# Annual Quality Assurance Report (AQAR)
# 2017-18

# Gopichand Arya Mahila College, Abohar

(Under DAV College Managing Committee, New Delhi)
(Affiliated to Panjab University, Chandigarh)

College Track ID: PBCOGN21325

**Submitted online to**

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,
Bengaluru - 560 072 India

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

***(For Affiliated/Constituent Colleges)***

## Part – A

**Data of the Institution**

*(data may be captured from IIQA)*

**1.** Name of the Institution GOPICHAND ARYA MAHILA COLLEGE

- Name of the Head of the institution : DR. REKHA SOOD HANDA
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 01634 220264 / 220887
- Mobile no.: 94171 73591 / 98727 33227
- Registered e-mail: gcamabh@gmail.com
- Alternate e-mail : rekhasud@yahoo.com
- Address : DAV CAMPUS, HANUMANGARH ROAD
- City/Town : ABOHAR
- State/UT : PUNJAB
- Pin Code : 152116

**2.** Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Women
- Location : Semi-urban
- Financial Status: Grants-in aid / UGC 2f and 12 (B)
- Name of the Affiliating University: Panjab University, Chandigarh
- Name of the IQAC Co-ordinator : Dr. Aarti Kapoor
- Phone no. : 01634 220264
- Mobile: 9988028226
- IQAC e-mail address: gcamabh@gmail.com
- Alternate Email address: adarshaarti@gmail.com

**3.** Website address: www.gcamabohar.org.in

Web-link of the AQAR: (Previous Academic Year): 2016-17

http://www.gcamabohar.org.in/wp-content/uploads/2017/12/AQAR-2017.pdf

**4.** Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://www.gcamabohar.org.in/courses/academic-calendar/

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---|---|---|---|---|
| 1st | A | 3.01 | 2016 | from:05/12/2016 to: 04/11/2021 |
| 2nd | | | | from: to: |
| 3rd | | | | from: to: |
| 4th | | | | from: to: |
| 5th | | | | from: to: |

6. Date of Establishment of IQAC: DD/MM/YYYY: 05/12/2016

7**.** Internal Quality Assurance System

| 7.1 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 |
| Meetings of IQAC are held regularly. During the academic session 2017-18, four meetings of IQAC were held and Minutes were uploaded on the NAAC link as well as on College Website | 29/08/2017<br>21/12/2017<br>12/04/2018<br>31/05/2018 | 14<br>15<br>14<br>11 |
| A functional IQAC was constituted on 05/12/2016 as per guidelines provided by NAAC & the first Annual Quality Assurance Report (AQAR) was submitted online in the month of December 2017. Later on a Hardcopy was also submitted to NAAC | 30/12/2017 for the session 2016-17 | The College Fraternity |
| An agreement was signed for the take off / purchase of e-waste – Annexure 1 | 15/07/2017 (for one year) | The College Fraternity |

***Note*: Some Quality Assurance initiatives of the institution are:**
***(Indicative list)***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

**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 |
|---|---|---|---|---|
| Department of Punjabi | Seminar Grant | ICSSR | 2017-18 | 90,000/- |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC - Annexure 2

**10.** No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. Yes

Third Meeting held on 31/08/2017

Fourth Meeting held on 21/12/2017

Fifth Meeting held on 12/04/2018

Sixth Meeting held on 31/05/2018

**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)

- Two new PG courses, M.A. Punjabi & M.Com. were started in 2017-18 as permission was granted to start these courses after the inspection by Panjab University.
- Keeping in view the Academic Calendar and Curriculum, Course Plan Proformas designed by IQAC were filled by the faculty members. Filling up of such proformas in the beginning of the session undoubtedly gives everyone an opportunity to plan and act

to the best. Faculty members also filled Self-Appraisal Proformas designed by IQAC, mentioning their participation, achievements and contribution in all the spheres during the previous academic session.

- ICSSR sponsored one-day National Seminar was successfully organized.
- IQAC encouraged all the departments to organize various departmental activities and competitions.
- The effective functioning of IQAC made us proud by getting 57th Rank in the Best Arts Colleges of India on the basis of the Survey conducted by India Today Group.

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

**Plan of Action**

The institute strongly believes in imparting quality education to the students by inculcating qualities of head and heart, by preparing them to face the challenges of life, by providing them a congenial environment for holistic growth. Keeping in view the vision and mission of the institute, IQAC chalked out the plan of quality enhancement by empowering students:

- Quality Education
- Empowerment of Women
- Inclusive Education

| Activity | Responsible Centre |
|---|---|
| • **Quality Education**<br>• Installation ceremony of the office bearers of various clubs and societies to inculcate the qualities of leadership among students. | Discipline Committee, Red Cross Society, Red Ribbon Club, Youth Welfare Department, Arya Yuva Samaj |
| • Tree plantation drive to save environment | NSS Unit |
| • Continuation of 'Swachhta hi Seva' Abhiyaan | NSS & NCC Unit |
| • Havan Yajnas will be perfomed on important occasion to seek divine grace | Arya Yuva Samaj |
| • Bhajans, Shabads, DAV Gaan and National Anthem will be recited during various events | Department of Music |

| | |
|---|---|
| • **Empowerment of women**<br>• Extension lectures and seminars to guide students regarding their placement<br>• Personality development camp, extension lectures on moral values, Vedic and moral education tests<br>• First week of March is to be celebrated as Women Empowerment Week<br>• A workshop cum Exhibition to empower the students in the field of fine arts.<br>• An awareness camp regarding Rights as a Voter<br>• An event on Beti Bachao Beti Padhao<br>**Inclusive Education**<br>• To support students to learn, participate and contribute in all aspects of life, to prepare them to face the challenges of life and becoming useful members of the society<br>• Celebration of important days by organizing seminars / poster making / slogan writing / declamation contests. | Career & Councelling Cell<br><br>Department of Punjabi & Sanskrit<br><br>Department of Hindi, Home Science & Computer Science<br><br>Department of Home Science & Fine Arts<br><br>Legal Literacy Club<br><br>Department of Fine Arts with other departments<br><br>Concerned Department<br><br>Concerned Department |

**Achievements / Outcomes**

- **Quality Education**

The institute helps students to realize their goals in life by developing their personalities from all the dimensions. The inaugural Havan Yajna was performed to start the session with divine blessings. Events like Tree plantation drive, Nukkar Natak "Vahngi" and Swachhta Abhiyan inclucated a sense of social responsibility among students. Events like Personality Development Camps help them grow morally. Office bearers and volunteers

of different Committees, Clubs and Societies performed their duties to the best and developed the qualities of leadership and management. They availed the given opportunities to the best of their abilities and proved a great asset.

- **Empowerment of Women**

  The instiutute strongly lays emphases on women empowerment as investing in women by imparting higher education can unlock human potential on a transformational scale. Extension Lectures and Seminars were organized by various departments and Career Counselling cell. To strengthen the character, Moral and Vedic Education tests were conducted. The first week of March was celebrated as Women Empowerment Week. During this week various events like Mahila Jagriti Rally, Cooking classes, Computer classes and competitions of Essay Writing, Poster making, Slogan writing, Poem recitation etc, were organized. The Department of Hindi with support of other departments celebrated this week as 'Veerangana Shakti – Astitva ke Ehsaas Ki'. Legal Literacy Club organized an awareness camp in which rights as a voter were discussed in detail. The department of Fine Arts with department of Home Science organized a seven-day Art and Craft workshop and exhibition on the theme – 'Karmika – a step towards self esteem'. An on-line national painting competition on the theme 'Beti-Bachao-Beti Padhao' was also held and this inititative was highly appreciated.

- **Inclusive Education**

  The instutute provides ample opportunities to the students to grow by providing atmosphere conducive to all round development. Talent Hunt was organized. Days of historical / national / international importance were celebrated i.e. Red Cross Day, World Aids Day, NCC Day, National Unity Day, Sports Day, Hindi Divas, International Day of Yoga, Rishi Bodh Utsav etc. Besides this, there is a long list of events and activities conducted at college level. Our Yoga Champions won I Position at International Level, Our NCC Cadets bagged 23 Medals. Our students won 20 prizes in Zonal Youth Festival. Our students attended a seminar on Drug Abuse in which 'Drug Abuse Prevention Officers' (DAPO) were appointed. Students participation and achievements in such activities actually play a vital role in preparing them to face the challenges of life.

**14.** Whether the AQAR was placed before statutory body? No

Name of the Statutory body: N/A Date of meeting(s): N/A

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? **No** Date: N/A

**16.** Whether institutional data submitted to AISHE: Yes

Year: 2017-18

**17.** Does the Institution have Management Information System?

**Yes**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

The institute has a Management Information System. The Management Information System includes top management i.e. DAV College Management Committee, New Delhi and Local Managing Committee as well. DAV College Managing Committee, New Delhi is one of the largest Non-Govt. Managements running many educational institutions imparting quality education. From time to time, information regarding achievements and challenges of the institute is shared with DAV CMC, New Delhi. Sending Annual Report to the management is a regular feature. The Local Managing Committee comprising members also plays a vital role as important issues like budget allocations, future plans etc. are discussed and certain decisions are taken in such meetings as well. The members of the LMC are invited to attend the college events and activities. They grace the occasions with their presence to the college authorities. Their valuable suggestions are appreciated and implemented. The Principal is the live link with top Management, Local Managing Committee and faculty members and students.

- The college works under the aegis of central body, DAV College Managing Committee, New Delhi. This being one of the best organizations in the country where an environment of high standards in all aspects prevails. The central management holds regular meetings with the Principals alongwith other members of general body termed as General Body Meeting. The agenda of the meeting is to enable Principals and other members to go through the details and discuss any point during meeting if desired.
- The guidelines on various decision making processes are also provided by the central management through Director (Colleges), General Secretary & President of the management time to time through correspondence.
- Dynamic in leadership and progressive in vision management provides guidelines for the short term and long term administrative affairs of the institution by keeping constantly in touch with the Principals through e-mails, meetings and contact programme.
- Principal and staff members with all their integrity abide by the guidelines of the central management to ensure smooth functioning and healthy growth of the college.

**The Local Management**

- Local Management termed as Local Advisory Committee consists of Chairman, Principals of DAV institutions in campus, renowned social activists, benevolent donors,

members of the founding family of the college, Doctors, Arya Samajis, Entrepreneurs and two elected members of staff. The team of three years is the timeline and after three years if required few necessary changes are made in consultation with the Chairman.

- Local Advisory Committee is the governing body of the institution at local level. The regular & importance of this body is budget meeting, that is held every year to check and pass the annual budget of the college before the end of financial year.
- Chairman & members of the committee also meet time to time to discuss plan for appointments, organizing functions and to help and guide institution for rapid growth and progress.
- The minutes of the Local Advisory Committee are always forwarded to DAV College Managing Committee for information and approval.
- Chairman and members of Local Advisory Committee are invited to all the important functions of the college.

**Principal and Faculty**

- The Principal of the institution is at the pivotal position in the college. The directive and guidelines of the managements are well conveyed to the faculty by the Principal. The long term plans and short term plans are charted out and executed effectively and goals are achieved through collective efforts.
- The college works under the guidelines and bye laws of university. Principal ensures that all statutes and regulations of the university are observed in the functioning of the college.
- The college avails sincere services of the dedicated members of the faculty who provide collective leadership as Dean Student Welfare, Dean Academic Affairs, Dean Youth Welfare Department, Dean Discipline Committee and Co-ordinators of various Study Centres and Cells of college. The members of Advisory committee consisting of senior staff members and academic council consisting of Head of the department also play pivotal role in planning activities, maintaining standards of the college and ensuring healthy work environment for rapid growth of the college.

# 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

The institution has the mechanism for well planned curriculum delivery and documentation. IQAC has designed a 'Course Plan Proforma' which is provided to all the faculty members before the commencement of classes i.e. during admission days. On the basis of latest curriculum and latest academic calendar, they have to fill up this proforma and submit to the Co-ordinator, IQAC. This proforma is designed in such a manner that the faculty members have to plan the month-wise curriculum coverage. They also have to mention the teaching methods, they will be using while teaching. Then another important column to be filled is about the learning of the students. Thus, teaching-learning process is planned beforehand to make it effective and student-centric. Keeping in view the academic calendar, month-wise, tentative allocation of periods is also to be mentioned, thereby giving a clear idea of course to be covered. It definitely provides an opportunity to both the teacher and the taught to have sufficient time for interactions, group discussion and inquiry based learning etc. Proper time is given to the students for assignment preparation. After the evaluation of assignments and other tests, revisional and useful tips are given from the examination point of view. This course plan also helps to maintain uniform pattern in all the sections of compulsory subjects. Timely self-checking of this filled course plan proforma helps to cover the curriculum well in –time which is beneficial for the students. They definitely get time to clear their doubts and queries. They are quite confident at the time of examination.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|---|---|---|---|---|
| -- | -- | -- | -- | -- |

### 1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
|---|---|---|---|
| M.Com. | July 2017 | M.A Punjabi | July 2017 |

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 | **UG** | **PG** | Date of implementation of CBCS / Elective Course System | **UG** | **PG** |
|---|---|---|---|---|---|
| -- | -- | -- | -- | -- | -- |
| Already adopted (mention the year) | | | | -- | -- |

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

| | Certificate | Diploma Courses |
|---|---|---|
| No of Students | -- | -- |

### 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 |
|---|---|---|

| | | |
|---|---|---|
| -- | -- | -- |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| -- | -- |

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| Yes | Yes | Yes | Yes | Yes |

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

The purpose of taking feedback from all the stakeholders is to improve the functioning of the institution. Though the GCAM family does its best at all levels yet we strongly believe that there is always scope for further improvements. With an objective to make an assessment of the teaching-learning process, evaluation system, student support services and other facilities provided to students, feedback proformas are given to them to gather feedback regarding the overall functioning of the institution. This feedback proforma comprises 4 questionnaires based on feedback on (i) courses (ii) teachers (iii) overall evaluation of Programme and Teaching (iv) overall rating. After getting feedback proformas back, analysis is made on the basis of remarks given by them. This feedback is analysed and discussed and corrective steps are applied wherever necessary. The findings are quite positive till date as majority of the students appreciate the overall ambience of the institution. Besides the positive outcomes of teaching-learning process, they give positive remarks to the fair evaluation system. They are satisfied with the support services like library facilities, co-curricular activities, interaction with faculty and administration as and when needed. Majority of them have expressed that they are not only intellectually enriched rather they find themselves fully equipped and empowered to face the challenges of life. Formal as well as informal feedback is gathered from other stakeholders as well. Feedback from employers and teachers is gathered during the meetings formally and informally from time to time. Feedback from the Alumni is also gathered during their visits to college in functions like Prize distribution, Convocation etc. There are certain students on rolls whose mothers are the Alumni of the college. This clearly reflects their trust in the college – the best in the area. Informal feedback is gathered from the parents also either they are invited to attend the college events or when they are contacted personally to discuss the performance of their ward. The feedback obtained from all stakeholders is being analysed and utilized for the overall development of the institution. On the basis of such feedback and suggestions, this year two new PG programmes – M.A. Punjabi and M.Com. are introduced. The valuable opinion and suggestions of all the stakeholders are considered and implemented as and when it is feasible. Keeping such suggestions in view we are planning to start some vocational courses from the coming session. Thus feedback is a common but powerful tool that actually gives us direction to move ahead in the right manner.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

**2.1. 1 Demand Ratio during the year**

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|---|---|---|---|
| B.A – Sem I | No Limit | 358 | 358 |
| B.A – Sem III | No Limit | 328 | 328 |
| B.A – Sem V | No Limit | 370 | 370 |

| | | | |
|---|---|---|---|
| B.Com. Sem I | 70 | 49 | 49 |
| B.Com. Sem III | 70 | 44 | 44 |
| B.Com. Sem V | 70 | 67 | 67 |
| BCA – Sem I | 80 | 08 | 08 |
| BCA – Sem III | 80 | 08 | 08 |
| BCA – Sem V | 80 | 17 | 17 |
| B.Com (Hons) Sem III | -- | 21 | 21 |
| B.Com (Hons) Sem V | -- | 44 | 44 |
| B.A. English(Hons) Sem III | -- | 22 | 22 |
| B.A. English(Hons) Sem V | -- | 14 | 14 |
| B.A. Punjabi(Hons) Sem III | -- | 26 | 26 |
| B.A. English(Hons) Sem V | -- | 08 | 08 |
| MA English – Sem I | 60 | 46 | 46 |
| MA Economic – Sem I | 60 | 35 | 35 |
| MA Punjabi – Sem I | 60 | 31 | 31 |
| M.Com. – Sem I | 40 | 23 | 23 |
| MA English – Sem III | 60 | 45 | 45 |
| MA Economics – Sem III | 60 | 26 | 26 |
| PGDCA | 30 | 04 | 04 |

**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 full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017-18 | 1249 | 210 | 31 | -- | 12 |

**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 | Number of | ICT tools and | Number of ICT | Number of | E- |
|---|---|---|---|---|---|

| teachers on roll | teachers using ICT *(LMS, e-Resources)* | resources available | enabled classrooms | smart classrooms | resources and techniques used |
|---|---|---|---|---|---|
| 43 | 35 | Smartboards<br>Projectors<br>Wi-Fi connectivity<br>Computer Labs<br>Network Resource Centre | 04 | 02 | N-List Access and Open Access Educational Resources and utilized to the maximum |

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

IQAC contributes a lot to improve teaching-learning process by adopting a number of measures as part of the mentoring system. The faculty members prove good mentors as they take the process of mentoring the students with a sense of responsibility. They encourage the students to empower their own strengths, beliefs and personal attributes. The faculty members are always willing to share their skills, knowledge and expertise. By taking personal interest and by demonstrating positive attitude, they act as positive role models. The faculty members listen to them patiently and carefully first, then ask and afterwards the process of counselling or giving advice takes place. This indeed, leads to a good mentor-mentee relationship which establishes a congenial environment. Besides this, every curricular and co-curricular activity of the institution focuses the students as they are our greatest asset. The students are guided, motivated and are made to develop positive thinking to enable them to face the challenges of life. Every necessary effort is made by the faculty to develop their skills of interactive learning, collaborative learning and independent learning. Before the commencement of the classes, on the basis of Academic Calendar provided by Panjab University, Chandigarh, every faculty member prepares the teaching plan and it is ensured that the syllabus is completed during the stipulated period of time. The faculty members, being mentors, adopt a number of measures to nurture their critical thinking, creative skills and scientific temper in order to transform them into life-long learners and innovators. Though there is a long list of such measures yet a few examples are mentioned here. Various awareness programmes are organized for them. Seminars and workshops are organized to develop their critical thinking. They are encouraged to question and interact with Resource Persons during the seminars. They are also motivated to participate in debates and group discussions. Personality Development Programmes are organised for their holistic growth. They are assigned important duties during the functions, seminars and workshops to ensure their lifelong learning. Moreover, from the time of taking admission till their stay, a number of Academic, Personal and psycho-social support and guidance service are provided to them. At the academic level, students are advised to choose the subjects or stream depending upon their aptitude and capability. At personal and psycho-social level, Dean, Student Welfare addresses and finds a solution to their problems due to domestic and societal reasons. Guidance services are provided to the students who are interested in sports and other co-curricular activities. In this manner, the student mentoring system of the institution bridges the gap between the teacher and the students and creates a student-friendly environment in the institution.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| 1459 | 43 | 1:34 |

**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 |
|---|---|---|---|---|
| 26 | 20 | 06 | 03 | 09 |

**2.4.2 Honours and recognitions 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* |
|---|---|---|---|
| 2017-18 | *Dr. Surinder Kaur Sandhu* | *Associate Professor* | *Fellow PU, Chandigarh*<br><br>*Member – Inspection Committee to visit Sant Baba Bhag Singh Memorial Girls College, Sukhanand*<br><br>*Appointed as Subject Expert in a Panel n the Evaluation-cum-Selection Committee by Panjab University.*<br><br>*Honoured by PU Alumni Association, Toranto* |
| 2017-18 | *Dr. Ragini Mittal* | *Associate Professor* | *Jury Member of On-line National Painting Competition on the theme 'Beti Bachao Beti Padhao'* |

**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 |
|---|---|---|---|---|
| BA | -- | VI | 01/06/2018 | 12/07/2018 |
| B.Com | -- | VI | 02/06/2018 | 05/07/201 |

| | | | | |
|---|---|---|---|---|
| BCA | -- | VI | 16/05/2018 | 29/06/2018 |
| MA English | -- | IV | 31/05/2018 | 21/08/2018 |
| MA Economics | -- | IV | 28/05/2018 | 13/08/2018 |
| PGDCA | -- | II | 28/05/2018 | 07/09/2018 |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is keen on monitoring the performance of the students and Continuous Internal Evaluation (CIE) is an integral part of teaching-learning process as it aims to assess all aspects of students' development on a continuous basis. The institution has initiated some reforms on Continuous Internal Evaluation system like continuous internal evaluation is done on two fronts – Curricular front and Co-curricular front. Weekly tests, Unit tests and Monthly tests are conducted. Besides this, Oral tests, Surprise tests, Group Discussions and Home Assignments determine the progress of the students which is monitored by the teachers. To bring uniformity in the system, the checked tests of the fresh recruited teachers are scrutinized by the senior members of the departments randomly and anamolies are pointed out to them, if any. Special classes are arranged for the slow learners and for those who participated in co-curricular activities. This practice helps the struggling learners to update their subject knowledge and helps them to catch up with their peers. Tests are evaluated and given back with marks, remarks and useful tips for further improvement. Thus Continuous Internal Evaluation is done with sufficient transparency. Results are analyzed and review meetings are held, whenever necessary the teachers recommend the visit of the parents to the college for necessary discussion. On the co-curricular front, students are evaluated at institutional activities and trained to take part at District, State, National and International Levels. Thus CIE is not only regular and planned but spontaneous and learner-focussed also as the objective is betterment and improvement. CIE helps the students to do wonders. In 2017-18, our students have won 29 university positions. Our Yoga Champions have won Ist Position at International Level. Annexure - 3

**2.5.3 A**cademic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution follows the Academic Calendar prepared by the affiliating university i.e. Panjab University, Chandigarh. On the basis of that Calendar, an Academic Calendar was prepared and adhered in the session 2017-18.

**Semester I/III/V**

| | |
|---|---|
| Opening of the college | 10/07/2017 |
| Admission & Section formation | 10/07/2017 – 20/07/2017 |
| Commencement of Teaching | 22/07/2017 |
| Talent Hunt | August |
| Society / Departmental Activities | Sept, Oct. |
| Tests & Assignments | Sept, Oct., Nov. |
| Preperatory Holidays | One Week before exams |
| University Exams | 02/12/2017-21/12/2017 |
| Winter Break | 22/12/2017 to 07/01/2018 |
| **Semester II / IV / VI** | |
| Commencement of the teaching | 01/01/2018 |
| Society / Departmental Activities | Jan., Feb. |
| Tests and Assignments | Feb., March, April |
| Dispersal of classes | One Week before exams |
| Farewell of UG/PG | First day after dispersal of classes |
| University Exams | 11/05/2018 – 01/06/2018 |

**University Academic Calender 2017-18 – Annexure 4**

**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)

2.6.2 Pass percentage of students

| Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|
| BA- Sem VI | 365 | 365 | 100 |
| B.Com – Sem VI | 54 | 54 | 100 |
| BCA – Sem VI | 15 | 15 | 100 |
| M.A. English – Sem IV | 23 | 23 | 100 |
| M.A. Economics Sem IV | 22 | 22 | 100 |
| PGDCA | 03 | 03 | 100 |

**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)

## 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 Academic year |
|---|---|---|---|---|
| Major projects | -- | | | |
| Minor Projects | -- | | | |
| Interdisciplinary Projects | -- | | | |
| Industry sponsored Projects | -- | | | |
| Projects sponsored by the University/ College | -- | | | |
| Students Research Projects *(other than compulsory by the College)* | -- | | | |
| International Projects | -- | | | |
| Any other(Specify) | -- | | | |
| Total | -- | | | |

**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(s) |
|---|---|---|
| Manav Bhasha Vigyan Sankat | Department of Punjabi | 24/02/2018 |

| | | |
|---|---|---|
| Grasat Bhashava da Masala | Sponsored by ICSSR | |
| One Day Seminar 'Udaan' Based on Gender Issues | Women's Studies Centre | 28/09/2017 |
| Karmika – A step towards self-esteem, A seven day Art & Craft Workshop cum Exhibition | Department of Fine Arts<br>Department of Home Science | 02/01/2018 to 08/01/2018 |
| Career Counselling Seminar on Skill Development and Communication Skills | Career and Counselling Cell | 24/01/2018 |
| Seminar on Job Opportunities after graduation | Department of Computer Science | 27/03/2018 |
| Awareness Seminar | Legal Literacy Club | 12/09/2017 |

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

| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|---|---|---|---|---|
| Sports Appreciation Award | Dr. Rekha Sood Handa | Panjab University, Sports Deptt. | March 2018 | Principal |
| Appreciation Award | Dr. Surinder Kaur Sandhu | PU, Alumni Association, Toranto, Canada | December 2017 | Teacher |
| Appreciation Award (Women's Day) | Dr. Indu Prabha | Punjabi Sabhyachar Manch | 08/03/2018 | Teacher |
| Appreciation Award (Women Issues) | Dr. Inderjeet Kaur | Punjabi Sabhyachar Manch | 08/03/2018 | Teacher |
| Appreciation Award (Women's Day) | Dr. Shakuntla Midha | Punjabi Sabhyachar Manch | 08/03/2018 | Teacher |
| Appreciation Award (Women Issues) | Dr. Surinder Kaur Sandhu | Punjabi Sabhyachar Manch | 08/03/2018 | Teacher |
| Appreciation Award (Sports) | Dr. Anita Singh | PU, Sports Dept. For promoting Sports & Games | March 2018 | Teacher |

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

| Incubation Centre | Name | Sponsored by |
|---|---|---|
| -- | -- | -- |
| Name of the Start-up | Nature of Start-up | Date of commencement |

| | | |
|---|---|---|
| -- | -- | -- |

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| -- | -- | -- |

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

| Name of the Department | No. of Ph. Ds Awarded |
|---|---|
| -- | -- |

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

| | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | -- | -- | -- |
| International | English | 3 | 4.5 |
| | Punjabi | 3 | 4.5 |
| | Hindi | 1 | 3.025 |
| | Sociology | 2 | |
| | Home Science | 2 | |
| | Computer Science | 1 | |
| | Physical Education | 3 | |

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

| Department | No. of publication |
|---|---|
| **Books** | |
| Dept. of English | 2 |
| Vivekananda Studies Centre | 1 |
| Dr. Ambedkar Studies Centre | 1 |
| **Chapter in Book** | |
| Dr. Seema Somani (Dept. of English) | 1 |
| **Conference Proceedings** | |
| Dr. Seema Somani (English) | 3 |
| Dr. Shakuntla Midha (Punjabi) | 1 |
| Dr. Surinder Kaur (Punjabi) | 1 |
| Dr. Sunaina (Punjabi) | 1 |
| Ms. Anita Raj (Hindi) | 1 |
| Dr. Anita Singh (Physical Education) | 1 |

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|---|---|---|---|---|---|---|
| -- | -- | -- | -- | -- | -- | -- |

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

| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| -- | -- | -- | -- | -- | -- | -- |

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

| No. of Faculty | International level | National level | State level | Local level |
|---|---|---|---|---|
| Attended Seminars/ Workshops | Mr. Sunil Upneja - 1 | Dr. Aarti Kapoor - 2 | -- | -- |
| Presented papers | Dr. Seema Somani – 1<br>Dr. Anita Singh – 1 | Dr. Seema Somani - 1<br>Dr. Surinder Kaur - 2<br>Dr. Inderjeet Kaur - 2<br>Dr. Shakuntla Midha - 3<br>Dr. Anita Singh - 1<br>Mr. Sunil Upneja - 1<br>Ms. Anita Raj - 2<br>Ms. Amanpreet - 1<br>Mr. Amardeep - 1<br>Ms. Malika – 2 | -- | -- |
| Resource Persons | --<br>-- | Dr. Seema Somani - 1<br>Mr. Sunil upneja – 1 | -- | -- |

**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 **co-ordinated** such activities | Number of students participated in such activities |
|---|---|---|---|
| Tree Plantation | NSS | 3 | 80 |
| One Day Swachhta Abhiyan | NSS & NCC | 3 | 100 |
| Poster Making | NCC & Dept. of Fine Arts | 2 | 35 |
| Tree Plantation | NCC | 3 | 50 |
| NCC Day Celebration | NCC | 1 | 45 |
| One Day Camp | NCC | 3 | 100 |
| Mahila Jagriti Rally | NCC | 2 | 50 |
| National Voter Day Celebration | Legal Literacy Club | 5 | 50 |
| Legal Awareness Seminar | Sanjh Kender | 8 | 70 |
| Blood Donation Camp | Red Cross Society | 3 | 50 |
| Eye Check-up Camp | Red Cross Society | 3 | 45 |

| | | | |
|---|---|---|---|
| Health Check-up Camp | Red Ribbon Club | 3 | 65 |
| Poster Making / Slogan Writing / Essay Writing on AIDS | Red Ribbon Club | 3 | 10 |
| Nukad Natak 'Vahingi' | Contact Programme Unit | 35 | 1000 |
| A Programme App Child Line 1098 Phone Service | Contact Programme Unit | 1 | 60 |
| Seminar on Drug Abuse by DAPO | Contact Programme Unit | 12 | 40 |
| One Day Seminar 'Udaan' based on Gender Issues | Women Studies Centre | 4 | 70 |
| Poetical Recitation / Declamation Competition on Gender Issue and Feminism | Women Studies Centre | 4 | 60 |
| | | | |

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 | No. of Students benefited |
|---|---|---|---|
| Yoga | Gold Medal – National level | Indian Yoga Association | 2 |
| NIC, Ropar | National Level – 2 Gold Medals | NCC | 2 |

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 agency | Name of the activity | Number of teachers **coordinated** such activities | Number of students participated in such activities |
|---|---|---|---|---|
| NGO Scheme | Guru Gobind Singh Study Circle | Personality Development Camp | 7 | 125 |
| NGO Scheme | Vedic Shiksha Parishad, Fazilka | Paper on Vedic Shiksha | 2 | 15 |
| DAV CMC, New Delhi | Arya Vidya Sabha, New Delhi | Dharm Gyan Pariksha | 2 | 142 |

**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 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Short Term Course | Dr. Shakuntla Midha | NITTTR | 7 Days |
| Workshop on Gender Issues | Dr. Seema Somani | UGC-HRDC | 7 Days |
| Workshop on MOOCs | Dr. Anita Singh | UGC-HRDC | 7 Days |

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-To)** | participant |
|---|---|---|---|---|
| Academics | Member of UG Board of Studies in Sanskrit | Panjab University, Chandigarh | 2017-19 | Mrs. Usha Ranade |
| Academics | Member of UG Board of Studies in Punjabi | Panjab University, Chandigarh | 2017-19 | Dr. Surinder Kaur |
| Academics | Member of UG Board of Studies in Women Studies | Panjab University, Chandigarh | 2017-19 | Dr. Seema Somani |
| Academics | Added Member Faculty of Languages | Panjab University, Chandigarh | 2017-19 | Dr. Seema Somani |
| Academics | Member, Panjab University Sports Committee | Panjab University, Chandigarh | 2017-18 | Dr. Anita Singh |

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 and Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Neeraj Chawla & Co. | 25/06/2018 | B.Voc. Course | -- |
| Sehyog Credit Cooperative Society | 22/06/2018 | B.Voc. Course | -- |
| Sanjay Arora, Advocate | 25/06/2018 | B.Voc. Course | -- |
| Web Free Solutions | 21/06/2018 | B.Voc. Course | -- |
| Quantum Technosoft | 25/06/2018 | B.Voc. Course | -- |
| Exotic Hair and Beauty Lounge | 23/06/2018 | Community College | 24 |
| Sukoon Beauty Point | 22/06/2018 | Community College | 24 |
| Gauri Shanker Khatri and Sons | 22/06/2018 | Community College | 23 |
| CIPHET | 23/06/2018 | Community College | 23 |

## 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 |
|---|---|
| | |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 10304 Sq. Mts. | -- |
| Class rooms | 22 | -- |
| Laboratories | 09 | -- |
| Seminar Halls | 03 | -- |
| Classrooms with LCD facilities | 02 | -- |
| Classrooms with Wi-Fi/ LAN | 02 | -- |
| Seminar halls with ICT facilities | 02 | -- |
| Video Centre | -- | -- |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | -- | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 97,421/- | -- |
| Others | -- | -- |

### 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 partially) | Version | Year of automation |
|---|---|---|---|
| eGranthalaya | Fully | 3.0 | 2009 |

4.2.1 Library Services:

| | Existing (2010-11 to 2016-17) | | Newly added 2017-18 | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books / Reference Books | 2873 | 6,62,772/- | 114 | 23,857/- | 2987 | 6,86,628/- |
| e-Books / e-journals | -- | 20,750/- | -- | 5,750/- | -- | 26,500/- |
| Journals | -- | 1,64,174/- | -- | 37052 | -- | 2,01,226/- |
| Digital Database | -- | -- | -- | --- | -- | -- |
| CD & Video | -- | -- | -- | -- | -- | -- |
| Weeding (Hard & Soft) | -- | -- | -- | -- | -- | -- |
| Others (specify) | -- | -- | -- | -- | -- | -- |

### 4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Office | Departments | Available band width (MGBPS) | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 52 terminals | 02 Labs | 2 BB Connections | 8 terminals in NRC | 7 terminals | 2 terminals | 4 MBPS | CCTV Cameras |
| Added | -- | -- | -- | -- | -- | -- | -- | -- |
| Total | 52 | 02 | 2 | 8 | 7 | 2 | -- | -- |

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

The institution subscribe to 2 Broadband Connections. One for the IT & Library Block and one for the Administrative Block having 4 MBPS speed.

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 |
|---|---|
| -- | -- |

4.3.4 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 |
|---|---|---|---|
| -- | -- | -- | -- |

**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 incurred on maintenance of physical facilities |
|---|---|---|---|
| -- | 3,06,154/- | -- | 2,41,461/- |

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 administration regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and maintenance. There are committees in the college like Campus Cleanliness Committee, Campus Beautification Committee which are dedicated to the maintenance of the campus. There are incharges of certain departments like Department of Music, Department of Home Science, Department of Fine Arts, Department of Physical Education etc. Who are fully responsible for the upkeep of inventories and stock. They maintain a stock register and conduct annual stock checking of their respective departments. The department of Computer Science takes care of each and everything of Computer Labs. At the end of the financial year, report is compiled. Based on this checking, the plan for repair, writing off and purchase of relevant infrastructure facilities is formulated. Requirements, if any of any department is submitted in black and white which is evaluated by Purchase Committee and Maintenance Committee. Then the process follows – Call for quotations, verification of prices, quality of the item etc. Day to day maintenance of classrooms, corridors, lawns and other places is also ensured by the Support Staff. The sensitive equipments like generators, water motors have been installed in the outer vicinity of the college as a safety measure. Safe and Clean drinking water is ensured through ROs and water coolers. So far as the academic and support facilities are concerned, the Librarian regularly monitors the condition of the library stock, co-ordinate the timing of issue and collection of books, channelizes the requirement of books, journals and other items as well. Then, there is a wide range of Elective subjects offered to students, scholarships, stipends and fee concessions are made available for needy, poor and meritorious students. NCC, NSS, Youth Welfare Club, Arya Yuva Samaj, Red Cross Society, and various subject societies are there for the holistic growth of the students. The college is committed to serve the cause of 'girls' education by providing every possible facility to the students.

## 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 | Student Aid Fund | 61 | 1,65,353/- |
| Financial support from other sources | | | |
| a) Other Sources | Shashi Ahuja Memorial Trust | 82 | 2,08,000/- |
| | Krishna Sen Memorial Trust | 174 | 3,00,000/- |
| b) By alumni | Sangeet Vandan Awards | 09 | 31,500/- |
| | Nagpal's Merit Scholarship | 11 | 16,100/- |
| | Dr. S P Duggal Merit Scholarship | 05 | 5,500/- |
| c) By University | University Scholarship | 44 | 1,98,000/- |

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.,

A number of capability enhancement and development schemes are being run as Personal Counselling and Mentoring of the majority of the students is done whenever needed. Motivational lectures for self time-management, for enhancing their communication skills and confidence are delivered from time to time. Personality Development Camps are organized. Remedial Classes are also arranged for weak classes. Yoga classes are also arranged. In April 2018, our Yoga team brought laurels by winning first position at International Level.

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 by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---|---|---|---|---|---|
| 2017-18 | Seminar on Skill Development and Communication Skills | -- | 120 | -- | -- |
| | UGC-NET Guidance | 12 | -- | 02 | -- |

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

The Grievance Redressal Cell is upholding the dignity of the institution ensuring strife free atmosphere in the college through promoting cordial student-student and student-teacher relationship by encouraging the students to express their grievances freely and frankly. These problems are addressed on the priority basis to the satisfaction of the students. There is not even a single case of sexual harassment and ragging in the history of the institution.

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---|---|---|
| -- | -- | -- |

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|---|---|---|---|---|---|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| WIPRO | 10 | 01 | Local Schools | 50 | 30 |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|---|---|---|---|---|---|
| 2018 | 350 | -- | -- | DAV College of Education, Abhoar<br>Panjab University, Chadigarh<br>Kenway College of Education, Abohar<br>MD College of Education, Abohar | B.Ed.<br>M.A..<br>M.Sc.<br>B.Ed.<br>B.Ed |

5.2.3Students 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 | No. of Students selected/ qualifying | Registration number/roll number for the exam |
|---|---|---|
| NET (July 2018) | 04 | 61012567<br>12004672<br>12020193<br>62018075 |
| SET | | |
| SLET | | |
| GATE | | |
| GMAT | | |
| CAT | | |

| | | |
|---|---|---|
| GRE | | |
| TOFEL | | |
| Civil Services | | |
| State Government Services | | |
| Any Other | | |
| | | |

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

| Activity | Level | Participants |
|---|---|---|
| Talent Hunt having 30+ off stage and on stage activities (Annexure - 5) | Institutional | 260 |
| Independence Day celebration with new India Pledge – Sankalp se Sidhi | Institutional | GCAM Family |
| Youth Festival Activities (Annexure - 6 ) | Zonal | 60 |
| Lohri Celebration | Institutional | GCAM Family |
| Women's Day Celebrations | Punjabi Sabhyachar Manch, Abohar | 100 |
| Sports activities | Departmental | 325 |

| | | |
|---|---|---|
| Calligraphy Competition | Departmental | 50 |
| On the spot Essay writing | Departmental | 45 |
| Quiz Competition | Departmental | 25 |
| Declamation Contest | Departmental | 15 |
| Matri Bhasha Saptah | Departmental | 200 |
| Training for Punjabi Typing | Departmental | 25 |
| Personality Development Camp | Departmental | 162 |
| Slogan Writing on women empowerment | Departmental | 10 |
| Poem Recitation on Hindi Divas | Departmental | 14 |
| Poster Making on Women empowerment | Departmental | 12 |
| Cooking Class | Departmental | 50 |
| Mahila Jagriti Rally | Departmental | 50 |
| Vedic Gyan Pariksha | Departmental | 142 |
| Pebble Painting | Departmental | 35 |
| Sketching | Departmental | 35 |

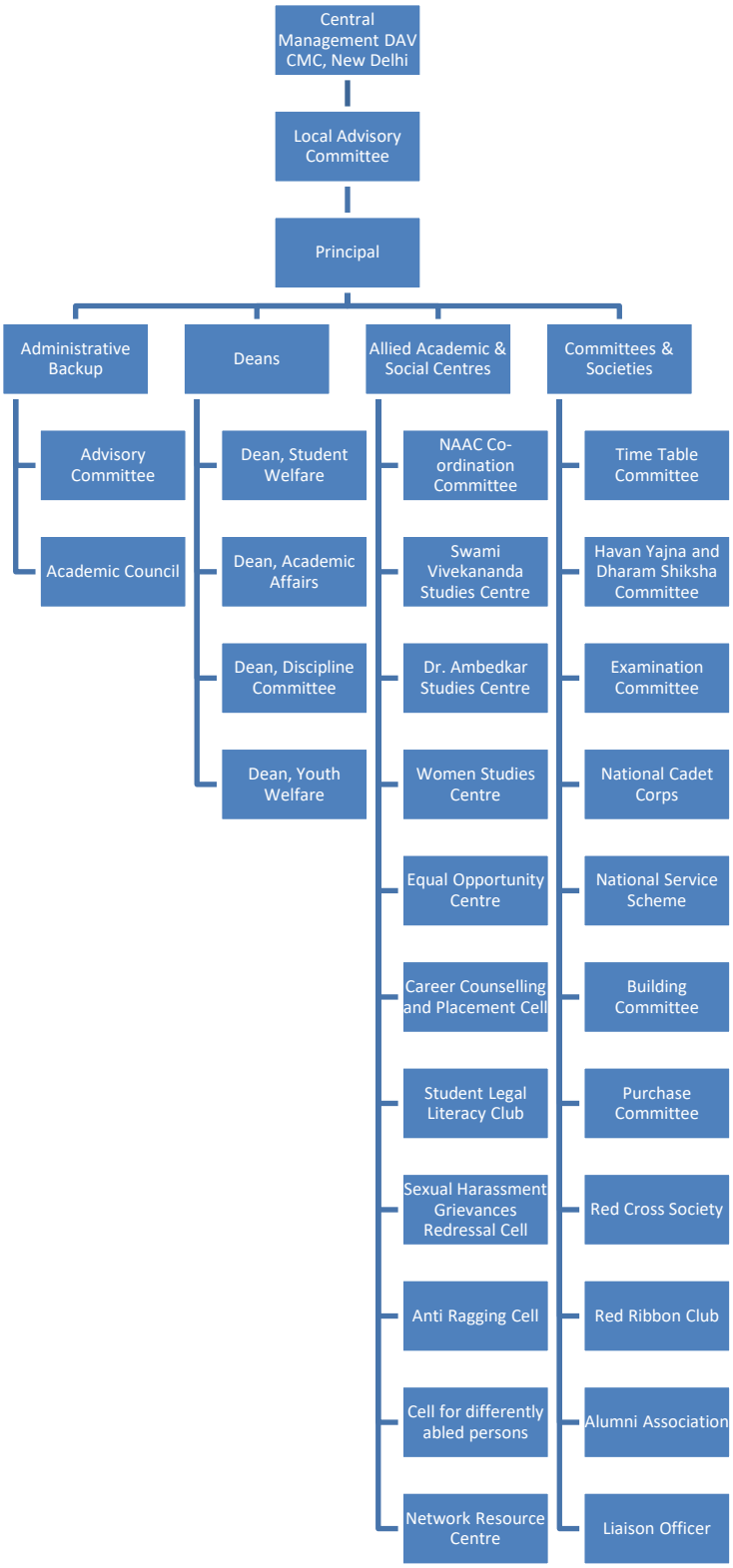
| | | |
|---|---|---|
| Marble Painting | Departmental | 35 |
| Mosaic Art | Departmental | 35 |
| Card Making | Departmental | 35 |
| Craft from waste Material | Departmental | 35 |
| Mask Making | Departmental | 35 |
| Feather Painting | Departmental | 35 |
| Mural Work | Departmental | 35 |
| Clay Work | Departmental | 35 |
| Collage Making | Departmental | 35 |
| Poster Making on AIDS | Departmental | 15 |
| Slogan Writing on Voter's Day | Departmental | 10 |
| Poster Making Competition on Environmental Concerns | Departmental | 20 |
| Poem Recitation & Declamation Contest On Gender issues and feminism | Departmental | 60 |
| Seminar 'Udaan' on Gender issues | Departmental | 70 |
| Aap Child Line-1098 Phone Service | Institutional | 60 |
| Nukkad Natak Vahingi | Institutional | 1000 |
| Participation in Seminar-DAPO | Institutional | 40 |
| Blood Donation Camp | Institutional | 50 |
| Eye Check-up Camp | Departmental | 45 |
| Health Check-up Camp | Departmental | 65 |
| Colourful Exhibition of Handicrafts | Departmental | 100 |
| Exhibition of Models & Charts on Mathematical points | Departmental | 50 |
| Extension lecture on Swami Vivekananda | Departmental | 150 |
| IT Fest | Departmental | 40 |
| Music Fest | Departmental | 50 |
| International Day of Yoga | Institutional | 100 |
| Tree Plantation | Institutional | 80 |
| Swachhta hi Seva | Institutional | 100 |
| National Voter Day Celebration | Institutional | 50 |
| Voter Awareness Seminar | Institutional | 70 |
| An Oath taking ceremony to maintain cleanliness at all levels | Institutional | 1100 |
| An Oath taking ceremony to stop stubble burning | Institutional | 1100 |

## 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/ International | Sports | Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2018 | Yoga Championship | International | Yoga | -- | 1571<br>1731<br>1235<br>1142<br>792 | Jyoti<br>Poonam<br>Deepika<br>Twinkle<br>Sakshi |

| |
|---|
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) |
| The institution has a number of students' bodies and committees which give them an opportunity to develop managerial and leadership qualities by organizing and carrying out activities and events. The office bearers of these committees are the voice of the students. They share students' ideas, concerns and interest with faculty members and administration. The institution has Discipline Committee, Youth Welfare Club, Arya Yuva Samaj, Red Cross Society, Red Ribbon Club, English Literary Society, Amrita Pritam Punjabi Association, Amriti Sher Singh Club, Social Sciences Society, Sports Slub, Home Science Club, Paras Sanget Kendra, GCAM Tech Vision, etc. In Hostel, there are Mess Committee, Cleanliness Commitee so on and so forth. Purpose oriented activities are planned and organized. For example, various Poster Making and Slogan Writing competitions are organized on the themes – Save Enviornment, Save Water, Awareness on AIDS, Anti-corruption slogans, Message of Go Green on Diwali. Rally and awareness campaigns are also planned and executed successfully to bring awareness in the community also. By their active participation and by organizing various events and activities, the students contribute a lot at academic as well as administrative front. |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): |
| NO |
| 5.3.2 No. of ~~registered~~ enrolled Alumni: |
| 35 |
| 5.3.3 Alumni contribution during the year (in Rupees) **:** |
| 36800/- |
| 5.3.4 Meetings/activities organized by Alumni Association **:** |
| NIL |
| **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) |
| The college tries to maintain a democratic setup. It is divided in to different units. Each unit is given reasonable and deserved freedom to operate for the betterment of the institution. However it operates through a structured organization for smooth and disciplined functioning. Each unit has to maintain a code of conduct. The following chart provides glimpses of participative management. |




The second such practice includes the formation of various student bodies and committees were formed for their active participation as well. This practice, indeed, leads to the maximum and optimum utilization of the human resources. The institution is committed to provide democratic environment to its students with right combination of facilities and facilitators, opportunities and ambience for their support and progression.

**List of Committees and Student Societies**

1. English Literary Society
2. Amrita Pritam Punjabi Sahit Society
3. Hindi Sahitya Parishad
4. Planning Forum
5. Mathematics Association
6. Amrita Shergil Club
7. Sports Club
8. Home Science Club
9. Paras Sangeet Kendra
10. GCAM Techvision
11. Social Sciences Society
12. Discipline Committee
13. Youth Welfare Club
14. Arya Yuva Samaj
15. Red Cross Society
16. Red Ribbon Club

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

Yes, the institution does have a management information system (MIS).

**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**):**

❖ Curriculum Development

So far as the curriculum development is concerned, the institute is not an autonomous body having such powers. However, we have four faculty members who are members of Panjab University, Board of Studies. These representatives suggest changes at meetings of university board of studies at undergraduate and post graduate level. Besides this, certain practices are followed at college level

- For the best performance, subject allocation is done on the basis of specialization of teachers.
- Having wide range of elective subjects, students are allowed to opt for elective subjects as per their interest.

❖ Teaching and Learning

- To ensure the smooth functioning of teaching and learning process, regular meetings of academic council and heads of the departments are conducted.
- Provision for remedial classes in some subjects as per requirements.

- Extension lectures by subject experts.
- Provision for peer learning through class room discussion and practical work.
- Productive learning in classrooms with the help of assignment and feedback.
- Library facility and teaching through e-Learning.

❖ Examination and Evaluation

- Performance of students is evaluated regularly by teachers in class tests and house examination.
- Examination is conducted twice a year as it is semester system.
- Internal assessment is given as per university rules.
- Regular tabulation of data is maintained.

❖ Research and Development

- The last quarter of the year 2017 has a commendable achievement to its credit. Six staff members have completed their Doctorate degrees.
- A National Seminar sponsored by ICSSR was organized on the theme – 'Manav Bhasha Vigyan – Sankat Grast Bhashavan da Masla'.
- No. of books published by faculty – 4
- No. of papers published in journals – 15
- No. of papers published in proceedings – 8
- No. of faculty members attended short term courses and 7 days workshops – 3
- Seminars, workshops and extension lectures are a regular feature
- Regular work by various clubs and societies

❖ Library, ICT and Physical Infrastructure / Instrumentation

- Addition of 114 books in library
- Addition of fans, steel almirah, conference table, Dias and coolers in college & hostel.

❖ Human Resource Management

The best use of human resource is made by allocating duties according to capabilities and talents.

- Token of Appreciation to teachers
- Awards to students excelling in academics, sports and co-curricular activities.
- Voluntary participation in camps and events organized by various clubs and societies.
- Regular attendance record of students.
- Discipline to be maintained in the college premises.
- Career and Counselling Cell, Legal Literacy Club, Cell for differently abled people etc for productive output.

❖ Industry Interaction / Collaboration

- Students of B.Com and B.C.A. remain in touch with industry through projects.

❖ Admission of Students

- Admission to various courses is as per university guidelines.
- Lists are prepared and sent to the university for registration, verification and record.
- Admission forms, fee details and other data is updated regularly.

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

❖ Planning and Development

- Provides a platform to share ideas of all the stakeholders for better planning and development.
- Helps in providing speedy information which leads to better planning and development.

❖ Administration

- CCTV surveillance increased on the campus.
- Enhances administrative efficiency
- Helps in smooth functioning of the institution
- Facilitates continuous monitoring at all levels

- Helps in continuous assessment and evaluation of the teachers and the students.
- Facilitates in improving transparency

❖ Finance and Accounts

- Helps in maintaining the data in proper order
- Improves the performance accountability
- Helps in keeping things well-organized and error proof.

❖ Student Admission and Support

- Ensures procedural accountability in the processes such as registration and admission
- Easy-to assess the details of various university scholarship schemes
- Helps to have better access to information and radical new ways of learning

❖ Examination

- Online availability of datesheet of university examination
- Online provision to apply for re-evaluation of answer books.

**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 |
|---|---|---|---|---|
| -- | -- | -- | -- | -- |

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 | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|---|---|---|---|---|---|
| -- | | -- | -- | -- | -- |

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 | Date and Duration (from – to) |
|---|---|---|
| Short Term Course by NITTTR | 1 | 7 Days |
| Workshop by UGC-HRDC | 2 | 7 Days |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| 20 | 23 | 12 | 17 |

6.3.5 Welfare schemes for

| | |
|---|---|
| Teaching | • Group Insurance<br>• PF and ESI contribution for Ad-hoc staff |
| Non teaching | • Group Insurance<br>• PF and ESI contribution for Ad-hoc staff<br>• Gifts on Diwali |

| | |
|---|---|
| Students | • Library and Reading Room<br>• Network Resource Centre<br>• Well furnished Hostel<br>• Well maintained rooms, lawns, labs, Canteen, Photostat and Stationary shop in the premises.<br>• Assistance to poor students<br>• Scholarships to students of different categories<br>• Transport service to Fazilka and surrounding villages |

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

The institution conducts internal and external financial audits regularly. The internal audit is done by the Bursar regularly. For external financial audits, DAV CMC, New Delhi deputes a Chartered Accountant. The external audit is conducted regularly.

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/ Grants received in Rs. | Purpose |
|---|---|---|
| DPI Grants | 1,23,16,239/- | |

6.4.2 Total corpus fund generated 46,35,736.50/-

**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 | Management | Yes | IQAC |
| Administrative | Yes | Principal / Chartered Accountant | Yes | Principal |

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

- Parents are informed about performance and attendance of their wards.
- Warden interacts with parents as per requirements.
- Feedback of parents is considered valuable.

6.5.3 Development programmes for support staff (at least three)

- Annual life insurance of support staff

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

Introduction of New Courses – MA Punjabi & M.Com.

Signing of MoUs to start vocational courses

Fostering an inter-disciplinary approach among students by organising events like ‘Karmika – a step towards self-esteem’ – a seven day Art and Craft workshop-cum-exhibition by Department of Fine Arts and Department of Home Science.

**6.5.5**

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 activity | Duration (from----to------) | Number of participants |
| 2017-18 | Release of 'Laghu Patrika' on Inaugral Havan Yajna | 20/07/2017 | An Hour | 500 |
| 2017-18 | Orientation programme | 25/07/2017 | An Hour | 325 |
| 2017-18 | Seminar Udaan on Gender Issues | 28/09/2017 | Two Hours | 70 |
| 2017-18 | Tree Plantation | 12/08/2017 | An Hour | 50 |
| 2017-18 | Mahila Jagriti Rally | 01/03/2018 | Two Hours | 50 |
| 2017-18 | Little Garden Slide show to bring awareness regarding environment problems | 31/10/2017 | Half an hour | 70 |
| 2017-18 | Celebration of Foundation Day | 03/05/2018 | Two Hours | 1000 |

## 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-to)** | Participants |
|---|---|---|
| Karmima – A step towards self-esteem<br>A Seven Day Art & Craft Workshop and Exhibition | 02/01/2018 to 08/01/2018 | 50 |
| Awaaz-e-Sarhad – A singing competition for budding singers | Round I 14/01/2018<br>Round II 22/01/2018<br>Round III 04/02/2018 | 80<br>31<br>07 |
| Seminar 'Udaan' based on Gender Issues | 28/09/2017 | 60 |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

- Building of the college is well-ventilated with glass and windows to allow maximized natural lighting. It helps in conservation of electricity.
- Installation of fluorescent bulbs in the office and classrooms to conserve energy. Use of CFL in non-reading areas.
- At the end of the day, computers, printers and other electrical gadgets etc. Are shut down and disconnected.

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities | Yes/No | No. of Beneficiaries |
|---|---|---|
| Physical facilities | Wheel Chairs | 02 |
| Provision for lift | -- | -- |
| Ramp/ Rails | Yes | 02 |
| Braille Software/facilities | -- | -- |
| Rest Rooms | Yes | 01 |
| Scribes for examination | -- | -- |
| Special skill development for differently abled students | -- | -- |
| Any other similar facility | -- | -- |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|
| 2017-18 | | 1 | Two Hours | Participation in Seminar where Drug Abuse Prevention Officer (DAPO) were enrolled | De-addiction | 40+3 |
| 2017-18 | | 1 | Two Hours | Visit to Pryas – a school for deaf and dumb children | Joy of giving and sharing | 50+2 |
| 2017-18 | | 1 | Five Hours | Blood donation camp | Social | 50+3 |
| 2017-18 | 1 | | An Hour | Child Helpline 1098 Phone Service | Social | 30+2 |
| 2017-18 | | 1 | An Hour 01/01/2018 | AIDS Awareness Rally | AIDS | 50+2 |
| 2017-18 | 1 | | 17/04/2018 | Honouring the Driving force of the college | To recognize the services of drivers | 30+5 |

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

The institution follows the code of conduct framed for all the employees. There is no formal handbook but it is conveyed to the staff members, teaching-non-teaching during meetings. Through teachers, it is conveyed to the students. It is ensured that the rules norms and responsibilities are followed properly.

7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration (from-------to-------) | Number of participants |
|---|---|---|
| Independence Day Celebration | 15/08/2017 | 1100 |
| Vedic Gyan Pariksha | 25/10/2017 | 142 |
| Swatchhta hi Seva | 25/12/2017 | 200 |
| Swami Vivekananda's Birthday Celebration | 12/01/2018 | 100 |
| Moral Education Test | 29/01/2018 | 125 |
| Celebration of Foundation Day | 03/05/2018 | 500 |
| International Day of Yoga | 21/06/2018 | 200 |

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

- Tree Plantation drives are regular feature
- Nukkad Natak was performed to bring awareness
- Disposable crockery is banned in the campus
- 'Go Green' message was convey on Diwali

- ‘Little Garden’ slide show about environmental concerns

**7.2 Best Practices**

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

**Best Practice – I**

**Title : To bring deprived strata of society in the arena of education**

**Goal:**

**(a) Extensive outreach programmes**

Though we are living in a competitive world where market trends occupy great significance yet the moral and ethical values should never be lost sight of. It is our moral duty to educate the deprived strata of society. There is a dire need to bring SC/BC/OBC and other minority communities residing in border and backward areas in the arena of education and make them self dependent so that they can contribute in the nation building. To achieve this aim, an extensive outreach programme is designed by our institution to reach every nook and corner of nearby, remote and border villages to contact and encourage the students of depressed classes to aspire for higher education.

**(b) All Round Personality Development**

To develop all round personality of the students, various personality development camps are organized in the college premises. Students are encouraged to intermix for inclusive growth. Special attention is paid to impart self defence training to girls for their safety and security. It helps to build their confidence and makes them more focused and disciplined and the students are trained to react with defensive measures. The girls are encouraged to participate in sports and cultural activities for their multi-dimensional growth.

**Context:**

The institution firmly believes that it is our first and foremost duty to educate the girl students of the deprived section of the society and the institution has accepted this challenge with full responsibility. Convincing such students about the importance of education leading to awareness of their right to education, social concerns, legal rights is a Herculean task. The girl students find it rather difficult to face the challenges posed by our social system. But our faculty makes sincere, whole-hearted, relentless efforts to ensure the success of the mission. The institution firmly believes that there is an urgent need to address the female students about their safety and security. The institution believes in creating confidence amongst the students by helping them to overcome fear which in turn makes them stronger and better persons and leaves them with a sense of accomplishment.

**Practice:**

"Village to village, door to door" – this programme is taken up by the institution with full zeal and enthusiasm. Principal and co-ordinator of the programme, Mr. Raj Kumar Ahuja divide the staff into various groups which visit the allotted area. They contact the Gram Sabhas, Gram Panchayats, Principals of various schools in villages, Sarpanches and other elderly people of the village and with their cooperation staff carries out group contact programme or door to door contact programme as per the need of the area. Thus our institution ensures that we personally reach to as many as aspiring young girls and ensure that they are provided all the desired facility like transport at their doorsteps, financial assistance through various government and college level schemes so that they are able to study without any hindrance. Thus, we not only provide academic education to the girls of the deprived classes but also ensure their all round personality development. As a result, the number of SC/OBC and students from economically weaker sections of rural and border areas background has increased in large number in our college. We take pride in the fact that our few students are 'First Graduates' of their families. Thus our institution is doing marathon effort to spread the light of education to the families those were till date deprived of it. We convince the students to join the institution where a wide range of courses and courses on different streams are offered to them depending upon their ability and aptitude. Students of commerce streams are easily absorbed in banks, insurance companies and business houses. Students of BCA

(Bachelor in computer Application) even stand still brighter chance in career options. Every institution, every office, every business house is fully computerized and they need students having knowledge of this modern technology. Besides BCA, Computer Science as subject is also introduced at undergraduate level and its combination with Mathematics provides the students with wider career options. Students are given the facility to use the computer labs even after college hours. Needy students are provided free coaching by the teaching faculty. The institution adopts the meritorious students. Such students are given financial assistance in the form of stipends, freeships and scholarships in collaboration with the state government, university and the privately funding bodies.

**Evidence of Success:**

Following table will indicate the success achieved during the last two years in the achievement of the institutional objectives as well as contribution to the quality improvement of the core activities of the college.

| Year | 2016-17 | 2017-18 |
|---|---|---|
| No. of students from deprived classes | 796 | 752 |

**Problems encountered and Resources required:**

Convincing the parents of girl students to be brought in the arena of education is the major challenge which the institution faces. It is a difficult task as the safety of their wards that are living in the four walls of their homes has to be ensured. To achieve this, local village help is taken. Village jeep drivers are contacted upon whom the parents rely the most. Drivers, "The driving force" works as the stress relievers for the institution. Regarding the resources, grants from UGC are of immense help. Though difficult, yet we have accepted this challenge by generating resources in the form of donations and contribution from the faculty and exploring all government scheme related to SC/OBC student Welfare. This is our mission and its completion is ensured in all respects.

**Best Practice – II**

**Title : To avail Transport facility**

**Goal:**

The main goal of the institution is to cater to the needs of the girl students belonging to rural, border and backward areas and provide them quality and value based education. Taking into consideration this aspect, the institution has designed a network of transport facility to be made available to each and every student of the neighboring and far-off villages. It is the utmost duty of the institution to provide security and better atmosphere to the girl students. Staff member too avail of this facility. Special concessions are given to such students who are meritorious but not economically very sound.

**Context:**

The institution attracts students not only from the nearby and far off villages to receive education but also from the nearby cities as well due to the availability of courses in Honours in English, Punjabi and Commerce and PG in English, Punjabi, Commerce and Economics. Otherwise students of the concerned cities were left with no option but to move to big cities or state capital. Such students face a lot of problems waiting for the local buses, overcrowding at peak hours and not very safe environment for the girl students. Hence, the institution has made this facility available to the students with its reliable and accountable staff in the larger interests of the students.

**The Practice:**

Buses and jeeps are maintained properly. Behaviour of the conductor and driver is regularly watched and they are accountable to the Principal of the institution. Any problem faced by the students while commuting is immediately addressed and redressed. Initially the number of vehicles was 1. At present 1 bus, 1 mini bus 10 vans and 14 jeeps are hired by utilizing the services of jeep drivers belonging to particular villages from where a large number of students come to receive education.

**Evidence of Success:**

Initially, the college started with one bus to bring students. Increasing strength and demand the number of

vehicles has increased to a big number which in itself is an evidence of the success of the practice followed by the institution. In the near future, the number of vehicles would be increased on the demand of the students.

**Problems encountered and resources required:**

Due to paucity of funds the institution is not in a position to purchase all the vehicles to meet the requirements and needs of the students. But the institution hires the vehicles and most important vehicle drivers belong to those villages from where our students come. Infact, parents of students feel more secure sending their wards with these drivers. However, problems do crop up in connection with the maintenance of the vehicles, but these are solved immediately and at the earliest. We are committed to provide transport to our students to the nearest point of their home on no profit no loss basis. All the drivers are strictly instructed to abide by the traffic and road safety norms to provide safe journey to the students.

**7.3 Institutional Distinctiveness**

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

The institution aims to empower the girls through active participation in various activities with dignity and confidence, to prepare and enable the students to face the challenges of life by making them conscious of their rights. Keeping the vision, priority and thrust in view, an initiative has been taken to celebrate Women Empowerment Week from 01/03/2018 to 08/03/2018 having theme 'Veerangna Shakti – Astitva ke ehsaas ki'. Mahila Jagriti Rally was organized successfully with the awareness message on Posters as well as Slogans. The celebration continues to be successful in disseminating practical knowledge in the form of cookery classes. During this week, Poster Making, Declamation, Slogan Writing, Poem recitation, poem writing and essay writing competitions were held. Keeping in mind the importance of technology and computers, students were given the opportunity to enhance their knowledge in one-day workshop. This initiative bears testimony to the vision of the college i.e. the institution strongly believes in imparting quality education to the girl students and inculcates quality of leadership, competence, excellence and self-confidence to enable them to regenerate the society which has posed challenges for them.

## 8. Future Plans of action for next academic year (500 words)

- To start vocational and value-added courses within limited infrastructural and financial resources
- To develop research culture and motivate faculty to do research work.
- To inculcate Inter-disciplenary approach among students.
- To organize more and more programmes related to women empowerment
- To raise financial resources of the institution
- To provide e-books and e-journals to our students in library
- To organize more social awareness programmes
- To explore more avenues to provide scholarships to students
- To carry out extensive outreach programme to cover more villages alongwith the adoption of a village if possible.
- To organize workshops to improve communication skills
- To train the students to be true agents of change, sustainable growth and peaceful co-existence

*Name : Dr. AARTI KAPOOR* *Name : Dr. REKHA SOOD HANDA*

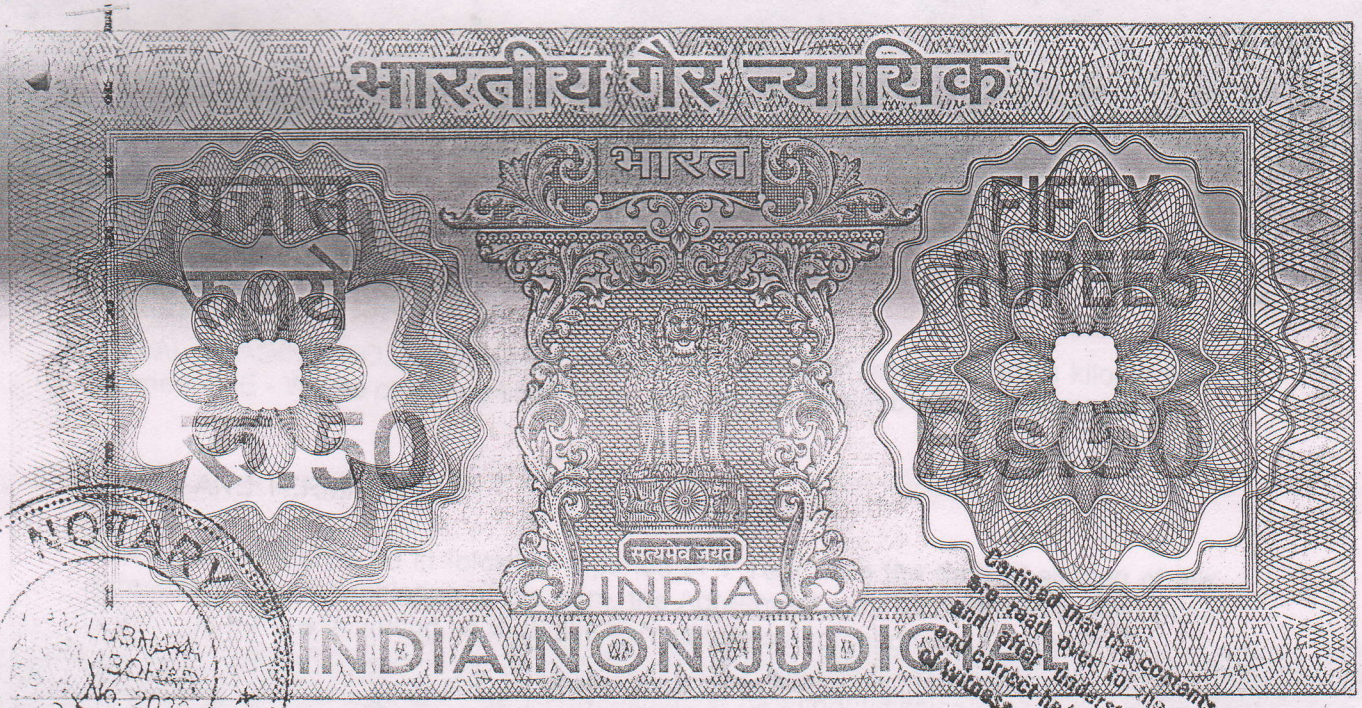
_____ _____

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

_____***_____

15 July 2017

Annexure 1



Certified that the contents of this Document were read over to the Deponent and after understanding/admitted it true and correct he/she signed it in the presence of witness

KF 438878

ਪੰਜਾਬ PUNJAB

## AGREEMENT FOR TAKE OFF/PURCHASE OF E - WASTE

M/S JINDAL TRADING CO. (A DIVISION OF UNIQUE ECO RECYCLE) SCO-86, New Grain Market, Gill Road, Ludhiana (Punjab) herein referred to as "the Collector" Represented by Sh. Mohit Jindal, Prop. As party no. 1

AND

Gopichand Arya Mahila college, at Hanumangarh Road ,Abohar (Punjab) here in referred to as "the generator ", Which expression shall unless repugnant to the context or meaning there of , mean and include its successes and permitted assigns represented by Principal ,Gopichand Arya Mahila college Prop. As party No.2.

WHREAS

JINDAL TRADING CO. having authorization for operation of a facility for collection, Reception, Storage, Disposal of E - Wastes generated from Punjab Pollution Control Board.

SCOPE OF THE AGREEMENT

JINDAL TRADING CO. shall collect, transport and dispose the E - Waste collected from the premises of the Generator. It shall be chargeable in accordance with the terms of the contract.

Upon intimation from the Generator, JINDAL TRADING CO. shall within 15 days there from arrange for collection of E - Wastes per the applicable provisions.

For Jindal Trading Co.

Auth. Signatory

Principal
Gopichand Arya Mahila College
ABOHAR-152116

15 JUL 2017

PAYMENTS

JINDAL TRADING CO. shall pay an amount as agreed on taxes per each kilogram for payment of E - Waste collected shall be as per the nos. slip submitted and accepted.

TERMS AND TERMINATION

This Agreement shall be in force for a period of 1 Year from the date of signing of this Agreement. Upon completion of the term, the Agreement may be renewed at the option of both the Parties in writing on mutually agreed terms and conditions.

The Agreement may be terminated by either party without assigning any reason by giving fifteen (15) days prior written notice to the other party.

COMPLIANCE WITH LAWS

JINDAL TRADING CO. represents and warrants to the Generator that it has all necessary statutory permissions, consents, approvals and licenses to carry out business of collection, storage, management and disposal of plastic waste and it shall maintain all such permissions, consents, approvals and licenses during the terms of this Agreement.

It shall notify the Generator immediately if any permissions, licenses, certificate, consents, approvals or identification number required for the performance of its service under the Agreement has been revoked, modified, expired, suspended or not been renewed.

This Agreement has been signed in two counterparts, each of which shall be deemed as an original but both of which together shall constitute one and the same instrument and has been signed by the duly authorized representatives of each party here to.

For JINDAL TRADING CO.

For Jindal Trading Co.

Auth. Signatory

Mohd.Ahad (S.B.D.M)

(Auth.Sing.)

Dated: 15/7/2017

Identified by Mangat Rai

Mangat Rai S/O Mohan Lal
V.P.O Pattee wala

Gopichand Arya Mahila College

Principal
Gopichand Arya Mahila College
ABOHAR-152116

Principal

Dated:

Sig Attested as identified
15/7/2017
RAM LUBHAYA
NOTARY
App. by Govt of India
ABOHAR-152116

15 JUL 2017

Annexure 2

Estd.1972

ओ३म्
तमसो मा ज्योतिर्गमय

01634-220264 (O)
01634-220887 (R)
01634-224271 (Fax)
E-mail:gcamabh@gmail.com
Web site: www.gcamabohar.org.in

# GOPICHAND ARYA MAHILA COLLEGE

## ABOHAR-152116(PUNJAB)

*Under D.A.V.College Managing Committee, New Delhi*
*(Affiliated to Panjab University, Chandigarh)*

Ref.No.....  Dated..5:12:16.....

As per the latest guidelines of UGC NAAC effective from 16th September, 2016, a functional IQAC is being reconstituted for NAAC cycle 2 of Gopichand Arya Mahila College, Abohar for the sessions 2016-17 and 2017-18 from December 2016 onwards.

1. Chairperson : Head of the Institution
   Dr. Neelam Arun Mittu
2. A few senior administrative officers
   (i). Mr. Sunil Upneja (Library)
   (ii). Mr. Surinder Sharma (Administrative office)
   (iii). Mr. Amardeep Singh (Computer Department)

3 . Three to eight teachers

(i).Mrs. Inderjit – Incharge Scholarships (SC/OBC/Minorities)

(ii). Mr .Raj Kumar Ahuja – Incharge Personal Contact Programme

(iii). Dr. Manoj Phutela – Co- ordinator, Career and Counselling Cell

(iv).Mrs. Usha Ranade – Liaison officer

(v). Dr. Shakuntla Midha - Dean , Youth Welfare Department

(vi). Mrs. Surinder Sandhu – Senator and Dean, Discipline Committee

(vii).Mrs. Seema Somani – Dean, Research and Coordinator Women's Studies Center

(viii). Mrs. Anita Singh – Dean, Sports

4.One member from the Management

Mr. Dev Mitter Ahuja – Chairperson, LAC

5. One/two nominees from local society, Students and Alumni

(i). Mrs. Kusum Khunger (Principal & Alumna)

(ii).Mr. Ankur Nagori (Local Society member)

(iii). Ms. Anju Saharan (Student)

6. One/two nominees from Employers/Industrialists/Stakeholders

Mr. Fakir Chand Goyal – (Employer/Stakeholder)

7. One of the senior teachers as the coordinator/Director of the IQAC

(i). Mrs. Aarti – NAAC Co-ordinator cycle 2, Director , IQAC

(ii). Mrs. Sharda Grover – Adviser, NAAC Co-ordinator cycle 1

Dr. Neelam Arun Mittu
Principal
(Principal)
Gopichand Arya Mahila College
ABOHAR-152116

Annexure 3

## University Positions Dec.2017(Session 2017-2018)

| Sr. No. | Position | Name | % | Marks | Class | Univ.Roll No. |
|---|---|---|---|---|---|---|
| 1 | 1st in Panjab Univ | Riya Bansal | 87.75% | 351/400 | B.A - 5th Sem Dec 2017 | 15120510 |
| 2 | 1st in Panjab Univ | Saroj Rani | 72.25% | 289/400 | M.A (Eng)- Ist Sem Dec 2017 | 46721 |
| 3 | 2nd in Panjab Univ | Sheenam Lota | 70.25% | 281/400 | M.A (Eng)- Ist Sem Dec 2017 | 46722 |
| 4 | 3rd in Panjab Univ | Rimpy | 85.25% | 341/400 | B.A - 1st Sem Dec 2017 | 17082829 |
| 5 | 5th in Panjab Univ | Palak | 84.50% | 338/400 | B.A - 5th Sem Dec 2017 | 15120407 |
| 6 | 5th in Panjab Univ | Simranjeet Kaur | 86.44% | 389/450 | PGDCA- Ist Sem Dec 2017 | 40115 |
| 7 | 6th in Panjab Univ (Brckt) | Ramandeep Kaur | 67.75% | 271/400 | M.A (Eng)- Ist Sem Dec 2017 | 46716 |
| 8 | 6th in Panjab Univ (Brckt) | Diksha Gilhotra | 67.75% | 271/400 | M.A (Eng)- Ist Sem Dec 2017 | 46686 |
| 9 | 8th in Panjab Univ | Ritu Bala | 67.50% | 270/400 | M.A (Eng)- 3rd Sem Dec 2017 | 72299 |
| 10 | 9th in Panjab Univ | Amandeep | 76.25% | 305/400 | M.A (Pbi)- Ist Sem Dec 2017 | 48412 |

## University Positions May 2018 (Session 2017-2018)

| Sr. No. | Position | Name | % | Marks | Class | Univ.Roll No. |
|---|---|---|---|---|---|---|
| 1 | 1st in Panjab Univ | Riya Bansal | 87.20% | 2093/2400 | B.A - 6th Sem May 2018 | 15120510 |
| 2 | 1st in Panjab Univ | Pawanpreet Kaur | 86.75% | 347/400 | M.A (Eco)- 2nd Sem May 2018 | 40923 |
| 3 | 1st in Panjab Univ | Diksha Gilhotra | 72.75% | 291/400 | M.A (Eng)- 2nd Sem May 2018 | 43376 |
| 4 | 2nd in Panjab Univ | Rajni Chhabra | 72.62% | 581/800 | B.A-3rd year English (Honours) | 15120467 |
| 5 | 2nd in Panjab Univ | Ritu Bala | 65.81% | 1053/1600 | M.A (Eng)- 4th Sem May 2018 | 70109 |
| 6 | 3rd in Panjab Univ | Jyoti Rani | 84.00% | 336/400 | M.A (Eco)- 2nd Sem May 2018 | 40908 |
| 7 | 4th in Panjab Univ | Rajni Chhabra | 84.75% | 2034/2400 | B.A - 6th Sem May 2018 | 15120467 |
| 8 | 4th in Panjab Univ | Shalini | 82.50% | 330/400 | M.A (Eco)- 2nd Sem May 2018 | 40928 |
| 9 | 4th in Panjab Univ | Sonamdeep | 82.50% | 330/400 | M.A (Eco)- 2nd Sem May 2018 | 40931 |
| 10 | 4th in Panjab Univ | Nandita Bharti | 91.00% | 364/400 | B.A - 4th Sem May 2018 | 16052592 |
| 11 | 4th in Panjab Univ | Amandeep | 78.25% | 313/400 | M.A (Pbi)- 2nd Sem May 2018 | 46082 |
| 12 | 4th in Panjab Univ | Rinchu | 70% | 560/800 | B.A-3rd year English (Honours) | 15120501 |
| 13 | 5th in Panjab Univ | Palak | 84.33% | 2024/2400 | B.A - 6th Sem May 2018 | 15120407 |
| 14 | 7th in Panjab Univ | Divya | 83.66% | 2008/2400 | B.A - 6th Sem May 2018 | 15120258 |
| 15 | 7th in Panjab Univ | Monika Rani | 80.50% | 322/400 | M.A (Eco)- 2nd Sem May 2018 | 40918 |
| 16 | 7th in Panjab Univ | Shivali | 69% | 552/800 | B.A-3rd year English (Honours) | 15120554 |
| 17 | 8th in Panjab Univ | Sapna | 83.25% | 1998/2400 | B.A - 6th Sem May 2018 | 15120526 |
| 18 | 9th in Panjab Univ | Shaffali Sharma | 68.50% | 548/800 | B.A-3rd year English (Honours) | 1510543 |
| 19 | 9th in Panjab Univ | Anisha | 83.12% | 1995/2400 | B.A - 6th Sem May 2018 | 15120219 |

Annexure 4



# ACADEMIC CALENDAR FOR THE SESSION 2017-18

**Academic Calendar for the session 2017-18 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:**

| | | | | |
|---|---|---|---|---|
| **Summer Vacation** | 01-06-17 Thursday | To | 09-07-17 Sunday | (39 days) |
| **ACADEMIC CALENDAR** | | | | |
| **Colleges Open on and normal Admission for ongoing Classes** | 10-07-17 Monday | | | |
| **Admission Schedule** | | | | |
| Normal Admission for ongoing and new classes (except for those classes in which admission is through PUCET (P.G.) | 10-07-17 Monday | To | 22-07-17 Saturday | (12 days) |
| Late Admission for, ongoing classes and new classes to be allowed by the Principal of the College with late fee of Rs. **560/-** per student. | 24-07-17 Monday | To | 31-07-17 Thursday | (07 days) |
| **COMMENCEMENT OF TEACHING** | | | | |
| For ongoing classes | 22-07-17 Saturday | | | |
| For new admission classes (those admitted through PU.CET (P.G.) tentative | Scheduled to be provided by dean Science | | | |
| Late admission in Panjab University, affiliated Colleges to be allowed by the Vice -Chancellor with the fee of Rs. **2040/-** per student. | 01-08-17 Tuesday | To | 14-08-17 Monday | (12 days) |
| **Academic Term-1 (a) Odd Semesters** | 22-07-17 Saturday | To | 29-09-17 Friday | (57 Teaching days) |
| **Autumn Break** | 30-09-17 Saturday | To | 09-10-17 Monday | (10 days) |
| **Academic Term-1 (b)** | 10-10-17 Tuesday | To | 01-12-17 Friday | (42 Teaching days) |
| **TOTAL TEACHING DAYS OF ACADEMIC TERM 1= 57+42= 99 DAYS** | | | | |
| **End Semester Examinations** | 02-12-17 Saturday | To | 21-12-17 Thursday | (17 days including Saturday) |
| **Semester Vacation (Winter Break)** | 22-12-17 Friday | To | 07-01-18 Sunday | (17 days) |
| **Academic Term-II Even Semesters** | | | | |
| **College reopens after Semester Examination** | 08-01-18 Monday | To | 10-05-18 Thursday | (96 Teaching days) |
| **TOTAL TEACHING DAYS OF ACADEMIC TERM II = 96 DAYS** | | | | |
| **End Semester Examinations** | 11-05-18 Friday | To | 01-06-18 Friday | (19 days including Saturday) |
| **Summer Vacation (Tentative)** | 02-06-18 Saturday | To | 08-07-18 Sunday | (37 days) |
| **TOTAL TEACHING DAYS OF ACADEMIC TERM I & II = 99+96= 195 DAYS.** | | | | |

Annexure 5

# List of Activities & Items

## Talent Hunt

### Off Stage Items:

(25.08.2017)

- Rangoli, Mehandi, Dasuti, Knitting, Cross Stitch, Pakhi, Phulkari ( Dept. of Home Science)
- On the Spot Painting, Clay Modeling, Poster Making, Cartooning, Collage, Still Life. (Dept. of Fine Arts)
- Creative Writing- Essay Writing, Story Writing, Poem Writing (Language departments)

### Stage Items

(26.08.2017)

- Debate
- Poem Recitation
- Elocution
- Music(Vocal)
- Shabad
- Bhajan
- Geet
- Gazal
- Folk Song
- Vaar
- Kali
- Kavishri
- Folk Dance
- Hindi Dance
- Quiz
- Play
- Skit
- Mime
- Mimicary
- Histrionics

Annexure 6

## List of Events & Items( Zonal Youth Festival) 11.10.2017 to 14.10.2017

| Event/Item | Position |
|---|---|
| Installation | !st Position |
| Group Song | !st Position |
| Indian Orchestra | !st Position |
| On the spot Painting | !st Position |
| Ladies Traditional Song | !st Position |
| Ennu Making | 1st Position |
| Pranda Making | !st Position |
| Group Song( Individual) | 2nd Position |
| Indian Orchestra( Individual) | 2nd Position |
| Sitar | 2nd Position |
| Heritage Quiz | 2nd Position |
| Phulkari | 2nd Position |
| Mehandi | 2nd Position |
| Rangoli | 2nd Position |
| Ladies Traditional Song(Individual) | 3rd Position |
| Cartooning | 3rd Position |
| On the spot Painting | 3rd Position |
| Khidoo Making | 3rd Position |
| Guddian Patola | 3rd Position |
| Nala Making | 3rd Position |

Annexure 7

# List of Worthy Visitors

Ms. Poonam Singh, S.D.M, Abohar

Dr. Urmil Sethi, Principal D.A.V College of Education, Abohar

Dr. Vijay Parveen, Former HOD, Deptt of Music, DAVC, Jalalabad(W)

Ms. Bindu Arora, Principal Govt. Sen. Sec. School, Abohar

Dr. Karamjeet Kaur, Off. Principal, Bhag Singh Khalsa Hayer College, Abohar

Mr. Rajat Luthra, President, Sh. Balaji Manav Seva Samiti(Regd.) Abohar

Dr. Shelly Arora, Doctor, Civil Hospital, Abohar

Ms. Harpreet Kaur, Asstt. Professor D.A.V College of Education, Abohar

Mr. Sudhir Sharma, D.A.V College of Education, Abohar

Mr. Naveen Kumar, A Teacher inPrestigious School

Mr. Arjun Sethi, An Artist

Ms. Shiv Jot Kaur, Astt. Professor and an artist

Mr. Jagat Verma, A businessman

Mr. Vishal Khurana, A businessman

Mr. Robin Raj, Voice of Punjab

Mr. Sumit Khatri, Voice of Rajasthan

Ms. Swar Lata, An Artist

Mr. Gavish Assistat Prof. Deptt , GNDU Amritsar

Mr. Om Parkash Thaper, An Artist

Dr. Deepam Chalana , An Eye Specialist

Dr. Simmy Jasuj, General Physician

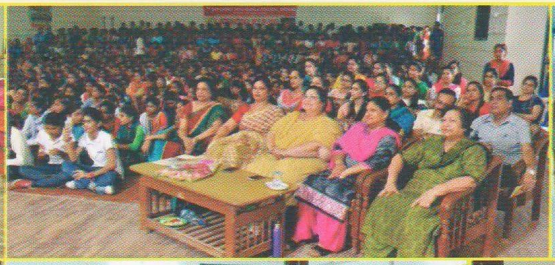
Dr. Sarla Sethi, A Gynacologist

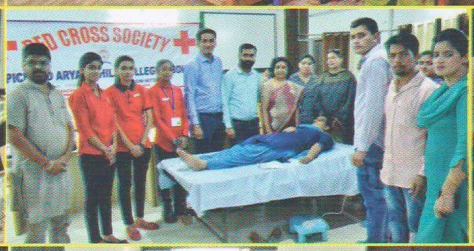
Dr. Latika Nagpal, A Gynacologist

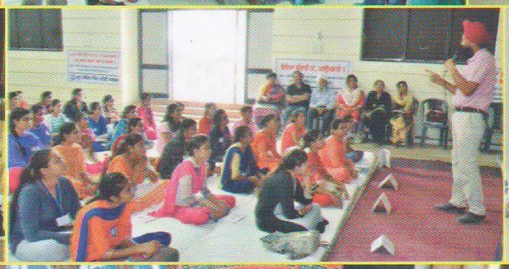
Ms. Komal Kamboj, A Teacher in Prestigious School

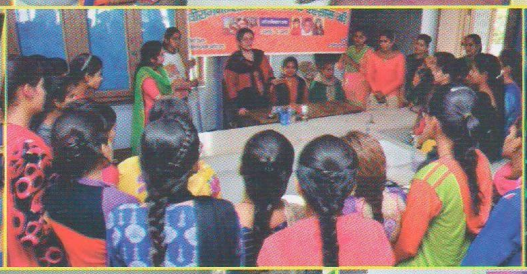
Ms. Isha Sachdeva, A Teacher in Prestigious School

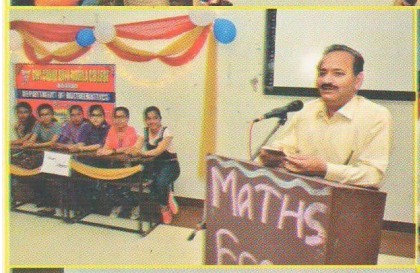
# Multifarious activities : Key Contributor to holistic growth

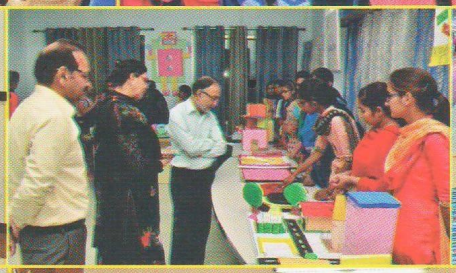


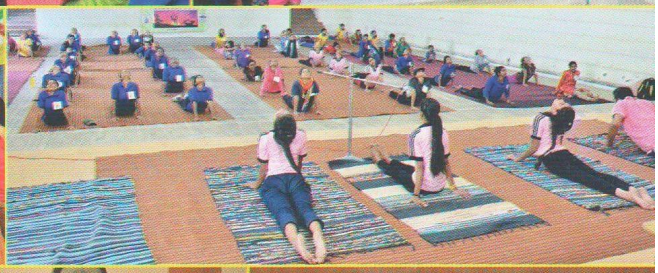


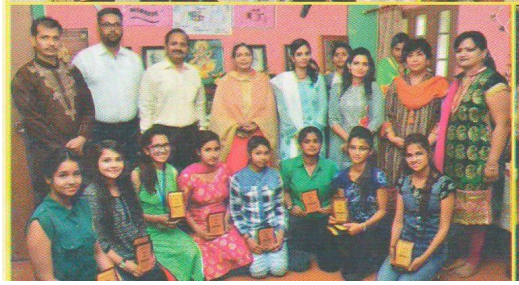


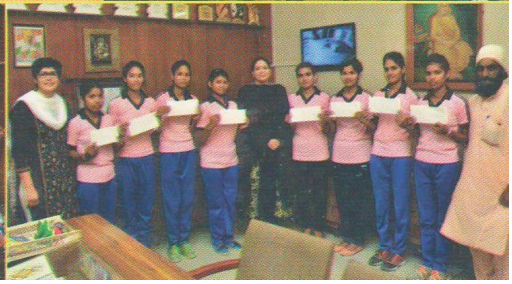
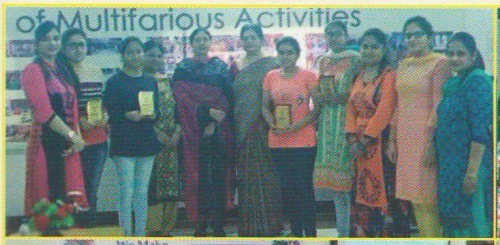
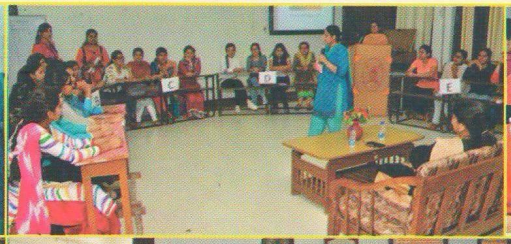
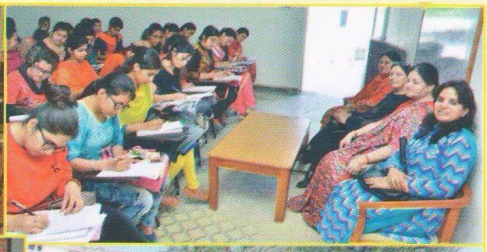
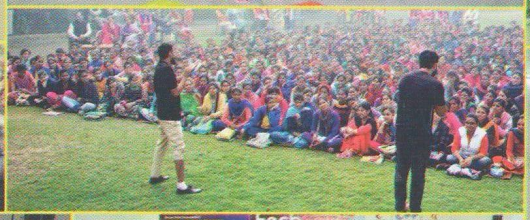
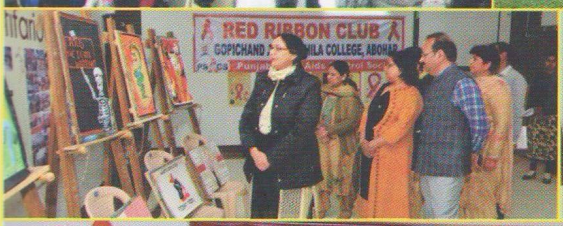
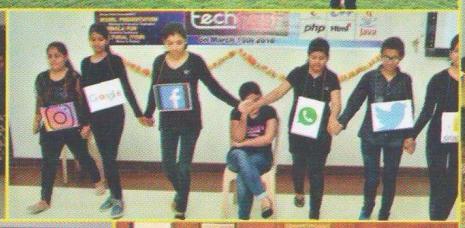
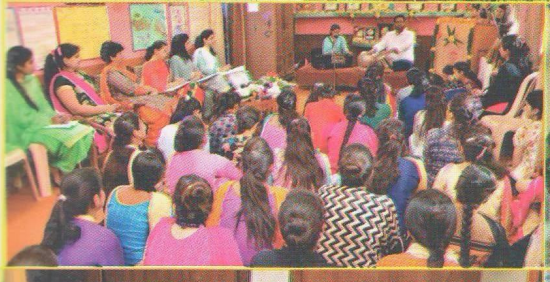
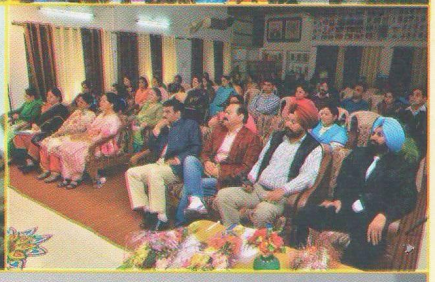
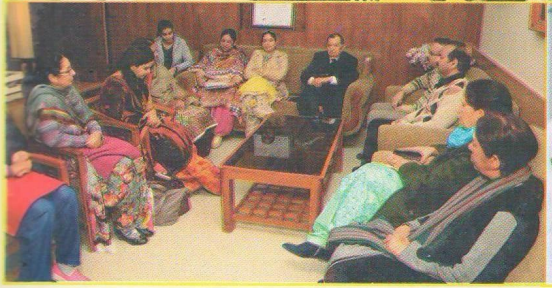










# Multifarious activities : Key Contributor to holistic growth