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 **Office of Principal, Govt.Shivalik College, Naya Nangal-140126**

**GSC/2015/408 Dated 13-04-2015**

The Annual Quality Assurance Report (AQAR) of the IQAC **Year 2012-13**

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

Part – A

**1. Details of the Institution**

 Govt. Shivalik College

1.1 Name of the Institution

 1.2 Address Line 1

Tehsil Nangal

Distt. Ropar

Address Line 2

Naya Nangal

City/Town

Punjab

State

Pin Code

140126

gcnangal@gmail.com

Institution e-mail address

Contact Nos.

01887-220643

Mrs. Suman Gandhi

Name of the Head of the Institution:

01887-220643

Tel. No. with STD Code:

098720-37183

Mobile:

Dr. Veena Verma

Name of the IQAC Co-ordinator:

Mobile:

98726-58833

veenangl@yahoo.co.in

 IQAC e-mail address:

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

PBCOGN11920

1.4 **NAAC Executive Committee No. & Date:**

EC/34/054, 04-11-2004

*(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)*

www.gscnangal.com

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 | 1st Cycle | B++ |       | 2004 | 2009 |
| 2 | 2nd Cycle |       |       |       |       |
| 3 | 3rd Cycle |       |       |       |       |
| 4 | 4th Cycle |       |       |       |       |

09-09-2005

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

2012-13

**1.8 AQAR for the year *(for example 2013-14)***

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

1. AQAR 2010 – 11 30-04-15 (DD/MM/YYYY)
2. AQAR 2011 – 12 11-05-13 (DD/MM/YYYY) - online
3. AQAR 2012 – 13 30-04-15 (DD/MM/YYYY) -
4. AQAR 2013 - 14 18-07-14 (DD/MM/YYYY)

1.10 Institutional Status

✓

 University State Central Deemed Private

Affiliated College Yes No

✓

Constituent College Yes No

✓

 Autonomous college of UGC Yes No

✓

 Regulatory Agency approved Institution Yes No

✓

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

✓

 Type of Institution Co-education Men Women

✓

 Urban Rural Tribal

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

✓

✓

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

1.11 Type of Faculty/Programme

✓

✓

 Arts Science Commerce Law PEI (Phys Edu)

✓

TEI (Edu) Engineering Health Science

Management

BCA, PGDCA, Add-on-Course in Spoken English

Others (Specify)

Punjabi University, Patiala

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

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

 Autonomy by State/Central Govt. / University

**2. IQAC Composition and Activities**

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

 01

2.3 No. of students

 Nil

2.4 No. of Management representatives

 01 Principal

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

 01

 Community representatives

2.7 No. of Employers/ Industrialists

 Nil

 01

2.8 No. of other External Experts

 11

2.9 Total No. of members

 2

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

✓

N/A

 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total Nos. International National State Institution

NIL

NIL

NIL

NIL

2.14 Significant Activities and contributions made by IQAC

1. Feedback 2. Lib Advisory Comm. 3. Deptt. Function

4. Wifi facilities 5. Teaching Plans 6. Academic Calendar

7. Information on Website 8. Student progression

 9. NRC (Lib.) 10. Reader’s Club

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 |
| Prospectus, Admissions, Time Table, IQAC meetings, Teaching Plans, Sessional Test, Cultural and Co-curricular Activities, Talent Hunt, Feedback, Athletic meet, Prize distribution function, Updating of College website | Submission of LOI, Preparation of SSR, Preparation of AQAR and Annual report of Punjabi University, Patiala has also been achieved.  |

2.15 Whether the AQAR was placed in statutory body Yes No

IQAC Comm.

✓

Management Syndicate Any other body

 Provide the details of the action taken

Same mentioned above

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD |  |  |  |  |
| PG | 02 | 0 | 0 | 0 |
| UG | 04  | 0 | 01 | 01 |
| PG Diploma | 01 | 0 | 01 | 01 |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate | 01 | 0 | 0 | 01 |
| Others |  |  |  |  |
| **Total** | 8 |  | 2 | 3 |

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

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 6 |  |       |       |
| Trimester | 0 |
| Annual | 2 |

✓

✓

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, within the existing system of exam. and also switch over from annual to semester

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

No

 **Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 15 | 0 | 15 | 0 | 0 |

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

10

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 21 | 16 | --- | --- | --- | --- | --- | --- | --- | --- |

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops |   | 4  | 2 |
| Presented papers |  | 7 | 2 |
| Resource Persons |        |        |       |

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

1. Use of Internet 3. Students demonstrations 5. Use of Audio-Visual aids
2. PPT’s 4. Use of modals and charts

2.7 Total No. of actual teaching days

156

 during this academic year

Nil

2.8 Examination/ Evaluation Reforms initiated by

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

 Double Valuation, Photocopy, Online Multiple Choice Questions)

08

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

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

75%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | Pass % |
| B.A.I | 176 | ---- | ---- | 65.34 |
| B.A.II | 134 | ---- | ---- | 91.8 |
| B.A.III | 114 | ---- | ---- | 96.5 |
| B.Com-I | 68 | ---- | 4 | 100% |
| B.Com – II | 68 | ---- | ---- | 100% |
| B.Com-III | 67 | ---- | ---- | 100% |
| B.Sc-I N.M. | 62 | ---- | ---- | 100% |
| B.Sc-II N.M. | 43 | ---- | ---- | 100% |
| B.Sc-III N.M. | 28 | ---- | 5 | 100% |
| B.Sc-I M. | 15 | ---- | 6 | 100% |
| B.Sc-II M. | 08 | ---- | 3 | 100% |
| B.Sc-III M. | 06 | ---- | 1 | 100% |
| MA-I Eco. Sem. I & II | 24 | ---- | ---- | 100% |
| MA-2 Eco. Sem. III & IV | 21 | ---- | ---- | 100% |
| MA-I Pol. Sci. Sem. I & II | 23 | ---- | 11 | 100% |
| MA-2 Pol. Sci. Sem. III & IV | 26 | ---- | 25 | 100% |
| PGDCA | 26 | 5 | 16 | 96.15 |
| BCA-I | 49 | 2 | 7 | 100% |
| BCA-II | 27 | ---- | 8 | 100% |
| BCA - III | 31 | 2 | 22 | 100% |

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

 Through Feedback and direct interaction with the students.

 **2.13 Initiatives undertaken towards faculty development**

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| 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 PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 4 |  |       |       |
| Technical Staff | 14 |  |       |       |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* Research Promotion Committee has been constituted.
* NRC in the Library.
* Well equipped Library.
* Research activity like surveys are undertaken by PG students.

3.2Details 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 | 3 | 1 |  |
| Non-Peer Review Journals |  | 2 |  |
| e-Journals |  |  |  |
| Conference proceedings | 3 | 4 |  |

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 organizations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects |       |       |       |       |
| Minor Projects |       |       |       |       |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students research projects*(other than compulsory by the University)* |       |       |       |       |
| Any other(Specify) |       |       |       |       |
| Total |       |       |       |       |

NIL

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

NIL

NIL

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

NIL

NIL

 UGC-SAP CAS DST-FIST

NIL

NIL

NIL

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

NIL

NIL

NIL

 INSPIRE CE Any Other (specify)

NIL

NIL

NIL

3.10 Revenue generated through consultancy

NIL

 3.11 No. of Conferences organized by the Institution. NIL

NIL

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

NIL

NIL

NIL

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

NIL

3.15 Total budget for research for current year in lakhs :

 From Funding agency From Management of University/College

NIL

NIL

 Total

NIL

3.16 No. of patents received this year. NIL

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
|  |  |  |  |  |  |  |

 Of the institute in the year

3.18 No. of faculty from the Institution

1

 who are Ph. D. Guides

 and students registered under them

1

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

0

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

0

JRF SRF Project Fellows Any other

0

0

0

3.21 No. of students Participated in NSS events:

0

University level State level National level

0

0

International level

0

3.22 No. of students participated in NCC events:

0

6

42

0

University level State level National level International level

3.23 No. of Awards won in NSS:

0

0

0

University level State level National level

International level

0

3.24 No. of Awards won in NCC:

03

University level State level National level International level

7

3.25 No. of Extension activities organized

0

0444

0

0

0

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

* Career Counseling = 4
* Legal Library Cell = 2
* Gender Sensitization = 1
* Environment awareness = 1
* Drug abuse = 1

**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 | 16.5 Acre | Nil | ------ | 16.5 Acre |
| Class rooms | 31 | Nil | ------ | 31 |
| Laboratories | 14 | Nil | ------ | 14 |
| Seminar Halls | 1 | 1 | HEIS | 2 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  |  |  |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  |  |  |  |
| Others |  |  |  |  |

4.2 Computerization of administration and library

Online transfer of Salary by Pb. Govt.

NRC in lib. with Wifi facility.

Wifi facility in Admn. Office and HEIS.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books | 26108 | ----- |  |  |  |  |
| Reference Books |  |  |  |  |  |  |
| e-Books |  |  |  |  |  |  |
| Journals | 13 |  |  |  |  |  |
| e-Journals |  |  |  |  |  |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| 1 | 51 | 2 | Yes | 8 | 0 |  |  | 1 Edusat |

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

15 PCs Networking

4.6 Amount spent on maintenance in lakhs :

 i) ICT

20 lacs

6700

 ii) Campus Infrastructure and facilities

29000

 iii) Equipments

00

 iv) Others

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Welfare schemes such as scholarships and fee concession are given to SC/Minority/Girls Students.
2. Information for students and parent on college website, prospectus, notices and orientation assembly.
3. Co-curricular and extra curricular activities such as talent hunt, Zonel Youth Festival, Red cross festival, Inter College competition and quizzes and department al activities.
4. Career Counselling and Placement Cell such as guidance to the students for the further studies and job opportunities.
5. Alumni association
6. Redressal of student grievences cell
7. Anti ragging Committee
8. Prevention of sexual harassment committee

5.2 Efforts made by the institution for tracking the progression

Personnel contact is maintained with the students.

Record of progression of student is maintained.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 987 | 126 | -------- | -------- |

5.3 (a) Total Number of students

44

 (b) No. of students outside the state

NIL

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 303 | 27.22 |

|  |  |
| --- | --- |
| No | % |
| 810 | 72.78 |

 Men Women

|  |
| --- |
| Last Year |
| General | SC | ST | OBC | Physically Challenged | Total |  |
| 559 | 152 |    | 184 |       | 987 |  |

Demand ratio 1:1 Dropout % 26.3

5.4 Details of student support mechanism for coaching for competitive examinations

 (If any)

* No formal Coaching is provided but the students are helped by the teachers for appearing in competitive exam.
* Some extension lectures are held about career opportunities in competitive exams.

 No. of students beneficiaries

70

5.5 No. of students qualified in these examinations

**5.6 Details of student counseling and career guidance**

 16 students of B.Com were short listed by the Birla Sunlife Insurance Ltd.

**5.7 Details of campus placement** - NIL

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
|       |       |       |       |

**5.8 Details of gender sensitization programmes**

1) The above committee is functioning in the college. Besides sensitizing the students on gender issues by organizing lectures, Power Point presentations and seminars , the committee actively looks after the problems/issues raised by the girl students from time to time, encouraging them to share their grievances if any and effectively work for their redressal.

2) On 21st Jan. 2013, the committee in collaboration with Legal Cell of the college organized a PPT presentation on Violence Against Women, especially “Honour Killings” by Dr Nilima Dogra.

1. On 29th April 2013, the committee organized a Gender Sensitization Drive. A PowerPoint Presentation was made by Dr Nilima Dogra on Protection from Sexual Harassment at workplace Bill (Prevention, Prohibition and Redressal Act) (2013). The students were enlightened on the effective complaint and redressal mechanism in detail. Madam Suman Gandhi, the Principal gave a lecture on Gender roles and Present Scenario. A number of students and teachers attended the seminar. Dr. Veena Verma delivered an interactive talk on Gender Sensitization.

A Proposal for Funds has been made under RUSA to organize a two day workshop on Women Issues in the next session.

5.9 Students Activities

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

 State/ University level National level International level

Nil

Nil

6

 No. of students participated in cultural events

 State/ University level National level International level

Nil

Nil

Nil

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

Nil

Nil

2

Nil

Nil

2

 Sports : State/ University level National level International level

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount (Rs.) |
| Financial support from institution  | 180 | 339242 |
| Financial support from government |  | 271000 |
| Financial support from other sources | 6 merit scholarships were given be PSEB |  |
| Number of students who received International/ National recognitions | 1 (NCC) | 12000 |

5.11 Student organised / initiatives. Welcome and farewell parties

5.12 No. of social initiatives undertaken by the students. ONE

One blood donation camp was organised

5.13 Major grievances of students (if any) redressed:

* Safe drinking water provided.
* Separate toilets for girls.
* Maintenance of building, window panes and fans was undertaken.
* Minor cases of eve-teasing were redressed.
* Seminar room was renovated.
* Additional computers purchased.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision

The college aims to internalize among the students a strong commitment to human values and social justice and sensitize them to evolve a scientific temper and spirit, as reflected in the Motto of the college - Deh Shiva Var Mohe –Shubh Karman te Kabhu na taro- Nishche kar apni Jeet karo (Grant me this Boon, Oh God, from thy Greatness .May I never refrain, from righteous acts, may I fight without fear, all foes in life’s battle with confident courage, claiming the Victory”)

Mission

The mission of the college is to create a progressive and creative model of youth, able minded, with dynamism and ethical values; being in tune with the evolving demands of society and sensitize to regional, national and international aspirations.

6.2 Does the Institution has a management Information System

Mannual Information System

1. MIS Administrative procedures including finance

Decentralization for greater involvement of all employees is practised in our institute. Committees are formed for various activities. Their progress is reviewed from time to time and feedback from all involved determines the next course of action.

Highly qualified and experienced staff takes care of teaching. Teaching plans (Monthly and Trimester wise) are formed and adhered to. Audio – Visuals, Internet, Interactive teaching & latest technology aids supplement the traditional ‘chalk and talk’ method. Class test, monthly test and house test keep the students on their toes. Internal assessment is based on every day class performance and appraisal.

Proctorial duties are performed seriously for peaceful & undisturbed class room teaching. Do’s and don’ts are outlined in the Prospectus only. Any aberration from the expected behavior is taken serious note of.

In order to chan=u7nelize the youthful energy and tap the talent of our students, a number of activities are organized in the college. In addition to N.C.C. (Naval Wing), N.S.S., Legal Literacy Cell, Sports, College Magazine, Departmental activities, participation in Inter- College and Intra College competitions our students participate and win laurels in Youth Festival.

Latest electronic technology is used for speedy communication with Higher Education Authorities.

Teachers are encouraged to update their knowledge and teaching skills by attending seminars, workshops etc.

Regular rounds and meeting with the faculty are undertaken to keep the channels open for interaction and review of teaching and curricular activities.

Tutorial groups are formed for greater more intimate communication of students vs. tutors. Individual problem are heard and dealt with in tutorial group meetings.

Finance (Staff) :-

* The salary for the regular and part time staff is allocated by Govt. of Punjab and is credited to the Bank Account No. of employees through e-transaction.
* The Guest Faculty is paid from PTA fund as per instruction of DPI Colleges.
* The Faculty of HEIS is paid from HEIS fund.

Finance (Students) :-

* The fee collected from the students is entered in the daily fee receipt register which is maintained daily by the fee clerk
* The amount is deposited in Govt. Account & 24 – odd savings accounts as per Govt. & University instructions.
* The savings pass books & Cash-Books are maintained and updated daily by the accounts branch of the college.
* The expenditure is done according to the requirements of the various departments from time to time according to Govt. and University rules and records are the maintain in the cash-books.
1. Student Admission
* Academic Calendar is provided by the Punjabi University Patiala for each session.
* An updated prospectus is printed in the month of May.
* The admission committees for different classes are formed.
* The filled admission forms for each class are scrutinized and interviews are held on the prescribed dates (mentioned in the prospectus). The eligible students are admitted purely on merit basis. The roll no. slips are issued to the students by the fee clerk.
1. Student Records :-
* The student’s records are maintained in the Demand and Collection registered regarding their fee, fine etc.
* The daily attendance of students is maintained is class registers by the concerned teachers.
* The roll nos. of absent students are entered in the absentee – performa daily by the teachers.
* The students are fined for the missing their classes according to University rules.
* The record of student’s performance in house exam. & annual/semester exam. is maintained in the result register manually. The college is in the process of starting e-facilitation for the student’s records.
1. Evaluation and Exam. Procedures :-
* For house and sessional exam. the question papers are set by the internal teachers and date sheet is notified. The answer books are evaluated and records are maintained by teachers and submitted to college office from time to time.
* The annual/semester exam. is the responsibility of Punjabi University Patiala. The teachers are assigned duties like paper setting, practical examiners, invigilation, evaluation etc. by the university.
1. Research and Administration :-

The staff is encouraged to take up the research work, attend and present papers in conferences and seminars from time to time.

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

6.3.1 Curriculum Development

Efforts to start B.Com (professional)-Course in Commerce

6.3.2 Teaching and Learning

Set up Seminar room

6.3.3 Examination and Evaluation

Semester system was introduced as per Punjabi University guidelines

6.3.4 Research and Development

Some teachers have research publications

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

As per Govt. rule

6.3.7 Faculty and Staff recruitment

Guest faculty/contractual staff was appointed out of PTA fund & HEIS fund.

6.3.8 Industry Interaction / Collaboration

3 lectures were organized on Industry Interaction/Collaboration.

6.3.9 Admission of Students

* A transparent admission procedure based on merit was followed.
* Reservation policy of Govt. has been strictly followed

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching |  LTC, Medical Leave, Mobile allowance, Medical allowance, GIS |
| Non teaching | --- do ---- |
| Students | * SC/BC/Minority/disables students/ scholarships
* EduSat lectures.
 |

 4056005 (HEIS) & 1018182(PTA)

6.5 Total corpus fund generated

✓

6.6 Whether annual financial audit has been done. Yes No

Annual Financial Audit of HEIS and PTA is done regularly but for Govt. Funds the Audit is to be done as per directions of the Govt. Audit of HEIS funds has been done.

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

 N/A

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

 N/A

6.11 Activities and support from the Alumni Association

 None

6.12 Activities and support from the Parent – Teacher Association

* Total Financial Support for appointing Guest Faculty.
* Partial financial support for college Annual functions and sports days.
* Suggestion from parents regarding teaching learning process.

6.13 Development programmes for support staff

None

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

* Van Mahotsav.
* Plantation on the campus.
* Environment science subject is compulsory.
* Seminars are held under NEAC awareness programms.

**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.

* Book Bank facility in some departments.
* Proctorial duties.
* Grooming the advance learners and helping week learners

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

 beginning of the year

Following plans have been implemented successfully.

* Process of re-accreditation of the college has started.
* New Seminar room, computer lab., and office renovation work in HEIS.
* Workshop on Gender sensitization was organised.
* Student’s trips have been organised.
* Renovation of building is in progress.
* Examination room has been renovated.

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

* Career Counselling Cell
* Gender Sensitisation
* Grooming the advance learners and helping week learners

7.4 Contribution to environmental awareness / protection

* Van Mahotsav.
* Plantation on the campus.
* Environment science subject is compulsory.
* Seminars/Workshop are held under NEAC awareness programms.

✓

7.5 Whether environmental audit was conducted? Yes No

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

**SWOC**

Strengths :-

* Highly qualified regular teaching faculty.
* Well stocked library with special post graduate wing.
* Well equipped labs.
* Modern computer labs.
* UGC, NRC with broadband internet facility.
* Spacious lecture theatres and class rooms.
* Language lab. with latest English language software and audio-visual aids.
* Ragging free and well disciplined campus.
* HEIS with professional computer courses.
* Spacious playgrounds and courts.
* Unintemupted power supply with GenSet of 35 KVA.
* Regular supply of cool and safe drinking water for staff and students.
* Separate common room for girls with attached toilet.

Opportunities :-

* Free internet facilities with provisions for scanning & printing.
* UGC, NRC for staff and students.
* Multimedia system room with overhead projector .
* Modern Seminar room with latest audio-visual aids such as LCD projector, visualize etc.
* Add-On-Course for spoken English.
* Encouragement for most co-academic, Co-curricular and sports activities.
* Gymnasium.
* Provision for program of social outreach e.g. Gender-sensitization, Red-Cross and Environment Society.
* Students from the bordering state of Himachal Pradesh are also allowed admission as per rules and norms.

Weaknesses :-

* Shortage of regular teaching faculty as per requirements.
* Paucity and delay in disbursement of various requirement funds from the Govt.
* Number of posts sanctioned by the Govt. is for lesser than the number required as per UGC norms.
* Lesser number of posts as per UGC norms sanctioned by the Govt.
* Shortage of non-teaching, lab and support staff.

Challenges :-

* For English communication skills of majority of students from rural background.
* Minimal accountability of majority of teaching staff due to shortage of regular faculty.
* Due to non-availability of candidates with prescribed qualification for Guest faculty (teaching), compromise has to be made at times in the interest of students.
* Strength of boy students is comparatively low.
* Funds for participation in Sports, Youth festivals.

