

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

Govt. College for Girls, Patiala

1.2 Address Line 1

Stadium Road

Address Line 2

Opposite YPS

City/Town

PATIALA

State

PUNJAB

Pin Code

147001

Institution e-mail address

gcwpatiala@gmail.com

Contact Nos.

01752222189

Name of the Head of the Institution:

Dr. Chirnjive kaur

Tel. No. with STD Code:

01752213228

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2003	
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Punjabi University, Patiala

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>	
2.3 No. of students	<input type="text" value="2"/>	
2.4 No. of Management representatives	<input type="text"/>	
2.5 No. of Alumni	<input type="text" value="2"/>	
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>	
2.8 No. of other External Experts	<input type="text"/>	
2.9 Total No. of members	<input type="text" value="16"/>	
2.10 No. of IQAC meetings held	<input type="text" value="3"/>	<input type="text"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No NO
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Applied for NAAC accreditation
- E-Office was started.
- Construction of new Canteen started.
- Addition of new infrastructure.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
All data of college be computerised and start e-working of college. Complete SSR and apply for NAAC accreditation. Classroom furniture be replaced with new desks. New computer block to be	E-office inaugurated. SSR was uploaded and the college got dates for accreditation. New furniture has replaced old broken chairs of the classrooms.

<p>completed and Computer classes shifted at the beginning of the session.</p>	<p>Computer classes being taught in the newly constructed block since Aug 2015.</p>
<p>Improve the Herbal, Botanical and Rose garden.</p>	<p>New plants added to all three gardens and the layout improved.</p>
<p>Important days be marked with celebrations.</p>	<p>Many important days like Republic Day, Independence Day, Womens' Day, Voters' Day, National Youth Day, Beti Bacho Beti Padao etc were celebrated.</p>

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	6		1	
UG	6		2	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13		4	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

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

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

Yes, the changes are made by Board of studies at the university level. The faculty members of our college are on the board of studies.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	53	07	41	5	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	08	
Presented papers	03	04	
Resource Persons			08

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

Documentaries related to the syllabus were shown to the students.

Peer learning

PPT Lectures, notes and question banks were uploaded on the Sninger site (internal site) for the students to access them later.

2.7 Total No. of actual teaching days during this academic year 173

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 23 6

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.III	672	29	214	256	146	96%
B.Sc. H. Sc. III	16					100%
B.Sc Medical II	47					100%
B.Sc Bio Tech III	18	03	10	05		100
B.Sc. Non Medical III	35	02	06	27		100
M.Sc. F&N	14	2	7	5		100
M.A. Fine Arts	18	10	8			100
M.A. Dance	9	7	2			100
M.A. Music	05	05				100
BCA II	49	10	17	22		100%
M.Sc IT	18	07	08	03		100

M.Sc IT lateral Entry	12	02	10			100
PGDCA	36	05	07			88

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

- Results of house exams are monitored.
- Feedback from the students through tutorials.
- Feedback from the outgoing class.
- Formal and informal interaction with the heads of various departments and the college registrar.
- Ensuring timely coverage of syllabi through unitization of syllabi

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26			02
Technical Staff	16			04

Criterion – III

3. Research, Consultancy and Extension

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

- One teacher was granted Teacher fellowship under the faculty improvement program of UGC.
- Invitations to various seminars and conferences circulated among the staff.
- Duty leave sanctioned to teachers interested in attending seminars.
- New titles available for research added to the library.
- Subscription of Inplibnet in the Library

3.2 Details regarding major projects: NIL

3.3 Details regarding minor project: NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	1	4	
e-Journals			
Conference proceedings	1		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>

3.9 For colleges

Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

2

4

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- The students enrolled in NSS, NCC and Red Cross participated in various activities at college, university and intervarsity level. Students participated in youth festival at Zonal and inter-zonal level they were also enrolled for SVEEP.
- NSS unit of college has adopted a village Kheri Gujran near Patiala.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	101,172 sq.mts	----	Punjab Govt. Infrastructure development Grant	
Class rooms	31	4	do	35
Laboratories	23	2	do	25
Seminar Halls	2	---	do	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		30 computers		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		Furniture	RUSA & HEIS	

4.2 Computerization of administration and library

E- Office set up

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			459	1,31,386		
Reference Books			23	18614	55478	
e-Books			80,000	-	80,000	
Journals				54891	88	
e-Journals			5000	-	5000	-
Digital Database						
CD & Video			10			
Others (specify)			-	-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	1	13					
Added	30	02				1		
Total	83	03	13					

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

e-Governance

4.6 Amount spent on maintenance in lakhs :

i) ICT	15,02,337
ii) Campus Infrastructure and facilities	8,23,901
iii) Equipments	3,03,531
iv) Others	8,69,668
Total :	34,99,437

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All information about student support services is published in the prospectus and is also made available on website. From time to time notices are also put up to update students. Information is also disseminated through tutorials.

5.2 Efforts made by the institution for tracking the progression

The college tries to track student progression on the teacher level and information is also gathered when students come to collect their DMCs/Degrees.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2948			

(b) No. of students outside the state

14

(c) No. of international students

Men	No	%	Women	No	%
					100

No	%
	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1763	712	03	504	02	2982	1665	750	04	520	03	2939

Demand ratio

Dropout %

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- An informative lecture on the competitive exams was delivered by Dr. Harjinder Singh Walia, Director IAS Training Academy, Pbi. Univ. Pta. on 9th Oct. 2015.
- Major Harpreet Singh Mansahia, EGTOL, Pbi. Univ. Pta. delivered a lecture on career options on 28th Oct. 2015
- Mr. Keshav Hingonia, IAS (Secretary PPSC) delivered a lecture 'How to make successful transition from being a graduate to being successful'

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- VISION

To impart quality education to more girls in order to build their character, strengthen their minds and make them self reliant.

Mission

- To enrich and empower girls from the weaker sections of society and rural areas.
- To impart quality education and to develop healthy and positive outlook among girls towards life and society.
To widen their mental horizon, to equip them professionally and make them career oriented

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The affiliating university designs the curriculum. A large number of faculty members are members of the university Board of Studies for UG as well as PG. Suggestions are made by them and are usually incorporated.

6.3.2 Teaching and Learning

Efforts are made to teaching learner centric and interactive. Regular classroom is supplemented by having class discussions, quiz tests, assignments, guest lectures, seminars and group discussions.

6.3.3 Examination and Evaluation

The semester/annual exams are conducted and evaluated by the affiliating university. The college conducts MSTs and house examinations. Teachers submit the awards within the stipulated time to the registrar after showing the answer sheets to the students and guiding them to score better. Monthly class tests are also conducted by teachers.

6.3.4 Research and Development

Faculty members are encouraged to undertake research work. They are given duty leave to attend seminars and conferences organised by other institutions, or to make presentations. Some college teachers are also guiding research work of Ph.D. and M.Phil. scholars from other institutions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There are around 55000 books in the college library. Computerisation of access to the library is in the process.

The college has subscribed to INFLIBNET's N-List program of online journals and books.

6.3.6 Human Resource Management

A congenial atmosphere ensures maximum output from employees and also generates satisfaction.

To make the administration decentralised all faculty members are involved in developmental activities of the college and carrying out academic and extra-curricular duties. The aptitude and ability of the faculty members is kept in mind while assigning various duties.

Class III employees collaborate to fill up the gap created by shortage of staff

6.3.7 Faculty and Staff recruitment

Guest/contractual faculty is empanelled by the college against the vacant posts and also for the self financing programs. These appointments are made following Govt. regulations.

Regular appointments can only be made by the state Government

6.3.8 Industry Interaction / Collaboration

The students of M.Sc. Foods and Nutrition part II are sent for Internship of three months to different hospitals.

The students of B.A, Functional English in their 2nd year undertake 4 week on job training with a business house during the summer vacation.

6.3.9 Admission of Students

The admission to M.Sc. M.A. and B.Sc. classes is on merit basis and the Govt. laid rules regarding reservation are followed.

In tune with the mission of the college, all eligible applicants are given admission in B.A.

6.4 Welfare schemes for

Teaching	PF, Group Insurance, Medical Leave, Duty Leave, Medical Reimbursement, loans, Leave Encashment.
Non teaching	PF, Group Insurance, Medical Leave, Duty Leave, Medical Reimbursement, loans, Leave Encashment.
Students	Scholarships

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

An inter college declamation and debate competition is organised in support with Alumni Association. The Alumni association also collects funds to give financial aid to poor girls.
OSA also adds to the infrastructure as and where needed.

6.12 Activities and support from the Parent – Teacher Association

PTA meetings are held regularly and funds are thoughtfully spent for infrastructure development. Salaries of the guest faculty are also paid through this fund.

6.13 Development programmes for support staff

Computer literacy program for the benefit of office staff is organised by computer department of the college.

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

The dry leaves collected are put in pits to turn them into manure which is in turn used on the campus.
Students adopt young plants and water them regularly

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Documentaries on the life and art of great artists were shown to the students of M.A. Fine Arts. These documentaries complimented the PPT lessons.

In house training and guidance was given to the office staff by the computer department.

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

SSR uploaded and LOI submitted for NAAC accreditation.

Computer block completed and classes shifted.

Work on construction of new canteen was initiated.

E-office was inaugurated by the Education Minister, Punjab.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Psychological and behavioural counselling: The psychology department conducts a counselling workshop for students and staff to identify and address any psychological issues.
2. Health Awareness Activities: Health camps are organised regularly to spread awareness about health among girls. This year Ricela Oil Company updated students on latest research on cooking oils. Food stalls were put up on World Food Day.

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

7.4 Contribution to environmental awareness / protection

The students are sensitized to adopt eco-friendly measures. Tree plantation drive and cleanliness drives are undertaken regularly.

Dry leaves on the campus are piled into pits to convert into manure

Students are made to take an oath not to waste food and water and thereby save the environment.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- To hold faculty development workshop or program.
- To organise more extension lectures/workshops for students.
- To identify and apply for new courses.
- To involve more students in community oriented programs.
- To set a student council and form clubs for activities for sharing of learning.

Name VIJAY KUMAR GOYAL Name _____

Vijay Kumar
Signature of the Coordinator, IQAC

[Signature]
Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

- CAS - Career Advanced Scheme
- CAT - Common Admission Test
- CBCS - Choice Based Credit System

- CE - Centre for Excellence
- COP - Career Oriented Programme
- CPE - College with Potential for Excellence
- DPE - Department with Potential for Excellence
- GATE - Graduate Aptitude Test
- NET - National Eligibility Test
- PEI - Physical Education Institution

- SAP - Special Assistance Progra

- SF - Self Financing
- SLET - State Level Eligibility Test
- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission
