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# POST GRADUATE GOVERNMENT COLLEGE

**SECTOR-46, CHANDIGARH**

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# ANNUAL QUALITY ASSURANCE REPORT

**(INTERNAL QUALITY ASSURANCE CELL)**

**2013-14**

**Submitted To**





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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

**EC/33/463**

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

**1.Details of the Institution**

Post Graduate Government College

1.1 Name of the Institution

Sector 46

1.2 Address Line 1

Chandigarh

Address Line 2

Chandigarh

City/Town

U.T.

State

160047

Pin Code

gc46chandigarh@gmail.com

Institution e-mail address

09356734834

Contact Nos.

Dr.Gurjeet Kaur Mander

Name of the Head of the Institution:

0172-2678022

Tel. No. with STD Code:

09356734834

Mobile:

Name of the IQAC Co-ordinator:

Mrs. Harinder Kaur

09815606100

Mobile:

iqac46chd@gmail.com

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)\_\_\_\_\_CGCOGN11596 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EC/33/463 Dated: September 16, 2004

1.4 NAAC Executive Committee No. & date:

pggc46chd.com

1.5 Website address:

http://pggc46chd.com/Uploads/AQAR/2013-14.pdf

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B+ |  | 2004 | 16/09/04-15/09/09 |
| 2 | 2nd Cycle |  |  |  |  |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

20/03/2013

2013-14

**1.8 AQAR for the year*(for example 2010-11)***

1.9 Details of the previous year’s AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2008-09\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(24/12/2009)
2. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2009-10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(19/11/2010)
3. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2010-11\_\_\_\_\_\_\_\_\_\_\_\_\_\_(25/11/2011)
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2011-12\_\_\_\_\_\_\_\_\_\_\_\_\_\_(13/05/2014)
5. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012-13 \_\_\_\_\_\_\_\_\_\_\_\_\_(21/05/2014)

1.10 Institutional Status

University State Central Deemed Private

√

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

√

Type of Institution Co-education Men Women

√

Urban Rural Tribal

√

√

Financial Status Grant-in-aid UGC 2(f) UGC 12B

√

Grant-in-aid +Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

√

Arts Science Commerce Law PEI(Phys Edu)

√

TEI (Edu) Engineering Health Science Management

    Computer Applications

Others(Specify)

1.12 Name of the Affiliating University *(for the Colleges)*

Panjab University, Chandigarh

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

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Autonomy by State/Central Govt. / University

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University with Potential for Excellence UGC-CPE

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DST Star Scheme UGC-CE

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UGC-Special Assistance Programme DST-FIST

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UGC-Innovative PG programmes Any other (*Specify*)

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UGC-COP Programmes

**2.IQACComposition and Activities (2013-14)**

07

2.1No. of Teachers

02

2.2No. of Administrative/Technical staff

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2.3No. of students

2.4No. of Management representatives

01

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2.5No. of Alumni

2. 6No. of any other stakeholder and

--

community representatives

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2.7 No. of Employers/ Industrialists

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2.8 No. of other External Experts

2.9 Total No. of members

04

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loiouyr

10

2.10No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders: No. Faculty

22

333

06

04

04

Non-Teaching Staff Students Alumni Others

2.12Has IQAC received any funding from UGC during the year? Yes No

√

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If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

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--1

Total Nos. International National State Institution Level

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(ii) Themes

2.14Significant Activities and contributions made by IQAC

IQAC of PGGC 46, Chandigarh has been working hard at practical things. The main aim was to upgrade the existing infrastructure and to work upon the academic and co-curricular activities of the college. To give further impetus to the process of continuous improvement in all these areas, a number of initiatives were taken to help the staff and the students in their quest for education and learning. The following key objectives were highlighted: -

* Upgradation and Installation of more computers and other ICT facilities.
* Organizing more seminars/ workshops in various disciplines.
* Continuous monitoring of students performance and providing feedback to their parents / guardian.
* Taking steps to improve students’ attendance in class.
* Organizing educational trips.
* Functional alumni association
* Proactive anti-sexual harassment cell
* Facilities for differently abled students and staff.
* Organizing placement activities and interviews.
* Ensuring strict discipline.
* Motivate students towards community service through NCC/ NSS.
* To take steps for redressal of students and staff problems.
* To boost extension activities through different societies.

2.15Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| Annexure 1(Academic Calendar)  Annexure 2 (Calendar of Activities) | Annexure 3 (Annual Report 2013-2014) |

*\* Attach the Academic Calendar of the year as Annexure.*

2.15Whether theAQAR was placed in statutory body Yes No

√

Management Syndicate Any other body

√

Provide the details of the action taken

Placed before the Advisory Council of the College and Suggestions incorporated

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | -- | -- | -- | -- |
| PG | 01 | -- | -- | -- |
| UG | 03 | -- | 01 | ASP,PDP, FEN |
| PG Diploma | -- | -- | -- | -- |
| AdvancedDiploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | -- | -- | -- | -- |
| Others | -- | -- | -- | -- |
| **Total** | 04 | -- | 01 | 03 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 01 |  |  |  |
| Trimester | -- |
| Annual | 03 |

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√

1.3Feedback from stakeholders\*Alumni Parents Employers Students

***(On all aspects)***

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√

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Mode of feedback: Online Manual Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus followed is strictly as prescribed by the Panjab University. However no change in any subjects was introduced during 2013-14

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 48 | 21 | 25 | 02 | -- |

2.1 Total No. of permanent faculty

24

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| - | - | - | 04 |  |  |  |  |  | 04 |

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

21

20 ADDED

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 33 | 51 | 08 |
| Presented papers | 30 | 62 | 05 |
| Resource Persons |  | 010 | 02 |

2.6Innovative processes adopted by the institution in Teaching and Learning:

Smart Classrooms, PDP Classes, Inflibnet Membership, UGC Network Resource Centre, PPT Presentation, Industrial Visit, Quiz, Group Discussion, Case Studies.

218

2.7Total No. of actual teaching days

During this academic year

2.8Examination/ Evaluation Reforms initiated by

Photocopies, Double Valuation

the Institution(for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

06 33333030

2.9No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

75%

2.10Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division | | | | | |
| **Distinction %** | **I** | **II** | **III \*** | **Pass % (College)** | **Pass % (University)** |
| B.A I | 651 | - | 37 | 89 | 86+136 | 53.45 | 45.62 |
| B.A. II | 313 | - | 29 | 111 | 64+63 | 85.30 | 64.94 |
| B.A III | 291 | - | 42 | 101 | 47+62 | 73.88 | 69.20 |
| BCA I | 35 | - | 07 | 04 | 00+06 | 48.57 | 39.55 |
| BCA II | 15 | - | 06 | -- | 00+05 | 73.33 | 81.97 |
| BCA III | 31 | - | 24 | 03 | 00+04 | 100.00 | 85.21 |
| B.COM I | 150 | - | 44 | 57 | 02+35 | 92.00 | 55.56 |
| B.COM II | 142 | - | 53 | 46 | 02+25 | 88.73 | 74.31 |
| B.COM III | 139 | - | 113 | 24 | -- | 98.56 | 96.66 |
| M.COM I | Result Awaited |  |  |  |  |  |  |
| M.COM II | Result Awaited |  |  |  |  |  |  |
| B.A II(Hons) | Result Awaited |  |  |  |  |  |  |
| B.A. III(Hons) | 47 |  | 13 | 17 | 06+11 | 97.87 | NA |

\*refers to students with less than 50% marks and compartment.

2.12How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Strict discipline so that students attend classes regularly, Two House Examinations (September & December), regular assignments and assessment of students

2.13Initiativesundertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | 06 |
| UGC – Faculty Improvement Programme | 05 |
| HRD programmes | 02 |
| Orientation programmes | 01 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 06 |
| Summer / Winter schools, Workshops, etc. | 19 |
| Others | 03 |

2.14Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 49 | 13 | 36 | 13 |
| Technical Staff | -- | -- | -- | -- |

**Criterion – III**

**3.Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Staff encouraged to write and present research papers, take up research projects and attend seminars and conferences.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  | 01 | -- |  |
| Outlay in Rs. Lakhs |  | 3,66,300 | -- |  |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  | 01 | -- | 01 |
| Outlay in Rs. Lakhs |  | 82,000 | -- | 2,00,000 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 08 | 16 |  |
| Non-Peer Review Journals | 04 | 07 |  |
| e-Journals | 04 | 01 | 01 |
| Conference proceedings | 08 | 12 | 04 |

3.5 Details on Impact factor of publications:

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Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | Received |
| Major projects | 3 | UGC | - | - |
| Minor Projects | 18 months | UGC | - | - |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Projects sponsored by the University/ College | -- | -- | -- | -- |
| Students research projects  *(other than compulsory by the University)* | -- | -- | -- | -- |
| Any other(Specify) | -- | -- | -- | -- |
| Total | -- | -- | -- | -- |

3.7 No. of books published) With ISBN No Chapters in Edited Books

41

11

05

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

--

UGC-SAP CAS DST-FIST

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DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

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INSPIRE CE Any Other (specify)

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3.10 Revenue generated through consultancy

3.11No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number | 02 | 01 | -- | -- | -- |
| Sponsoring agencies | Psychology- Indian Psychological Science congress  Hindi-Ayodhya Shodh Sansthan | Punjabi- Punjabi Sahitya Academy,Ludhiana |  |  |  |

06

3.1 served as experts chairpersons or resource persons

03

11

--

02

3.13No. of collaborations International National Any other

01

35

3.14No. of linkages created during this year

3.15Total budget for research for current year in lakhs :

--

--

From Funding agency From Management of University/College

--

Total

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | NIL |
| Granted | NIL |
| International | Applied | NIL |
| Granted | NIL |
| Commercialised | Applied | NIL |
| Granted | NIL |

3.16No. of patents received this year

3.17No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 10 |  | 03 | 01 | 2 | 04 |  |

3.18No. of faculty from the Institution

--

who are Ph.D.Guides

and students registered under them

--

3.19 No. of Ph.D. awarded by faculty from the Institution

--

3.20No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

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JRF SRF Project Fellows Any other

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--

3.21No. of students Participated in NSS events:

200

50

University level State level

National level International level

07

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3.22No.of students participated in NCC events:

--

65

University level State level

National level International level

30

--

3.23 No. of Awards won in NSS:

30

--

University level State level

--

National level International level

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3.24 No. of Awards won in NCC:

--

University level State level

10

National level International level

06

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3.25No. of Extension activities organized

90

43

University forum College forum

61

14

24

NCC NSS Any other (Societies)

3.26Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* More than 100 NSS volunteers took part in **Run for Nation** at Sukhna Lake in the memory of 150th birth anniversary of Swami Vivekananda.
* 50 NSS volunteers are teaching the children of Jagatpura Slum free of cost for the inclusive growth of the society.
* Job Fest –Our College organized Job Fest on behalf of all the Chandigarh Government Colleges in which different reputed companies were invited to recruit the suitable candidates.
* AIDS Awareness workshop at village Ramdarbar
* NSS volunteers participated in pulse polio programme.
* Free health checkup camp at Ramdarbar
* Spreading awareness on Wear Helmet and obeying traffic rules in nearby sectors.
* Rally on pollution free environment .
* Community Hygiene and Sanitation Society visited shri satya sai baba old age home, sector 29, to know about their well being and problems and pledged to serve the needy and neglected section of the society.
* 45 volunteers of the college pasted posters and educated the youth about the need to abstain from drugs.
* 7-Day special NSS camp on the topic ‘Healthy Youth for Healthy India’.
* Two Blood Donation Camps were organized in association with GMCH-32 and PGIMER Chandigarh.
* Exhibition on Road Safety Rules was organized in collaboration with Chandigarh Police.
* Socio-economic survey of adopted village Ramdarbar.
* Celebration of Teej festival with residents of sector 46 Chandigarh
* Emergency panel of blood donors.

**Criterion – IV**

**4.Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 44515 | -- | Government | 44515 |
| Class rooms | 19 |  | Government | 19 |
| Laboratories | 09 |  | Government | 09 |
| Seminar Halls | 01 |  | Government | 01 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | -- | 04 | Government | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | --  --  -- | 30,00,000  2,25,272  8200 | Government  UGC  BCA | 32,33,772 |

4.2 Computerization of administration and library

Library is fully computerized

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books  Reference Books | 37737 | NA | 1298 | 477937 | 39035 | NA |
| e-Books | -- | -- | -- | -- | -- | -- |
| Journals |  |  | 30 | 31488 | 30 | 31488 |
| e-Journals | N-List Membership ( Rs. 5000) | | | | | |
| Digital Database | Membership | | | | | |
| CD & Video | 11 | 6316 |  |  | 11 | 6316 |
| Others (specify)  Magazines  Newspaper |  |  | 43  17 | 40751  18300 | 43  17 | 40751  18300 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 175 | 4 | Leased line & Wi fi connection | 2 | 1 | 1 | 22 | -- |
| Added | 10 | -- | -- | -- | -- | -- | -- | -- |
| Total | 185 | 04 | Leased line & Wi fi connection | 2 | 1 | 1 | 22 | -- |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

UGC Network Resource Centre, Multimedia Room, Smart Classrooms, Library, Free Computer Classes for students and teachers.

4.6Amount spent on maintenance in lakhs :

3,18,094

i) ICT

Engg.Dept.

ii)Campus Infrastructure and facilities

84,345

iii) Equipments

--

iv) Others

4,02,439

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Efforts made by the institution for tracking the progression

1. Developing quality parameters for various academic & administrative activities of an institution.
2. Organizing orientation workshops, seminars on various themes for promoting awareness.
3. Assigning of duties like Anti Stress, Anti Ragging, Training & Placement Cell
4. Needy Students offered fee concession, free books, stationary, scholarships etc
5. Feedback from students.
6. Regular meetings with the faculty, students and parents.
7. Two house examinations in the month of September and December are held every year to track the progression of the students.

5.2 Contribution of IQAC in enhancing awareness about Student Support Services

|  |  |  |
| --- | --- | --- |
| **Support Services Sr. No.** | **Type Of Services/Facilities** | **Nature Of Support Services** |
| i | SC/ST, OBC & economically weaker students | i. Scholarship  ii. Free stationary  iii Full & Half fee- concession  iv Free Remedial Classes  v Reservation at the time of Admission |
| ii. | Slow Learners | i Remedial Classes  ii. Special Lectures |
| iii. | Exposures of Students | Seminars   * Resume writing * Personal Skills * Group discussions   Power point Presentations   * Interview skills * Mock interviews |
| iv | For students with Physical Disabilities | i Fee concessions  ii Established Enabling Unit  iii conducted workshops at training centres for disabled students |
| v. | Publication of Student Magazines | Annual Magazine  Publication named “Amaranth” for session 2013-14 & 2014-15. |
| vi | Facilities for PG students | i. 45 days training programme with corporate houses, banks& business houses  ii Submission of Project Reports |
| vii. | Youth Festival | Zonal, Inter Zonal and Inter Varsity. |
| viii. | Health Care | i.Medical Camp  ii. Eye Camp  iii. Blood donation camp |
| ix. | Skill development programme | i.Classes on personality development |

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1819 | 85 | - | - |

5.3 (a) Total Number of students

343

(b) No. of students outside the state

19

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 19 | 100 |

|  |  |
| --- | --- |
| No | % |
| -- | -- |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1399 | 272 | 56 | 28 | 08 | 1763 | 1567 | 276 | 41 | 12 | 8 | 1904 |

Demand ratio 1:1.92 Dropout(Rate) 13.13%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Free classes for NET/SLET coaching classes in Commerce, career counselling sessions.

410

No. of students beneficiaries

5.5 No. of students qualified in these examinations

07

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NET SET/SLET GATE CAT

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IAS/IPS etc State PSC UPSC Others

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5.6 Details of student counselling and career guidance

Students are given counselling by Career Counselling Cell (academic) at the time of admission while selecting subject combinations.

Regular Tutorial group meetings are held to guide the students on various issues.

Anti Sexual Harassment Cell and Grievance Redressal Cell actively counsels the students as and when problem arises.

Anti-Stress Helpline No. is displayed on the college website and also at various places on the campus.

Specially appointed counsellor gives personal counselling to the students.

Training Placement and Career Counselling Cell organizes career counselling in the form of Career Guidance Programme. Resume Writing, Personal Skills and Group Discussion, Vocational Training, and How to crack various entrance exams.

Training, Placement and Career Guidance Cell actively carries out several lectures, seminars and workshops for student’s welfare. Job fest is held annually.

380

No. of students benefitted

5.7Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 28 | 600 | 152 | 68 |

5.8Details of gender sensitization programmes

1. Workshop on Gender Equity on 27th August 2013 regarding welfare of students
2. Workshop on Art of Living was organized by Gender Equity Society.

**5.9Students Activities**

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

--

12

310 310

No. of students participated in cultural events

State/ University level National level International level

--

16

240

5.9.2 No. of medals /awards won by students in Sports, Games and other events

19

--

02

Sports : State/ University level National level International level

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--

36

Cultural: State/ University level National level International level

5.10Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | 232 | 315900 |
| Financial support from government | 22 | 317450 |
| Financial support from other sources | 08 | 30360 |
| Number of students who received International/ National recognitions | 02 | -- |

5.11Student organised / initiatives

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Fairs : State/ University level National level International level

03

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Exhibition: State/ University level National level International level

28

5.12No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_\_\_\_yes\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:** The motto of the college ‘Light is Life’ ignites the fire within, aiming at comprehensive and value-based learning system for academic excellence, development of skills, character building and the holistic development of the students.

**Mission:**

* To provide quality education.
* To nurture team spirit and instil the sense of discipline and responsibility.
* To uphold and sustain the ideals, ethics and morality.
* To sensitize youth towards comprehensive social concerns, gender and environmental issues.
* To enrich the students with new ideas, concepts and debates for polishing the multi-faceted artistic abilities and learning.
* To bring forth mature and diligent citizens with pre-eminent qualities of head and heart and a sound grounding in history and culture.
* To prepare the students to face the outside challenging world.

6.2Does the Institution has a management Information System

Internal arrangements have been made by the institution for management of information. Financial planning is done, admission and examination records of all the students are maintained, and term examination marks are uploaded on Campus Solution. Term wise syllabus of all the subjects is also uploaded and updated on the college website.

6.3Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

By selecting proper educational methods that most likely achieved the educational objectives. Design, Develop, Implement, Monitor, Evaluate, Review were the strategies on which institution worked.

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6.3.2 Teaching and Learning

For enhancing teaching and learning the use of media had been adopted by the institution. Media includes group discussions, presentations, seminars, film clips, online projects, magazine reading etc.

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. Group tutorials and extra-curricular programmes.

6.3.3 Examination and Evaluation

Conduct of term end examinations and house tests on timely basis. Introduction of special tests for weak students and special classes for weak students. Time to time students are informed about their attendance and parent teacher meeting is held so that the parents may come to know the performance of their wards.

6.3.4 Research and Development

Teachers and students encouraged to undertake further research to present, write papers, attend local, national and international seminars/conferences/workshops. Maintaining and improving nationally and globally recognized programs/projects that involve research and development, developing new labs, UGC Research centre etc. were the initiatives taken by the college in improving research and development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Infrastructure / Instrumentation- Adequate number of spacious classrooms and well equipped labs, seminar hall with audio-visual facilities, well furnished multimedia hall, UGC network resource centre, girls’ common room, playgrounds with all possible outdoor sports facilities, indoor games facilities, fire fighting facilities and well maintained gardens.

ICT-Smart classrooms in the college enable online teaching to the students.ICT enabled multimedia centre UGC Network Centre. The college website provides full-fledged materials in PPTs on all the subjects which enable the students to access, download and study independently around the clock. There is a separate committee for promotion of research besides UGC committee and IQAC.

Library-Spacious and fully computerised library with ever increasing holdings, user friendly and comprehensive library services, complete automation of library services and INFLIBNET membership.

6.3.6 Human Resource Management

Group meetings so that teachers/employees can share ideas and develop a sense of ownership over their jobs and institution. E-Learning courses and online training had been introduced for gaining in self confidence and knowledge. Anti Ragging helpline, Grievance cell, Anti Sexual Harassment cell, Self Defence Training for girls were some of the initiatives taken up for human resource management.

6.3.7 Faculty and Staff recruitment

Publishing online the vacancies and the recruitment process on the college website and in the daily newspapers. Arrangement of subject experts for conducting interviews as per government rules and regulations wherever permitted.

6.3.8 Industry Interaction / Collaboration

Field visits and multinational company visits were arranged so that the students can explore themselves with the outside environment. Banks, corporate companies kept on visiting college for seminars, workshops etc for the benefit of students

6.3.9 Admission of Students

1. BCA I, B.Com I – Centralized Admission.
2. B.A I on the spot admission.
3. M.Com admission on the basis of merit.
4. Arrangement of fee counters at different places in the campus
5. Student support desks were arranged so that the student may not face any difficulty in getting knowledge of the college or subject combinations.
6. Career counselling and guidance committee to help the students during admission process.

|  |  |
| --- | --- |
| Teaching | As per govt. Schemes |
| Non teaching |
| Students | Scholarships, book bank, NSS, NCC & Sports |

6.4Welfare schemes for

--

6.5Total corpus fund generated

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√

6.6 Whether annual financial audit has been done Yes No

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit Type | External | | Internal | |
| Yes/No | Agency | Yes/No | Authority |
| Academic | No | -- | No | Principal |
| Administrative | No | -- | no | Principal |

6.8 Does the University/ Autonomous College declares results within 30 days?

√

For UG Programmes Yes No

√

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

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6.11 Activities and support from the Alumni Association

Regular alumni meet is held. Alumni play a proactive role in welfare activities like blood donation, eye donation etc. Alumni helps in promoting the welfare, development of the college and provides an opportunity for alumni to associate with each other and the college.

6.12 Activities and support from the Parent – Teacher Association

The role of PTA was to support the college in ways that enhance the cultural life of the college and benefit the students. PTA was organized so that the parents come to know about their wards performance and absenteeism.

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6.13 Development programmes for support staff

1. Computer Training
2. Health fitness
3. Yoga Classes

6.14Initiatives taken by the institution to make the campus eco-friendly

* Declaring campus plastic free.
* No smoking zone.
* Management of canteen waste and fallen leaves by converting them into vermi compost.
* Maintaining herbal garden and educating students about their uses.
* Green house and water shed management
* Energy conservation through proper use of electricity and electronic items.
* Sensitizing students on use of Renewable Energy
* Efforts for carbon neutrality through planting more trees
* Plantation - To arrest the depleting ozone layer and global.
* E- Waste Management - Due to the advancement of technology the old technology has become obsolete and there is the need for E- Waste Management

1. The college has donated the old computers to DPI schools
2. The institution had also reused the equipments which have become obsolete after slight modifications to the original functioning equipment.

The institution is trying maximum to make reuse of old equipments as these cannot be recycled

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

1. Job Fest: 17 companies from various sectors including banking, Accounting, Retailing & Insurance Sectors participated in the Job Fest.

2. I T Fest

3. Free coaching computer classes for govt. school students

4. Personality Development Programme: A 100 hour Personality Development Programme for final year students was conducted to train the students not only in personality development but also in soft skills, group discussions, public speaking, interviews and presentation skills.

5. Yoga classes

6. Vocational Training Programme: Under the Skill Development Initiatives scheme of Central Govt. of India, Tally Programme was started in December 2013 with 30 students on rolls to provide job opportunities in the field of accounting profession.

7.2Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year

1. Societies Duty list (Annexure 5)
2. Annual Duty List (Annexure6 )
3. List of Tutorial Groups (Annexure 7)

7.3Give two Best Practices of the institution*(please see the format in theNAAC Self-studyManuals)*

1. Entrepreneurial Development Programme (Annexure 8 )
2. JOB FEST ((Annexure 8 )

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4Contribution to environmental awareness / protection

* ‘Jadi-Booti Diwas’ was organized by Patanjali Yog Trust, Chandigarh and Bharat Swabhiman (N.G.O.)
* An Environment Awareness rally.
* Talk on "Tourism and Protection of Water"
* A Quiz and a Slogan Writing Competition conducted by Northern Institute of Management Association (NIMA)
* An Intra-College Declamation Competition on three themes: Water is Life; Decline in Human Values and Status of Differently Abled in Society
* A talk on Environment Conservation
* An Intra-College Poster Making Competition on the theme ‘Environment Protection’

7.5 Whether environmental audit was conducted? Yes No

√

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS OF THE INSTITUTION

STRENGTH:-

* NETSLET classes for SC/ST’S/OBC’s/BPL/Minorities/Women
* Success in academic, cultural, sports activities
* Societies to promote scholastic excellence as well as moral values
* Smart class rooms and Power point presentation teaching methods
* Wi- fi enabled campus
* Green House
* Herbal Garden
* Computerized library
* Inflibnet membership
* UGC Network resource centre, College Auditorium
* Enabling Unit for differently abled students
* Scholarships and books from Book bank for the needy students
* PG Course M. Com
* Student participation in college Administration through student Council

WEAKNESSES

* More Major/Minor Research projects need to be submitted
* No Departmental Libraries, Inadequate infrastructural facilities
* No student centre
* No Hostel accommodation
* Parking facilities
* To cultivate better communication between colleges
* To improve technology

OPPORTUNITIES

* Better research avenues for staff and students
* Laptops for entire staff
* PG Courses in several other subjects.
* To increase ICT facilities
* To start science classes
* No of books/journals/periodicals/news papers can be increased in the library
* To get more funds from the UGC

THREATS

* Completion of Science Block
* To complete civil works
* More funds and grant from UGC and other Bodies
* Hostel accommodation on the campus
* Lift for differently abled students
* Herbal Garden
* Completion of Science Block
* To complete civil works
* More funds and grant from UGC and other Bodies
* Hostel accommodation on the campus
* Lift for differently abled students

8.**Plans of institution for next year**

Academic Calendar 2013-14 (Annexure9)

Proposed Calendar of activities for 2013-2014 (Annexure 10)

***Name MS. HARINDER KAUR Name DR.GURJEET KAUR MANDER***

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*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

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