as educational pamphlets and other printed materials, and short films that impart information to students about different types of drugs and the negative consequences of use.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As per the Fundamental Right to Education, the college administration makes sure that even the students coming from the underprivileged sections of the society, who have low percentage in their last attended courses due to family and financial constraints, are given admission to the college. We understand that most of these students have to pick up jobs to make both ends meet and due to this they are not able to devote enough time to their academic pursuits. It then becomes our moral and ethical duty to give such students a chance to make their lives better through assistance in academic progression. The college strives to inculcate the spirit of service along with educational and developmental skills for students belonging to lower strata and economically deprived sections of the society. The college is committed to provide countless facilities as well as opportunities to the students from weaker sections to pursue higher education. The college has received recognition for its extension and accessibility to the deprived sections of the society. The college, even though it lies on the outskirts of the city, it provides ample scope of imparting education to the students residing in the adjacent slums and colonies inhabited by the economically weaker sections of the society. Our mission has firmly stood the test of time. It has stuck to the credo of quality education, desirable healthy environment, culturally rooted richness and dissemination of information and knowledge. The college strives for excellence in teaching at state, national and international level. Here, no segregation is done on the basis of class, creed and nationality. The finest example of this is that the local students get the opportunity to study and exchange the ideas with foreign students . All kinds of required measures are taken by the college for underprivileged students who deserve a better life. The awareness and education is the primary goal of the college towards the overall growth of its students.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

 1. To introduce new courses 2.To organize more academic events like workshops/seminars/conferences, etc. 3.To make the campus more eco-friendly 4.To encourage faculty for research projects 5. To plan the vision for the next five years 6. To prepare the Self Study Report 7. To enhance ICT enabled teaching 8. To pursue the matter of construction of hostel 9. To increase extension activities 10. To beautify the college campus 11. To introduce more Best Practices 12. To strengthen the Alumni Association