

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

I. Details of the Institution

1.1 Name of the Institution	Government College for Girls
1.2 Address Line 1	Stadium Road
Address Line 2	Opp. YPS
City/Town	Patiala
State	Punjab
Pin Code	147001
Institution e-mail address	gcwpatiala@gmail.com
Contact Nos.	0175-2213228, 0175-2222189
Name of the Head of the Institution:	Dr. Chirnjive Kaur
Tel. No. with STD Code:	0175-2222189
Mobile:	09779077090

Name of the IQAC Co-ordinator:

Mr. Vijay Goyal

Mobile:

8146303000

IQAC e-mail address:

iqacgcpatjala@gmail.com

1.3 NAAC Track ID

PBCOGN10331

1.4 Website address:

gcpatjala.com

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2003	5yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

02/04/2003

1.7 AQAR for the year

2014-15

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 _____ 2003 - 2004 _____ (DD/MM/YYYY)
- ii. AQAR _____ 2004 -2005 _____ (DD/MM/YYYY)
- iii. AQAR _____ 2005 - 2006 _____ (DD/MM/YYYY)
- iv. AQAR _____ 2006 - 2007 _____ (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)

Information Technology

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

No

University with Potential for Excellence

N.A.

UGC-CPE

No

DST Star Scheme

Nil

UGC-CE

No

UGC-Special Assistance Programme

Nil

DST-FIST

No

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

3

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

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

Started a new course – B.Sc. (Med).
Applied for four new courses, two under B-Voc and two under Community College.
Applied for a Finishing School.
Also applied for College with Potential for Excellence.

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
<p>To digitalise student progression and the working in the admin office.</p> <p>Need for a better canteen and common room for the girls.</p> <p>To renovate the vacant staff quarters so as to use them as classrooms.</p> <p>To sensitize students on gender equality by organising various events.</p>	<p>The construction of the building of the computer dept. is near completion to house the department from the oncoming session.</p> <p>Old floors in the library, a few labs and corridors newly tiled, broken windows and other infested wooden arches replaced with metal frameworks.</p> <p>Admin office housed in a more spacious hall.</p> <p>With the grant by RUSA, four ICT enabled rooms added, new computers purchased, new furniture for classrooms and Admin office, garden benches provided to students for outdoor seating, CCTV cameras installed in the campus, incinerators installed in the girls washrooms etc</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	5		1	
UG	6	1	2	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	12	1	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	12
Trimester	Nil
Annual	Nil

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.

Some of the faculty are members of the Board of Studies of the affiliating university and impart their services for the up-dation of the syllabi from time to time.

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

B.Sc. Medical

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	57	9	42	3	7

2.2 No. of permanent faculty with Ph.D.

17

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

12

Nil

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	3	1
Presented papers		4	
Resource Persons			

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

ICT enabled rooms were set up and projectors were added to present PPT lectures. Documentaries/movies were shown to supplement academic learning.

Group was created on social media for taking up doubts during exams.

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)

University norms

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

16

5

2.10 Average percentage of attendance of students

76%

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.	656	29	143	269	162	92
B.Sc. Non Med	25	04	08	13		100
B.Sc. Bio- Tech	16	1	13	3		100
B.Sc. H.sc	19	1	18	-		100
M.Sc. F&N	10	2	5	3		100
M.A Fine Arts	16	5	11	-		100
M.A Music	8	2	6	-		100
M.A Dance	7	7	-	-		100
M.Sc. IT	9	01	06	01		90
PGDCA	14	02	07	01		86

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	9	3	-	
Technical Staff	21	14	-	

Criterion – III

3. Research, Consultancy and Extension

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

<p>One teacher fellowship case forwarded to higher authorities for approval.</p> <p>Invitations to various seminars and conferences circulated among the staff.</p> <p>Duty leave sanctioned to teachers interested in attending seminars.</p> <p>New titles available for research added to the library.</p> <p>Subscription of Inlibnet in the Library</p>
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	5	5	1
e-Journals			
Conference proceedings		2	

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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

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:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
2				2		

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

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

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

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 college Youth club celebrated International Youth Day on 20.8.14
- Cleanliness campaign in the campus to commemorate Swachh Bharat Abhiyan on 11.12.2014
- An active programme on fitness ‘Health through Yoga’, benefitted students and the faculty on 21.12.14
- National Youth Day celebrated on 12.1.15. Honourable Minister for Higher Education and Languages, Govt. Of Punjab Mr. Surjit Singh Rakhra administered oath to the students to walk on the path of righteousness
- To highlight the importance of the girl child, ‘Lohri for Daughters’, celebrated in the campus to mark the Lohri festival
- National Road Safety Week celebrated on 17.1.2015
- ‘Dhian di Shaan’, a programme organised on 28.1.2015 to honour the national campaign ‘Beti Bachao, Beti Padhao’
- In order to generate road safety awareness, a lecture on traffic rules was organised on 28.2.2015

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	25 acres			
Class rooms	31			
Laboratories	28			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			RUSA& HEIS	
Value of the equipment purchased during the year (Rs. in Lakhs)			RUSA& HEIS	
Others Library	1			

4.2 Computerization of administration and library

Most of the work in administrative office is computerised. Computerisation of fee is proposed.

All the books in library are listed on computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books(2010 onwards)	2485	5,52,340	49	5503	2534	5,57,843
Reference Books/Gen.	260	77,000	239	66,333	499	1,43,333
e-Books	18+ 80000 (Nlist)	5000	---	---	18+ 80000 (Nlist)	5000
Journals	78+21	50252	---	----	78+19	61,266
e-Journals	4000 (Nlist)	5000	---	---	4000 (Nlist)	5000
Digital Database	Inflibnet (Nlist)					
CD & Video	50	Free	---	---	50	Free
Others – Audio Cassettes	18	Free	---	---	18	Free

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added	10	2						
Total								

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

4.6 Amount spent on maintenance in lakhs:

i) ICT	39,795
ii) Campus Infrastructure and facilities	10,00,000
iii) Equipments	51,634
iv) Others	1,95,438
Total :	12,86,867

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are informed about Student Support Services through the prospectus.

A counselling committee, during admission, interacts with students and further imparts information.

The students are further disseminated information through tutorials.

5.2 Efforts made by the institution for tracking the progression

Outstanding students are in touch with the teachers and convey their achievements.

Information is also gathered when students come to collect degrees or attend the Annual Function.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2767	172	---	----

(b) No. of students outside the state

23

(c) No. of international students

Men	No	%	Women	No	%
					100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1673	566	05	438	01	2682	1783	712	03	504	02	2939

Demand ratio Dropout %

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

There is no provision in the college for coaching students for the competitive exams.

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

In October 2014 the District Bureau of Employment Generation and Training organised a series of lectures delivered by the Asst. Commissioner, Dy. Director and E.G.T.Os to spread awareness of available careers among the students.

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

Ours being an all girls college such programmes are not needed.

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, the college does have a Management Information system.

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

6.3.1 Curriculum Development

The college follows curriculum designed by the affiliating university. Many college teachers are members of Board of studies at UG and PG levels. Changes suggested by them are taken into consideration and invariably included.

6.3.2 Teaching and Learning

Efforts are made to make teaching learning more interactive and student centric, keeping in mind their strengths and weaknesses. The traditional lecture method is supplemented by board work, group discussions, surprise quizzes, student seminars, ppts and movies.

6.3.3 Examination and Evaluation

Evaluation is undertaken through monthly class tests mid semester tests, house examination, assignments, class seminars and annual exams. Assessed answer sheets are made available to the students for perusal. Internal assessment for the annual exams is also awarded based on these tests.

6.3.4 Research and Development

College teachers are encouraged to take up research work and to participate in seminars. Duty leaves are sanctioned for attending seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has a collection of 56000 books.

The library has subscribed to Inflibnet's N-list

6.3.6 Human Resource Management

Besides teaching the teaching faculty is also involved in extracurricular and developmental activities undertaken in the college.

The non teaching staff is also sent on training to other institutes.

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.

6.4 Welfare

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

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	No		No	
Administrative	No		No	

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

Revis

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.

- B.A. - III students of Functional English are regularly taken to a Media centre as a requirement of their curriculum. This year the girls also participated in a radio talk-show on ‘Safety for Women’, aired on AIR Patiala Station in Jan, 2014. This activity not only helped in honing the communication skills of the girls but also enhanced their thinking skills. Such shows will go a long way to strengthen the institute-industry interaction.
- The college plans to constitute an award for the most regular student of the year. This practice is being undertaken to encourage regular attendance of lectures

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

Infrastructure of college was upgraded.
5 labs were also upgraded.
Many extension activities were organised for students.

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 Cipla pharmaceutical company was co-organiser. Food stalls put up on World Food Day are based on theme 'More Nutritious food at a lower cost'.

****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.
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 complete the new computer block and shift computer classes

Shift the office to a more spacious building

Construct a new canteen

Complete SSR and submit LOI

Name _____

Name _____

Signature of the Coordinator, IQAC

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 Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

UPSC - Union Public Service Commission
