

The Annual Quality Assurance Report (AQAR) of the IQAC

2013-14

SUBMITTED BY

Internal Quality Assurance Cell (IQAC)

Guru Nanak College for Girls

Sri Muktsar Sahib, Punjab (152026)

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VISION OF THE INSTITUTION

“ਵਿਦਿਆ ਵਿਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ”

**Education, If Truly Contemplated,
Make a Man Altruistic**

–MISSION STATEMENT–

To shape young minds through diverse knowledge and skill development programmes and inculcate in them human values, the ideals of social justice and peaceful co-existence, in harmony with Nature and humankind to achieve Guru Nanak’s vision of egalitarian society.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Guru Nanak College for Girls

1.2 Address Line 1

Tibbi Sahib Road

Address Line 2

Near Regional Centre P.U.

City/Town

Shri Muktsar Sahib

State

Punjab

Pin Code

152026

Institution e-mail address

principal_gnc@yahoo.com

Contact Nos.

01633-260229

Name of the Head of the Institution:

Mrs. Navjot Kaur

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Name of the IQAC Co-ordinator:

Dr. Jasjeet Kaur

Mobile:

9878655630

IQAC e-mail address:

gnciqac1970@gmail.com

1.3 NAAC Track ID (*For ex. MHC0GN 18879*)

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)*

EL/51/A&A/16

1.5 Website address:

www.gncmkt.ac.in

Web-link of the AQAR:

<http://gncmkt.ac.in/uploads/AQAR%202013-14.pdf>

(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	2.60	2009	December 30, 2014
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

09-01-2012

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

2013-14

1.9 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)

- 1. AQAR _____ (DD/MM/YYYY)
- 2. AQAR _____ (DD/MM/YYYY)
- 3. AQAR _____ (DD/MM/YYYY)
- 4. AQAR _____ (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 SS

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

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Panjab University, Chandigarh

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities**2.1 No. of Teachers**

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

**2.6 No. of any other stakeholder and
community representatives**

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

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

2.15 Plan of Action by IQAC/Outcome *(See Annexure-I)

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 *

Sr. No.	Plan of Action	Achievements
1.	Construction of faculty house (Mata Tripta Ji Faculty House) will be completed.	Completed.

2.	Library will be updated with the addition of more books, e- books, e-journals, CD Videos.	1568 Text books, 14 Reference books, 97000 e-Books, 27 Journals, 6000 e-Journals, 61 CD videos.
3.	Different varieties of plants will be purchased for botanical garden.	New plants are purchased.
4.	Laboratories will be upgraded by purchasing new equipments.	New equipments are purchased by worth Rs. 9,26,403 Lakhs.
5.	The students will be motivated to participate in extra-curricular activities along with academics.	Students got two positions at inter zonal level and twenty three at Zonal level in youth festival of Punjab university Chandigarh.
6.	Special attention will be given to the sports/games.	Sports students achieved two positions at national level, twenty six positions at state/University level.
7.	To aware the students about outer resources, educational tours will be conducted.	Various educational tours are conducted this year to familiarize the students about different aspects.
8.	Zoology museum will be enriched by increasing the number of specimens.	New specimens are purchased for Zoology museum section.
9.	To enhance the exposure of students and faculty towards different sources of information academic visits will be organized.	Members of English Literary Society visited Books Exhibitions.
10.	To create the interest among students towards research, special lectures/workshops /seminars/orientation programs will be organized.	Various lectures and seminars are conducted to sensitize the students towards themes and issues of present scenario.
11.	To create a bridge between traditional values and modern culture, fairs and exhibitions will be organized.	Heritage fair and exhibition are organized to aware the students about culture of Punjab.

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Kindly See 2.15

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 values added/career Oriented Programmes
Ph.D.	Nil	Nil	Nil	Nil
PG	07	Nil	07	Nil
UG	09	Nil	08	Nil
PG Diploma	01	Nil	01	Nil
Advanced Diploma	04	Nil	04	04
Diploma	04	Nil	04	04
Certificate	04	Nil	04	04
Others (Enrichment Courses)	07	Nil	07	
Total	36	Nil	35	12

Interdisciplinary	07	Nil	04	Nil
Innovative	04	Nil	04	04

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

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	07
Trimester	Nil
Annual	22
Short-term	07

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

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

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

As per rules and regulations of Punjab University, Syllabus of UG as well as PG classes are updated after 3 years. If any additional revision is required within this period, then there is flexibility in the system to make changes.

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

- Nil

CRITERION – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty:

Total	Asst. Professor	Associate Prof	Professors	Others
32	4-Aided, 26-Unaided	2-Aided	Nil	29 (Adhoc) 8(Contract)

2.2 No. of Permanent faculty with PhD = 10

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

Asst Professor		Associate Professor		Professors		Others	Total	
R	V	R	V	R	V	R	R	V
0	11	0	0	0	0		0	11
5		0		0		29 (Adhoc), 2 (Contract)	36	-

2.4 No. of Guest Faculty : 08

No. of Visiting Faculty : Nil

(89 Days) Temporary Faculty : 16

2.5 Faculty Participation in Conference and Symposia:

No. of Faculty	International Level	National Level	State Level
Attended	1	2	-
Presented Papers	6	9	-
Resource Person	-	-	-

2.6 Innovative Processes Adopted By The Institution in Teaching and Learning:

- The Institution always tries to encourage its faculty members to use unconventional teaching methods and aids with the conventional ones. Faculty adopted lecture cum

discussion and oral questions-answers method in the classroom to interact with the students and to create their interest in the study.

- Teachers use various innovative teaching aids as audio-visual aids including charts projectors, online study material, presentation, etc. to develop more curiosity of students in the particular subject. Teachers also use smart classrooms to teach some subjects. Innovative teaching practice approaches by adopting practical and model making methods.
- In some subjects, field surveys are conducted by students under the supervision of subject experts of college to collect the samples from fields and to interact with local people of different localities.
- To give its students more exposure, Institute organizes special lectures /seminars/ extension lectures/conferences in the college campus. The college always tries to invite subject experts from other reputed institute and universities to orient the students regarding various fields of study.
- As per the need of students various Soft Skills Training Programs are regularly organized.
- The Institution has adopted various methods and techniques to identify the students who are at high risk of failure and slow-learners and plan remedial classes accordingly. The Institution is also aware about the fact that the students who are participating in extra-curricular, sports and cultural activities should be compensated by providing them special teaching hours as they spend much of their time for preparation of these activities and competitions. In light of this, teachers give extra time to these students.

2.7 Total No. of Actual Teaching Days during This Academic Year:

- **Annual System** : 151 days
- **Semester System** : 192 days

2.8 Examination/Evaluation Reforms initiated by the institution

House Examination Committee: The college has constituted an examination committee under the charge of Registrar, House examination. This committee plans and conducts house examinations twice in a year to analyze the student's performance in academics. Committee displays the date sheets of different subjects, collects question papers, conducts examinations, After examination is over, answers sheets are distributed to students and answer keys of question papers are discussed to aware them about their scores and to

motivate them to do work hard to improve their academic performance. After that, committee keeps the proper record of examinations in form of award lists, maintain result registers & answer sheets. To enhance the transparency, on spot evaluation system of house examination has been set-up in college. The committee also aware the students about the rules and regulations of Punjab university Chandigarh regarding the Internal Assessment Criteria of University.

- To evaluate the performance of students, teachers also take time to time tests of the students, assignments, projects, oral-presentations, etc.
- Special diagnostic tests are conducted by the teachers to identify slow-learners.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of study/faculty/curriculum development workshop:

- Dr. (Mrs.) Jasjit Kaur – Member PG Board of studies in Economics, Panjab University, Chandigarh from 2013-15

2.10 Average Percentage of Attendance of Students

87.3 %

2.11 Course/Programme Wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared in the Final Exam of the programme	Division				
		Distinction%	I %	II %	III %	Pass %
BA	357	8.40	36.13			97
B.Sc. (Non-Medical)	48	22.91	39.58	33.33	0	97.9
B.Sc. (Medical)	10	30	60	10	0	100
B.Com	16	18.75	62.5	12.5	0	93.75
B.Sc. (Fashion Designing)	09	100	0	0	0	100

BCA	39	17.94	79.48	0	0	97.43
B.Sc. (Bio-Tech)	14	42.85	57.14	0	0	100
BBA	10	40	60	0	0	100
MA(Punjabi)	30	6.66	40	53.33	0	100
MA(Hindi)	21	52.38	47.61	0	0	100
MA(History)	21	19.04	33.33			90
MA(Sociology)	28	17.85	67.85	14.28	0	100
M.Sc (IT)	17					100
M.Com	21	19.04	42.85	38.09	0	100
M.Sc.(Maths)	06					100
PGDFD	09	77.77	0	0	0	78
CC in Fashion Designing	15	0	40	60	0	100
DC in Fashion Designing	9	0	66.67	33.33	0	100
ADC in Fashion Designing	11	54.54	45.45	0	0	100
CC in Journalism	31	3.22	0			96
DC in Journalism	13	7.69	0			100
ADC in Journalism	8	37.5	25			100

CC=Certificate Course, DC=Diploma Course, ADC=Advanced Diploma Course

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

- Keeping in view the academic plans of Panjab university, Chandigarh, IQAC conducts the meetings in beginning of every academic session in which planning for various academic activities has been done.

- The IQAC organizes faculty development orientation programme for the newly appointed teachers and non-teaching faculty as well as for the students about various aspects of college such as different college committees, their activities and functioning.
- The IQAC collects feedbacks through various mechanisms which include the Head of Departments from the stakeholders, alumni and students to improve the teaching learning process.
- IQAC ensures the teachers effective teaching and learning as it keeps eye on the punctuality of students and teachers through different teachers who are designated as Block Incharges for the smooth conduct of classes and peaceful environment.
- In the beginning of every academic session, IQAC scrutinize the results of every class and teachers and give their recommendation to higher committee for further action.

2.13 Initiatives Undertaken Towards Faculty Development: *(See Annexure II)

Faculty/ Staff Development Programmes	Number of Faculty benefitted
Refresher Courses	8
UGC-Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation Programme	2
Faculty Exchange Programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer/Winter schools, workshops etc.	1
Others	Nil
Total	10

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	08(A)+15(UA)	02(A)	00(A)+02(UA)	05
Technical Staff	01(A)+02(UA)	-	-	08

CRITERION – III

3. Research, Consultancy and Extension

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

- IQAC organises faculty development orientation programmes to aware the teaching staff about various research supportive schemes/services of college/Management. The Institution has constituted a research committee comprising senior faculty members and representatives of IQAC to create and promote research climate in the Institution. The committee organizes various awareness programmes to make the faculty aware about different funding agencies for financial assistance to conduct their research.
- IQAC also scrutinize the research/seminar/conference proposals of faculty before sending to the sanctioning authority.
- It recommends the cases of faculty to the higher authority to grant them duty leaves to attend and participate in conferences, seminars, workshops and faculty development programs in other institutes and universities.
- It ensures the availability of sufficient learning resources in the college.
- It also informs the faculty for eligibility and procedure for getting financial assistance for research related activities through notice board, personal contact, etc.
- The IQAC also monitor and evaluate the research activities at the end of every academic session and try to fill the lacuna for the next year.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	Dr. Neena Mehta (Co-Investigator) doing UGC Sponsored Major Project on the topic “Comparative Study of Hindi & Punjabi Dalit Stories”	Dr. B.B. Sharma, DAV College, Malout	-
Outlay in Rs. Lakhs	-	4,63,000 /-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications *(See Annexure-I)

	International	National	Others
Peer Review Journals	2	3	-
Non-Peer Review Journals	-	1	-
e-Journals	2	-	-
Conference proceedings	-	5	-

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	Ongoing from April-2012	UGC, New Delhi	4,63,000 /-	4,37,000/-
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	-	-	-	-

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books **(See Annexure-II)*

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 /Seminars/Special Lectures organized by the Institution.

**(See Annexure-II)*

Level	International	National	State	University	College
Number	-	-	2	-	6 (Special Lectures), 1 (workshop)
Sponsoring Agencies	-	-	College	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons **(Annexure-IV)*

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

- Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year. *(See Annexure-II)

Total	International	National	State	University	Dist	College
-	-	-	-	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

National level

Ms. Harpreet Kaur, NSS Volunteer got Selected for Republic day Parade, Delhi

State 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	<input type="text" value="-"/>	State level	<input type="text" value="29"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized:

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text" value="2"/>

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

The vision and mission of the college follows the teachings of Shri Guru Nanak Dev Ji which focuses on egalitarian society, in view of this, Institution believes that it should have social consciousness and responsibility towards the society. Institution encourages its faculty and students to participate in social welfare activities. The College arrange its extension activities through various committees such as NSS, NCC and students associations. Institute also appreciates the services provided by students and faculty by considering their work for such activities as on duty and allow conducting awareness campaigns regarding different issues.

- During this session, a team of some teachers has been constituted to visit schools of remote area to counsel and motivate the students for higher studies and regarding for the unconventional courses and job opportunities available for them.
- As compared to the other parts of the state, Muktsar District is a dry area, in view of this, Nanhi Chhan Cell of Institution organizes tree plantation campaign under which number of trees has been planted in and outside the campus. This cell also organize various awareness programmes and activities to make the students and people of this area aware about the global environmental issues
- Keeping in mind the teachings of Guru Sahibaans and to spread the message of equality and fraternity based on the egalitarian society, Gurmat Sabha organized *Community kitchen* (Langar) on the birth anniversary of Sri Guru Nanak Dev Ji on 30-12-13.
- To make the students a responsible citizen, Gurmat Sabha also organized 'Personality Development Camp' in College with collaboration of Guru Gobind Singh Study Circle from 27-01-14 to 31-01-14.

- To interact with older people, NSS volunteers visited old age home on 18-10-2013 and aware them about health maintenance and new technology to link them with new modern techniques.
- With the objective to improve the literacy rate of this remote area, NSS volunteers visited slum area on 18-10-2013 to aware the people to educate their children and also aware them about neat and clean environment of surrounding. They also distributed fruits and winter clothes.
- Institute aware and involve the students in community services by conducting awareness programmes such as lectures, seminars and rallies in villages and city. The Institution also aware about the underprivileged, downtrodden section of the society. It is committed to provide students every possible help and support they need, pursued to become civilized and worthy system.

The college believes in the holistic development of the students, it seized the fact that girls belonging to the SC and OBC and downtrodden families remain in a piteous plight and disadvantageous situations and on account of their financial constraints and societal backwardness, they sometimes feel deprived and ignored because they stand doubly marginalized. The college has set a unique benchmark in the realm of education by offering galaxy of scholarships, fee concessions to the students of economically and socially marginalized section of the society. The Institution is providing a huge amount of Institutional financial assistance of worth Rs. 28,19,859/- under its student support system. Similarly, financial assistance of Rs. 85,93,600/- has been arranged for the students from other sources. In this year, 44.72% of students of the college are getting financial assistance from other sources.

4. Infrastructure and Learning Resources**4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.8	-	-	14.8
Class rooms	47	-	M.P Land A/c + SGPC + Chief Minister A/c + Self Finance	47
Laboratories	18	-		18
Seminar Halls	1	-	SGPC + Self Finance	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	834	89	UGC + Self Finance	923
Value of the equipment purchased during the year (Rs. in Lakhs)	12953898	926403	-	13880301
Others	-	-	-	-

4.2 Computerization of administration and library**Administration Block:**

- The college has fully computerized administrative block connected with internet facility. All records such as admission, enrolment and examination return, registration, fee collections, practical examinations and internal assessment records are kept with the help of software OMEGA. All administrative bodies/stakeholders are provided with computer system with internet and printer for smooth administration.

College Library

- The college has partially computerised library updated with open access of resources. The college library is enriched with sufficient e-resources through INFLIBNET and also keeps computerized record of books and journals. Reader can also access online catalogues of other Institutions. Cataloguing of the library is done by using system

OPAC system. Students can also access internet facility for carrying out their assignments and research projects.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	20416	2156252	1578	507808	21994	2654060
e-Books	-	-			97000	5000
Journals	83	62250	27	25329	110	87579
e-Journals	-	-	-	-	6000	-
CD & Video	194	-	61	-	255	-
Others (specify)	Open Access Resources					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Brow-sing Centres	Computer Centres	Office	Dept.	Others
Existing	215	4	Leased Line 5 Mbps	-	-	34	26	-
Added	-	-		-	-	-	-	-
Total	215	4		-	-	34	26	-

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

- Wi-Fi facility is set up to provide wide accessibility of the broadband internet to the students and staff in the college and hostel premises.
- Students and faculty are also free to use computers with internet connectivity in laboratories of Department of Computer Sciences for two hours.
- PG department of Computer Sciences organized training programme for the faculty and students to train them regarding basics of computer and internet uses.
- The college has also assigned duty to one of its teacher from department of Computer Science to resolve the problems/issues related to software and internet uses.
- IQAC ALSO ENCOURAGES faculty members to attend training related to computer

uses for enhancement in their ICT skills.

4.6 Amount spent on maintenance in lakhs :

i) ICT	207480
ii) Campus Infrastructure and facilities	1168636
iii) Equipments	223765
iv) Others	1976044
Total :	3575925

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- In the beginning of every academic session, IQAC organizes general orientation program for students and faculty in which students and newly appointed teachers are aware regarding Institutional functioning through various stakeholders and committees. Students are also informed regarding rules and regulations of the Institution and various types of financial assistance available for them.
- IQAC also help to plan and design college prospectus and website which provide sufficient information about college such as rules and regulations, different committees/units and their incharges, admission procedure, etc.
- IQAC supervise the activities of Career Counseling and guidance cell regarding counseling and guidance to students about career opportunities in future.
- IQAC with collaboration of Admission Committees plan the admission process at beginning of session, also admission committee's guide and counsel the students about various subject combinations and their future aspects.
- IQAC also monitors the activities of NSS and NCC units.
- IQAC assist Gurmat Sabha to organize student personality development camp in collaboration with Guru Gobind Singh Study Circle to impart value based education.
- IQAC also motivate and assist different societies/cells of Institution to organize various activities for awareness generation.
- IQAC is actively involved in organizing cultural, sports and extra-curricular activities in the college.
- It also overviews the agendas of tutorial classes that are conducted regularly to aware the students about various student support services. It also disseminates different types of information through flex boards, displaying notices on notice boards or announcements through public addressing system installed in college.

5.2 Efforts made by the institution for tracking the progression

The Institution has multiple mechanism for tracking the progression of students:

- Analysis of students by teachers through class tests, assignments, class preparations,

students' discussions. College has made mandatory for students to clear conditional tests, pre-university tests for appearing in university final examinations. The college has constituted a house examination committee which is working under the supervision of Registrar. This committee is responsible for conducting house examinations twice in year and to keep records of results, question papers, internal assessment and answer sheets, etc. The committee also keeps a bird eye on results of every class and departments and gives its feedback to higher authorities. The college has also introduced special provision to conduct re-examinations at department level if student fails to clear university and institutional condition for appearing in final examinations. The institution also conducts diagnostic tests at department level to indentify the slow learners and students who are at high risk of failure and plans remedial/special classes accordingly.

- The progression of students are also tracked through class presentations, assignments and projects that are assigned to them by the concerned teachers.
- House Examination Committee conducts conditional tests and pre-university tests.
- There is special provision to conduct re-examination at department level if students have not cleared the university condition to appear in examination.
- Analysis of performance and achievements of students in co-curricular and extra-curricular activities such as presentation, competitions, youth festivals etc.
- Intradepartmental meetings are conducted regularly.
- Parents Teachers meetings at department level are organized to interact with parents of students.
- Meeting with Dean Academics and Principal are conducted in which class results, subject-wise results are discussed.
- Various stakeholders counsel and motivate the students to achieve high goals in life and analyze their mind set.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1911	334	-	-

(b) No. of students outside the state

8

(c) No. of international students

-

Men	No	%
	-	-

Women	No	%
	2245	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1582	231	-	188	6	2007	1625	334	-	285	1	2245

Demand Ratio	Drop Out %
1.061	18.45

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

- The college has formally set up “*Centre for Coaching of Competitive Exams*” for the students which provides coachings to the students regarding various tests such as NET, SLET, PSTET, CTET, Police and various other competitive exams. The centre has its own small library having more than two hundred books.
- The college library is enriched with sufficient updated resources such as books, journal, e-journals, dictionaries, encyclopaedia, magazines, e-books, reference books, etc. which are helpful for students preparing for competitive exams.
- Teacher also provides study material from their own resources.
- The college also organize number of motivational lectures/seminars to encourage the students to appear and clear the competitive exam.
- To develop a competitive spirit among the students, various types of co-curricular activities such as quiz, debate, poster making, writing, etc. are arranged for the students.
- PG Department of Mathematics organized one week special coaching classes for students interested in appearing in these exams in collaboration with Apex Education Private Ltd., Bathinda.
- Department of Management and Business Administrative organized workshop on the '*Competitive Exams*' from 10.02.14 to 17.02.2014.
- To enlighten the students without resources organized number of educational visits to historical places, Books exhibitions, Fairs, Industries, Banks, Botanical Gardens, Fish

farms, etc.

- Awareness about on-line educational resources.
- Books Banks are maintained at department level.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="8"/>	CTET/PTET	<input type="text" value="8"/>	IELTS	<input type="text" value="11"/>	CAT	<input type="text" value="-"/>
SSB	<input type="text" value="1"/>	State PSC	<input type="text" value="1"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="4"/>

5.6 Details of student counselling and career guidance

The college has two types of mechanism for counselling, one is formal and another is informal because college believes that students at this stage of life needs various types of counselling which of course is not a single body effort but a team effort as it involves so many persons and other bodies related to the Institute. The college provides counselling to the students through following mechanisms:

Career guidance and counselling cell

- **Formal mechanism:** The Institution has formally set up Career guidance and counselling cell which counsel the students during the enrolment process regarding unconventional courses for higher studies, employment and various carrier options. The main objective of the cell is to motivate and facilitate the students of this remote region for higher studies.

The cell also organizes various types of personality development programs/skill enhancement activities/Seminars/workshops/special lectures in the college campus.

- **Informal mechanism**

(i) At individual teacher level: The faculty of the college regularly counsel the students for academic programmes by preparing them for university examination criteria, internal assessment criterion of university, project preparation, viva-voice of practicals, presentations if required by the university. Consequently, a large number of our graduates and postgraduate students go for higher studies, crack the competitive examinations and get job.

(ii) Tutorial classes: This is a well-established academic body of the college. It also

provides counseling and motivation to the students by discussion about various academic, co-curricular, extra-curricular activities, various issues of students related with their personal and academic issues.

(iii) Socio-psychological counseling: Being girls college, it is important to make their mindsets for different types of jobs because district Muktsar Sahib is considered as educationally backward area of state. In light of this, different departments provide counseling to the students and their parents to change their mindsets for higher education and jobs. Sometimes, parents are also counseled towards jobs for their girl child. During interaction with the teacher, some of them inform that they also try to solve personal problems of the students related to their family, employment as well as carrier.

No. of students benefitted 46

5.7 Details of campus placement *(See Annexure-III)

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	12

5.8 Details of gender sensitization programmes

- The faculty members are aware about their responsibility regarding gender sensitization because we know both genders are important for the creation balanced society. In light of this, Institution plans number of activities to sensitize its students regarding gender issues. Different committees and cells organize their activities, in this regard, every year, Nanhi Chhan Cell of the college celebrates women's day in the college and invited resource persons/academicians to share their views.
- The Institution plans special lectures/seminars. Faculty members also attend these lectures so that they can further spread their knowledge in their classroom and society. Some departments, organized movie shows related to gender issues such as Women Empowerment for students. The motive of these movie shows is to realize the students that the empowered women can contribute to health and productivity of whole families, community and to improved prospectus for next generation,

ultimately they play major role in building a strong nation.

5.9 Students Activities:

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

State/University level	National level	International level
65	12	-

No. of Students participated in cultural events

Zonal	Inter-Zonal/State/University level	National level	International level
62	16	-	-

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

- Sports

State/University level	National level	International level
26	2	-

- Cultural

Zonal	Inter-zonal/ State/University level	National level	International level
23	2	-	-

5.10 Scholarships and Financial Support

Types of Financial Assistance	Number of students	Amount
Financial support from institution	1086	27,95,159 /-
Financial support from government /other agencies	1208	85,93,600/-
Annual Awards	12	24700
Total	2319(*)	1,14,13,459/-

(*) Students receive multiple financial assistance from intuition as well as Government

5.11 Student organised / initiatives *(See Annexure-IV)

➤ **Fairs**

College/District Level	State/University Level	National Level	International Level
1	-	-	-

➤ **Exhibition**

College/District Level	State/University Level	National Level	International Level
1	-	-	-

5.12 No. of social initiatives undertaken by the students- 3 *(See Annexure-IV)

5.13 Major grievances of students (if any) redressed:

Student Grievances	Redressed
Drinking Water Problem	Purchased R.O. having 50 Litres capacity
Late Arrival of College Vans	College strictly ordered the van drivers to reach timely in the college

5.14 No. of Educational Tours/Visits - 12 *(See Annexure-IV)

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Vidya Vichari ta Paropkari (Education if truly Contemplated, Make a Man Altruistic)

Mission: To shape young minds through diverse knowledge and skill development programmes and inculcate in them human values, the ideals of social justice and peaceful co-existence, in harmony with Nature and humankind to achieve Guru Nanak's vision of egalitarian society.

6.2 Does the Institution has a management Information System

Yes, college has manual as well as computerised based management information system.

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

6.3.1 Curriculum Development

The college has to follow the Curriculum designed by Panjab University, Chandigarh through different board of studies constituted separately for undergraduate and postgraduate courses. The college faculty members can also become the member of this board of studies and give their inputs in framing and revising the syllabus. As the member of senate and syndicate of university are elected from different colleges, teacher of the college can also give their feedback directly to the senate members regarding any improvement in the syllabus. In spite of this, the college has a well managed mechanism for effective execution of the curriculum as the discussion on the subject content, teaching plan, workload, subject allocation to the teacher are done at the department level. In addition to the curriculum framed by the university, the college has introduced number of job oriented short-term courses such as English speaking, cutting & stitching, printing & dying, food preservation, etc. The curriculum of these courses is designed by the concerned department of college. Similarly, pattern of these examinations, execution and evaluation methodology is decided at the level of institute.

6.3.2 Teaching and Learning

- The teaching and learning activities are the top priorities of the Institution. The college has formed various academic committees working under IQAC such as time table committee, student attendance committee, and advisory committee which keeps bird eye on teaching learning process.
- Teachers are encouraged to participate regularly in faculty development programmes. The college also provides infrastructural support and teaching aids for the effective teaching and learning process. Teachers usually go behind the prescribed syllabus by interlinking it with other disciplines and assigning research projects beyond the syllabus. Faculty members take classes across the discipline to foster an interdisciplinary thrust. To cater the changing aspiration of students new courses/programmes have been added.

6.3.3 Examination and Evaluation

As mentioned earlier, the college has constituted a house examination committee which is responsible of smooth conduct of examinations at institution level.

Academicians/Professional are invited from time to time to appraise students to handle stress, time management, examination fear and such problems.

During the examinations differently able students and medical problems are accommodated at ground floor.

In order to maintain transparency, students are shown their answer sheets of their examinations. Similarly, their internal assessments are displayed on notice boards before being submitted to the university.

The parents of the students are also informed about their wards in the house examinations.

6.3.4 Research and Development

- The college established Research committee to motivate the faculty to prepare and submit proposals for research projects/ seminars/workshops/conferences at national and international level to different funding agencies.
- Duty leaves are given to faculty members for attending and presenting papers in National/International seminars, workshops and conferences.
- Seminars and workshops are regularly held at the college to promote research

environment

- The college encourage the teachers to give research based assignment and projects to the students especially at the postgraduate level
- The college has sufficient infrastructural facilities to promote research.

6.3.5 Library, ICT & Physical infrastructure

➤ Library

- Library has the facility of on-line Catalogue Access through OPAC system.
- Library has its separate website for providing information about its learning resources & updates.
- New text books and reference books, and journals are purchased.
- e-Journals and e-Books are available to faculty and students.
- Free Internet facility to students and staff members in the library premises.
- Reading room for staff & students.
- Updated syllabus as per the requirement of different academic courses is maintained in the library.
- Number of News papers in different languages such as English, Hindi, Punjabi, finance newspapers, employment news are available in library.
- Old question papers of university examinations are available in library.
- Library website provides the detailed information about its resources.
- Book banks are also maintained in different departments to help the economically weak students.

➤ ICT

- Teaching Aids like smart classrooms, overhead projector, computer, visualizers, wi-fi facility in the library is available for the students and teachers to improve teaching and learning process.
- Biometric attendance of whole college staff.
- Cyber cafe and book shop facility in college campus.
- CCTV cameras are installed at different locations in college and hostel campus.

➤ **Physical Infrastructure**

- Mai Bhago stadium building constructed having common room, gymnasium, activity room etc.
- New equipments purchased for science, fashion designing labs.
- Mata Tripta Ji faculty house constructed for accommodation of staff members.
- Stadium boundary constructed.
- Stadium track and field prepared.
- Indoor stadium and outdoor stadium.
- Canteen reconstructed
- Smart class room equipment purchased.
- New Block in hostel with 50 rooms having coolers & attached bathrooms constructed.
- Renovation of Gurudwara sahib.
- New furniture purchased.
- College boundary wall upgraded.
- Water coolers with RO purifier purchased.

6.3.6 Human Resource Management

- The college takes decision pertaining to the addition of teaching and non-teaching staff. The college always do the recruitment to various courses as per norms of university and Punjab government. Regular performance appraisals of teaching and non-teaching staff are done and ACR's are prepared as per the performance. For the college, opinion and suggestion of the employees are vital inputs for future plans and strategies. The faculty of the college are also the members of various committees which increase their extra academic proficiency in diverse fields.
- The Institution always encourage its faculty to participate in academic and extra academic activities so that they can develop their skills and proficiency. For this purpose, Institution provides them duty leaves and TA/DA as per norms.

6.3.7 Faculty and Staff recruitment

Process of recruitment of new faculty has been done by the Directorate of Education, SGPC, Sri Amritsar through various channel advertisements as per norms of the

university and government of Punjab.

6.3.8 Industry Interaction / Collaboration

- Industrial visits for students of Commerce, Management and Home Science department are organised time to time.
- Executives from industries are invited to deliver special lectures on various topics.
- The Students of some courses join summer internship in external agencies such as firms, banks etc for one semester.

6.3.9 Admission of Students

- The college follows Panjab university and government of Punjab guidelines for admission to different programmes with regard to minimum eligibility criteria, compartment cases and reservation in various cases.
- The college has constituted an admission committee who monitors the admission process
- The Heads of every department are the members of admission committee. The prospectus of the college provides detailed information about the members of admission committee, rules and regulations, courses offered, admission criteria, fee structure, etc. The same information is also uploaded on website of the college. The college follows the norms of reservation policy SC/ST and differently abled students as per Punjab government and UGC norms. At the time of admission, the applicants are counselled by the admission committee and other faculty members regarding the subject combinations, streams, dual degree programmes, etc. Apart from giving fee concession, Institution also gives flexibility to the students for paying their fee in number of instalments.

6.4 Welfare schemes for -

Teaching	<ul style="list-style-type: none">• Medical Leaves, maternity leaves, loan facility, study leaves.• Accommodation facility in campus for staff members.
Non-teaching	<ul style="list-style-type: none">• Free education to children of non-teaching staff.• Medical leave.• Maternity leave.

	<ul style="list-style-type: none"> • Free summer and winter uniform for supporting staff. • Festival gifts. • Quarters for support staff. • Financial help by staff to supporting staff in case of any illness or any such urgency.
Students	<ul style="list-style-type: none"> • Scholarships for SC/ST/BC students. • Scholarships are provided like Post matric scholarships for minority students and SC students, Nishkam Sewa society Scholarships, Sita Ram Jindal Scholarships, Diwan Prem Nath & Radha Krishan Prem Kaur Memorial Fellowship, Panjab University Chandigarh Scholarships, Scholarships for AIDS & Cancer patients, LIC Scholarships • SGPC scholarships for Sikh students. • Mai Bhago stipend for meritorious students. • Annual cash awards. • Dispensary with regular visiting doctor. • Single girl child scholarship • Special scholarship. • Post matric scholarship for students who excel in studies, sports cultural activities. • Full fee concessions for SC students. • Free books for financially weak students from departmental book banks. • Mai Bhago stipend for needy students. • Financial aid to poor students. • Freeships for sports students. Also, sports students are provided free hostel, laundry, refreshment services. • Cash prize for best NCC Cadet, University-Merit Holders & final year students of Philosophy and History. • Grievance redressal cell, Women Anti-Harrasment cell, Nanhi chhan cell for the welfare of students. • Ramp for physically disabled students. • First aid room in hostel.

6.5 Total corpus fund generated

The Institution has funds in the form of FDR's. Total Corpus fund generated is Rs. 1,30,00,000 /-

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	-	Yes	IQAC
Administrative	Yes	<ul style="list-style-type: none">• Auditors General of Punjab• SGPC	Yes	<ul style="list-style-type: none">• Finance and accounts branch of Punjab govt. Faridkot District.• Bursar & Superintendent

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?

- External superintendent to conduct university examinations.
- To conduct examination smoothly, External and internal Assistant Superintendents and non-teaching staff are assigned duties.
- Practical examinations are conducted by the college staff as per the guidelines of the Affiliating University. Additionally, External examiners are also arranged by university to conduct viva voice of practical examination such as practicals of Physics, Chemistry, Botany, Zoology, Physical Education, Music, Commerce, Geography, Functional English etc.
- On Spot Evaluation is set up for evaluation of answer books of December house examinations.
- The college has constituted an examination committee under the charge of Registrar House examination. This committee plans and conducts house examinations twice in a year to analyze the student's performance in academics.

- Special provisions of teaching and evaluation for the slow learners are also executed in this year by the college such as in case of compartment and failure in the house examinations, re-examination is conducted at the department level.
- The committee also keeps a bird eye on the progression of the students.
- The committee also aware the students about the rules and regulations of Punjab University, Chandigarh regarding the Internal Assessment Criteria of University.

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

- Alumni member of IQAC regularly attend the meetings of IQAC and provide their valuable suggestions for progress of the college.
- Alumni association organize special program ‘Alumni Meet’ in which college alumni are invited. They interact with each other, staff members and share their views.
- Alumni teachers visit college and provide their precious suggestions for improvement of different activities prevailing in college.
- Some alumni that achieved high positions in different departments act as role model for students.
- Alumni are invited in the community kitchen and camps organized by Gurmat Sabha.
- Alumni attend the college convocation in which they interact with the teachers.
- During NSS camp of college, Yoga classes are conducted in which Alumni also participate along with other students.
- College also encourages Alumni to join short term innovative courses to promote self employment.
- The feedbacks and suggestions obtained from above activities play very important role for improvement of college.

6.12 Activities and support from the Parent – Teacher Association

Although the institute does not established any parent teacher association but the different departments at their own level, conduct parents teachers meetings to discuss various issues as student's result, regularity in class, performance, behaviour, discipline, etc. In these

meetings parents interact with subject teachers and HOD. These meetings are very helpful to improve academic activities, co-curricular, extra-curricular activities and transport facilities of college etc.

6.13 Development programmes for support staff

- Healthy and safe work environment has been provided.
- Accommodation facility is provided in campus.

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

- World environment Day celebrated by Nanhi Chhan cell.
- Tree plantation outside the campus by NSS volunteers
- To create clean and green environment in campus, more number of trees has been planted.
- Maintenance and more plantations in botanical garden.
- Sensitization of stakeholders and students about energy conservation through lectures/seminars/workshops, etc.
- The Institution also motivates the students through tutorial meetings to adopt some healthy practices, like switch off fans, lights and other equipments when leaving classroom.

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.

Innovation:

- The Institution organized various trips and visits to historical places, botanical gardens, fish farm, banks, industries, book exhibitions, etc. to give practical exposure to the students
- NSS volunteers visited old age home on 18-10-2013 and aware the senior citizens about health maintenance and uses of smart phones for recreation.
- Upgraded library by subscription to new e-journals
- Some departments has created whatsapp groups and facebook ID's for quick dissemination of information.
- With objective to improve the literacy rate of this remote area, NSS volunteers visited slum area on 18-10-2013 to aware people to educate their children and also aware them about neat and clean environment of surrounding. They also distributed fruits and winter clothes.
- During the session teachers are assigned duties to visit schools of adjoining area to counsel and motivate the students for higher education and regarding different subject options that can be opted in higher studies for incoming new academic session and their future aspects.
- To spread the message of equality and caste & class less society like every year, in this session also Gurmat Sabha organized community kitchen on the Prakash Utsav of Sri Guru Nanak Dev Ji on 30-12-13, in which all college students, college faculty and public provide their good services.
- Gurmat Sabha with the assistance of Guru Gobind Singh Study Circle organized, 'Personality Development Camp' in College from 27-01-14 to 27-01-14

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

- Completion of construction of faculty house (Mata Tripta Ji Faculty House)
- Library is updated with the addition of more books, e- books, e-journals, CD Videos.

- Different varieties of plants have been purchased for botanical garden.
- New equipments are purchased for the laboratories.
- Students got two positions at inter zonal level and twenty three at Zonal level in youth festival of Punjab university Chandigarh.
- Sports students achieved, two positions at national level, twenty six positions at state/University level.
- Various educational tours are conducted this year to familiarize the students about different aspects.
- New specimens are purchased for Zoology museum section.

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

1. Activity: Financial assistance to the students (Under Student Support System)

a) Objective of practice:

The College follows the philosophy of Guru Nanak's teachings which believes that the Institution should have social responsibility towards under trodden and marginalized section of the society which will be further helpful for the creation of egalitarian society. Therefore, Institution believes that no student is denied admission for economic reason.

b) Context:

Majority of the students belong to the SC/OBC and minority communities that are the marginalized section of society. They need assistance and support to achieve equality in society.

c) Practices:

(i) The college has designated one of its faculty members as Dean, students welfare who assist SC/BC/economically weaker/differently able students for getting financial assistance from various agencies.

(ii) In this year, 44.72% of students, i.e. 1004 students received financial assistance in forms of scholarships from different funding agencies

(iii) Similarly, 204 students belonging to the schedule caste community got free education without paying even a single penny to the Institution, they are also getting scholarships under the post metric schemes of government of Punjab.

(iv) To encourage sports activities, the Institution has spent Rs. 37,22,155/- from college funds.

(v) All students of the college are covered under Group Insurance Scheme

Apart from this, whatsoever, financial assistance the college students receive from the centre/state government and other agencies, the college also adds its own funds to it as in this year, the college has given fee concession, annual awards and fellowships of worth Rs. 28,19,859/- under the Institutional financial assistance.

d) Evidence of the success:

(i) The list of students and scholarships sanctioned them are displayed by the concerned departments on their websites (ministry of welfare department of Punjab, ministry of minority affairs Government of India, ministry of social justice and women empowerment government of India.

(ii) Proper record of financial assistance has been maintained via financial audit.

e) Problem encountered:

The Government of Punjab do not release grants annually, so students unable to avail financial assistance on time.

2. Activity: Langar (Community kitchen)

a) Objective of practice:

- To inculcate the value of equality and peaceful co-existence among the students.
- To increase the cooperation among the students.

b) Context:

Indian society is divided into various hierarchical segments such as cast, class, region, religion and ethnicity that are the major obstacles in the path of egalitarian society which must be eradicated.

c) Practices: The Institution has organised community kitchen in which all the college students prepared and served the food to all the persons including members of management, teachers, non-teaching staff alongwith their families, supporting staff and people of nearby area. Additionally, they made donations in the form of cash and kind.

d) Evidence of the success: The sense of equality and co-existence itself reflects from the personality of students.

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

7.4 Contribution to environmental awareness / protection

- Awareness and Plantation by NSS unit and Nanhi Chhan Cell.
- Lush green campus
- Vehicles are not allowed in college campus to promote pollution free environment.
- Systematic dispose of the garbage
- The polythene free campus campaign is initiated in college.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT

➤ Strength

- **Existing infrastructure and learning resources:** The college has undergone and incredible transitions during last 10 years in place of old and dilapidated structure, now stands the majestic, edifice covering 75000sq.ft. on a stretch of 14acres. This built up area houses 4 blocks comprising classrooms, laboratories, administrative block, a library, common room, hostel building which can accommodate more than 400 students. Addition to a visitor room, a canteen, a small gymnasium and a mini market. To address the need of the growing strength, 30,000sq.ft. area will be constructed in the coming years.
- A fleet of 50 vans is deployed which penetrates a large portion of interiors to transport 70% of the total strength of the students.
- Another strength of the Institution is its well qualified faculty (9Ph.D., 25 M.Phil, 15 UGC-NET qualified) with motivating personality
- To produce the calibre students, the college concentrates on its teaching learning process. The faculty which have been recruited from the diverse fields use unconventional and innovative teaching methods to students.
- Beginning with the transparent and bias free admission process, the college tries to promote access to the students from socially and economically disadvantaged section of the society and to the differently able ones through its strong student support system by which the college offers galaxy of scholarships and financial assistance to these students..

➤ **Weakness**

- There is eight fold increases in the total strength of the students and staff in the last 10 years. Now we are facing some of the problems to accommodate large number of students in the hostel and classrooms
- Being a girls college, many people of this area do not want to send their girl child for higher studies so it is difficult to counsel them.
- In this area, some families have trend to marry girls in the early age. In this context, girls quit before completion of their courses

➤ **Opportunities**

- The college is located in district headquarter.
- Strategic priorities and initiatives to enhance faculty excellence.
- Improvement of participation of faculty and students in research activities.
- To build up the model Institution catering quality based education.
- High proportion of Scheduled caste population in this area.

➤ **Threats**

- To run the number of self-financed courses, it is very difficult for the Institute to adjust with available budget for the smooth running of college.
- To start new PG programs in different departments, the institution requires lot of funds which are not available in the college by the income from the course. So financial assistance from the government is very much needed.
- Being ruled by the opposition in legislative assembly always, Muktsar was never the choice of development for the state Government.
- The very poor road and railway connectivity of the district with major cities does not attract business class people to set up industry in this area.

8. Plans of institution for next year

- To impart the ethical, social and cognitive values in the students and to enrich them with practical knowledge, new academic and innovative courses will be introduced to meet the demands of emerging global and social challenges of education.

- Keeping in view the increasing strength of students, new faculty will be recruited as per guidelines of UGC.
- Motivate the faculty members to conduct national/international seminars and conferences in college.
- Construction of new parking place for staff members of the college.
- New infrastructure will be created to start new courses.
- Library will be updated by addition of more books, journals, magazines, e-resources, dictionaries, newspapers etc.
- To strength the ICT based knowledge, more computers and softwares will be purchased.
- Technology will also be upgraded to accomplish new objectives.
- To improve the physical ability and skills of sports person, special facilities will be provided to motivate them to achieve their goals.
- To engage the students with community, students will be motivated to actively participate in NSS activities, visits and camps
- Institute will encourage and motivate the faculty to send proposals for research projects.
- To make B. Sc. Medical students familiar with plants and for practical purposes, more plants will be purchased for botanical garden.
- Educational tours and visits to historical places, banks, industries, botanical gardens, fish farms, slum areas, old age home, etc. will be conducted.

Name: **Dr. Jasjeet Kaur**

JL

Signature of the Coordinator, IQAC

Name: **Mrs. Navjot Kaur**

Officiating Principal
Guru Nanak College for Girls,
Sri Muktsar Sahib (Pb.)

Signature of the Chairperson, IQAC

Annexure-I

Month	Total Days	Sundays	Number of Holidays	Working Days	Schedule of Activities	Admission/Examinations Schedule/Vacations
July	21	3	0	18	<ul style="list-style-type: none">• New Academic session starts by reciting the paath of Sukhmani Sahib.• Sehaj Paath	<p>i) Normal Admission Days for ongoing and new classes from 11.07.13 to 20.07.13 (9 Days)</p> <p>ii) Late Admission (allowed by college Principal) for ongoing and new classes with late fee from 22.07.13 to 02.08.13 (11 Days)</p>
August	31	4	3	24	<ul style="list-style-type: none">• Orientation Programme for staff members and students• Hostel Fresher's Party• Teej Festival• Celebration of Van Mahotsav by Nanhi Chhan Cell• Activity of Red cross Society• Seminar/special lecture by Department of Punjabi	<p>i) Late Admission (allowed by University Vice Chancellor) from 03.08.13 to 21.08.13)</p>
September	30	5	0	25	<ul style="list-style-type: none">• Teacher's day celebration• Celebration of "Hindi Day"	<p>i) September house Examinations</p>

October	31	4	6	18	<ul style="list-style-type: none"> • NSS camp • Preparation for participation in Youth Festival • 'AIDS Day' awareness program • Road safety Day by NSS unit • Seminar/special lecture by Department of Sociology & Languages 	i) Autumn Break from 12.10.13 to 19.10.13 (8 Days)
November	30	4	5	21	<ul style="list-style-type: none"> • Celebration of 'Week of Punjabi Language' • Workshop by Department of Computer Sciences/ Home Science/Fashion Designing • Celebration of Prakash Utsav of Shri Guru nanak Dev Ji • Celebration of 'Children day' 	
December	31	5	1	25	<ul style="list-style-type: none"> • Personality Development camp by Gurmat sabha 	i) December house examination ii) Winter Break from 28.12.13 to 13.01.14 (17 Days)
January	31	4	2	15	<ul style="list-style-type: none"> • Celebration of Lohri festival • Seminars/special lecture 	i) Winter Break continued up to 13.01.14
February	28	4	2	22	<ul style="list-style-type: none"> • Mental ability competitions • Annual athletic meet 	
March	31	5	2	24	<ul style="list-style-type: none"> • Annual prize distribution • Alumni meet 	i) Annual Practical Examinations from 24.03.14 to 01.04.14 (9 Days)

					<ul style="list-style-type: none"> • Holi celebration • Convocation • Celebration of birth day of Shaheed Bhagat Singh 	
April	30	4	4	22		i) Annual Theory Examination from 02.04.14 onwards
May	31	4	1	26		ii) Annual Theory Examination continued
June	30					iii) Summer Vacation from 02.06.14 to 09.07.14 (38 Days)

Annexure-II

Session: 2013-14

Sr. No	Name of the Teacher	Date	Seminar/ Conference/ Workshop	Topic	Place
1.	Ms. Shaveta Dargon	13/11/13	Workshop sponsored by Punjab State AIDS Control Society	Cluster Level Orientation/ Sensitization	GNCG, Muktsar
2.	S. Sukhwinder Singh	06/02/14	National Seminar	Punjab, Punjabi & Punjabiat	Baba Farid College, Deon Bathinda
3.	Dr. Jasjit Kaur	20/02/14	International Seminar	Sanchar Lai Lokdhara Di Sarthikta	J.D. College of Education, Muktsar
4.	Dr. Neeraj Gupta	28/02/14	National Conference	Indian College Forum	GSSDGS Khalsa College, Patiala

Paper Presentation:

- 1) Jagdish Kumar, "Marriage in Globalized in India: Challenges and Responses", Human Rights Issues in Early Marriage, University of Calicut, Kerala on 17-10-13.
- 2) Jagdish Kumar, "A *Historiographical essay on Communalism in Modern India*", 74th Session of Indian History Conference, Bhubaneswar. 28-30 December, 2013.
- 3) Jagdish Kumar, "*Rise and Growth of Hindu Politics in Colonial Punjab, 1890-1915*", Imaging the Punjab politics, Society, culture & literature, P.U.R.C. Kauni, Sri Muktsar Sahib. 06-07 February, 2014.
- 4) Neeraj Gupta, "*Sanskriti ki Dhrohar Hindi ke Kandho par*", vishv bandhutav ke sandarbh me sanskritik mulyon ki prasangikta, Kurushetra University, Kurushetra on 27-07-14.
- 5) Rana Baljinder Kaur, "*Amarjit Chandan di Kavita Vich Sabhyacharik Tanao*", Adhunik Punjabi Kavita, Punjabi university, Patiala. 27-29 November, 2013.
- 6) Paramjit Kaur, "*Kambdi Manukhi Hond di Gatha: Darshan Butter di Mahakambani*", Adhunik Punjabi Kavita, Punjabi University, Patiala. 27-29 November, 2013.

- 7) Gurbinder Kaur, “*Matha Dive Vala: Manavi Hond da Prateek*”, Adhunik Punjabi Kavita, Punjabi University, Patiala. 27-29 November, 2013.
- 8) Sukhwinder Singh, “*Adhunik Punjabi Kavita vicho Naari Da Sankalp*”, Adhunik Punjabi Kavita, D.A.V College, Abohar on 04-03-14.
- 9) Rana Baljinder Kaur, “*Amarjit Chandan di Kavita vicho Jhalkda Sabhyacharik Moh*”, Imaging the Punjabi society: History, Politics, Culture & Literature, P.U.R.R.C. Kauni. 06-07 February, 2014.
- 10) Paramjit Kaur, “*Gurminder Sidhu di Kavita Vich Sabhyacharik Jhalak*”, Imaging the Punjabi society: History, Politics, Culture & Literature, P.U.R.R.C. Kauni. 06-07 February, 2014.
- 11) Neeta Goyal, “*Socio-Economics Situation and Existential Dilemmas : A Study of Gurdial Singh Unhye & Maheshweta Devi’s Pterodagapx Ctyl*”, Comparative Literature, GNDU, Sri Amritsar. 28-29 September, 2013.
- 12) Neeta Goyal, “*Radicalising the Discourses of Novel & History: A Reading of the select fiction of Gurdial*”, Reading/Understanding Fiction on the Contemporary Times, BHU Varanasi. 05-06 March, 2014.
- 13) Anita Rani, “*Ab initio study of Nitrogen Multisub-situated Neutral and Postivity Charged C₂₀ Fulllerence C₄₁₁*”. December 2013.
- 14) Neeta Goyal, “*Violence in the Garb of Development : Mahashweta Devi’s Pterodactyl, Puran Sahay & Pirtha*”, Context thalising & Re-Orienting violence, L.P.U Phagwara on 07-12-13.
- 15) Sukhveer Kaur, “*Akali Politics in Punjab*”, Emerging Trends in Punjab Politics Since 1997, G.T.B Khalsa College, Anandpur Sahib on 17-02-14.

Annexure-III (Criterion II, 2.13)

Sr No.	Name	GOC /RC	Time Period	Academic Staff College, University
1.	Dr.Mandeep Kaur	GOC	10/05/2014 to 06/06/2014	Punjab University, Chandigarh
2.	Ms. Navneet Saini	GOC	10/05/2014 to 06/06/2014	Punjab University, Chandigarh
3.	Dr. Jagdish Kumar	RC	04/10/2013 to 24/10/2013	University of Calicut, Kerela
4.	Ms. Rajandeep Kaur	RC	08/06/2014 to 27/06/2014	Punjabi University, Patiala
5.	Ms. Satinderpal Kaur	RC	24/06/2014 to 13/07/2014	Himachal Pradesh University, Shimla
6.	Ms. Deepti	RC	24/06/2014 to 13/07/2014	Himachal Pradesh University, Shimla
7.	Dr. Neeraj Gupta	RC	06/06/2014 to 26/06/2014	Kurukshetra University, Kurukshetra
8.	Ms. Shaveta Dargon	RC	15/05/2014 to 04/06/2014	Guru Jambheshwar University, Hisar
9.	Ms. Aarti Sharma	RC	23/04/2014 to 14/05/2014	
10.	Ms. Rupinderpal Kaur	RC	24/06/2013 to 13/07/2013	Guru Jambheshwar University, Hisar

Details on Research Publications

A) Papers published in peer Review Journals (International/National) :

- Rupinderpal Kaur “Statistics of cyber crime in India an overview”. *International Journals of Engineering and Computer Science* (ISSN 2319-7242) 2 (2013) 255-2559 (I.F - 4.3098).
- Jagmeet Kaur “Impact of Mergers on The Efficiency of Banks In India: A Study of the Merger of Bank of Rajasthan with ICICI Bank” *Journal of Indian Management studies* (ISSN 0974-4355) 17 (2) (2013) 73-180 (Print).

- Jagmeet Kaur “A Research Paper titled impact of mergers on financial performance : A case study of HDFC bank” *New Horizon* (ISSN-2277-5218) 11 (2014).
- Jagmeet Kaur “Mergers in India banking industry : A study of the merger of centurion bank of Punjab with HDFC Bank” *The political, Economy Journal of India*, (ISSN-0971-2097) 23 (1 &2), 2014.

B) Non-peer Review Journals :

- Neena Mehta “Sant Kavi Trilochan ke Kavya ke Vishya Vastu” *Agmit* (ISSN-2277-520) 3 (2014). 28 (Print).

C) e-Journals :

- Harpreet Kaur: Kumari, S and Gupta, R.C. “Cytomorphological studies in some members of tribe paniceae from district kagra of Himachal Pradesh.” *Cytology and genetics* 47 (2), (if-0.379) (2013) 03-106.web (Scopus indexed)
- Anita Rani: Kumar R, “AB initio study of hydrogen multisubstituted neutral and positively charged C₂₀ fullerene (C-411)” in the proceedings American institute of physics, (ISSN 1551-7616) 2013. Web.

D) Conference/Seminar Proceedings :

- Rana Baljinder Kaur “Shahi Samundra Di Naari Drishti”, *Punjabi Sahit Sabhyachar ate Media: Aurat da Aks* (ISBN: 978-93-5068-220-3). Chandigarh: Lokgeet publisher, 2013.
- Rana Baljinder Kaur “Punjabi Kahani Da Vishegat Adhiyan”, *2nd world Punjabi Sahit conference - Punjabi Kahani: Parampara te Sambhavnava* (ISBN: 978-81-302-0243-3), Publication Bureau, Punjabi University Patiala, 2013.
- Paramjit Kaur “Parwas Te Aurat Diya Sankatkaleen Ate Hondmulak Parsthitian- Veena Verma Di ‘Jogyian Di Dhee’ Hawale Naal, *2nd world Punjabi Sahit conference- Punjabi Kahani Prampra te Sambhawana* (ISBN: 978-81-302-0243-3), Publication Bureau, Punjabi University Patiala, 2013.
- Jagmeet Kaur “Branding in the Indian Banking Industry”, *issue and perspective in brand management* (ISBN-978-93-84144-07-4) 2, 2014.
- Jagmeet Kaur “Growth of micro, small and medium enterprises in India”, *MSME in Punjab: Opportunities and Challenges* (ISBN-978-93-8014-562-4), publication of twenty first century publication, 2014.

E) Books:

- Mandeep Kaur. *Punjabi Sahit, Sabhyachar ate Media : Aurat da Akas* (ISBN 978-93-5068-220-3). Chandigarh: Lokgeet Publication, 2013 (Print).
- Shaveta Dargan. *Software engineering concepts and principles* (ISBN 978-81-290-0666-8). Chandigarh: New Era Publication, 2013 (Print).
- Satinderpal Kaur. *Analysis* (ISBN No. 978-93-82295-18-1). Ludhiana: First World Publication, 2013(Print).
- Neena Mehta. *Uttar Bharat di Sangeet Prampra Vich Sazzan Da Mahatav, Yogdan Te Vadan Visheshta* (ISBN: 978-93-5068-202-9). Chandigarh: Lokgeet Publication 2013 (Print).

F) Chapter in Edit books:

- Nirmaljit Kaur. “Women in Guru Granth Sahib”. *Punjabi Sahit Sabhyachar ate Media: Aurat Da Akas* (ISBN: 978-93-5068-220-3). Ed. Tajinder Kaur Dhaliwal, Mandeep Kaur Dhillon. Chandigarh: Lokgeet Publication, 2013. 143-150 (Print).
- Neeta Kumari. “Reflections of rural Punjab in the confluence of history and literature: reading of Gurdial Singh’s Unhoye.” *Creative zones: Critical observations on English literature* (ISBN 978-93-82246-52-7). Ed. Mandeep Sanehi. Chandigarh: Unistar Publication, 2013. 13-18 (Print).
- Neena Mehta. “Vigyan jagat mein Isti ki chhavi avem Stithi”, *culture, media & literature vich aurat da akas* (ISBN: 978-93-5068-220-3). Ed. Dr. Tejdinder Kaur Dhaliwal & Dr. Mandeep Kaur Dhillon. Chandigarh: Lokgeet publication, 2013. 131 (Print).
- Mandeep Kaur. “Guru Nanak Bani te Samajik Chetna” *Sachyaar*. (ISBN: 978-93-82413-16-5) Guru Nanak Study Center, P.C.M.S.D college for women, Jalandhar. Jalandhar: Punjab Publication. 2013(Print).
- Mandeep Kaur. “Ish de bavjud: Samajik artihic sandarbh”, *Sukhwant Kaur Maan rachit sahit vishegat adhiyan*, (ISBN: 938-285-171-0). Ludhiana: Chetna Parkashan, 2013, 109 (Print).
- Neena Mehta “Veshvikaran v vigyapan ke sandarbh mein bazaar bhasha hindi”, *Bhoomandlikaran Ke Sandharbh Main Sahitya* (ISBN: 978-93-5113-506-7). Ed. Dr. Brahamved Sharma, Chandigarh: Unistar book Pvt. Ltd. 2013 (Print).

Annexure-IV

A) Seminars/Special Lectures/Workshop Organized in College :

- Seminar on “Second National Global Road Safety Week” was organized by Guru Nanak College for Girls on 06-05-13. Resource Persons were S. Gurbinder Singh (DSP), Gurjant Singh Jatana (Incharge, Traffic Edu. Cell).
- Seminar on “Sahitya aur Manovigyanic ke Antarsambandh” was organized by Department of Hindi on 25-09-13. Resource Persons were Dr. Rajinder Singh Sahil, Dr. Brahmdev Sharma, Mrs. Rini Sharma.
- Special Lecture on “National Flag Day & Tree” was organized by NSS & Red Ribbon Club Organized on 27-09-13. Resource person was Mrs. Amanpreet Kaur.
- Seminar on “Vedic Ganit” was organized by outside experts on 28-29, Oct-2013. Resource person was Satinderpal Kaur.
- Special Lecture on “Problem and Solution of Adolescent Period” was organized by Department of Economics on 16-07-13. Resource Person was Dr. Arwinder Singh.
- Special Lecture on “Banking” was organized by Department of Economics on 01-02-2014. Resource Person was Manager of Central Bank, Muktsar.
- Special Lecture on “Netik Kadra Kimta Ate Samajik Burayian” was organized by Gurmat Sabha on 14-03-14. Resource Person was Pr. Gurdev Singh Dhaliwal.
- Special Lecture was organized by Department of Philosophy on 25-11-13. Resource person was P.C.S Poonam Singh.

B) No. of Faculty served as Experts/Chairpersons/Resources Persons :

- Mrs. Anita Rani acted as external for annual practical examination at Dev Samaj college for women, Ferozepur in 2014
- Mr. Sunil Kumar acted as subject expert to appoint computer lecturer at national college of information technology, Muktsar on dated 11th July 2013.

C) No. of Research Awards/Recognitions received by faculty :

- Dr. Jasjeet Kaur, member board of study (PG) dept. of economics Punjab University Chandigarh from 2013-14
- Dr. Nirmaljit Kaur, member board of studies (U.G.), dept. of Philosophy, Punjab University since 2013.

- Ms. Shaveta Dargan, Received certificate of appreciation for participating as a nodal officer in one day Cluster Level Sensitization Workshop held at Guru Nanak College For Girls, Muktsar collaboration with Punjab state AIDS control society on in 13th Nov,2013.

Annexure-V

Placement of Students

Sr. No.	Name of Student	Designation and Address of Employer
1.	Ms. Shikha	Asst. Professor, Sant Baba Bhag Singh College of Education Sukhanand
2.	Ms. Sakshi	Asst. Professor, Baba Farid Group of Inst. Deon
3.	Ms. Chandandeep Kaur	Financial Executive at HDB Financial Services, Chandigarh.
4.	Ms. Parminder Kaur	Asst. Professor, Biotech., DAV College, Abohar.
5.	Ms. Ravinder Kaur	Lecturer in SBRS Institute
6.	Ms. Khuspreet Kaur	Quality Control Manager at Pepsico
7	Ms. Gagandeep Kaur	Asst. Professor, GNC, Sri Muktsar Sahib
8	Ms. Gurpreet Kaur	Salesgirls, Private Company, Gidderbaha
9	Ms. Kirna Rani	School Teacher, Punjab Public School, Lakhewali
10	Ms. Neeta Goyal	Asst. Professor, Guru Nanak College for Girls, Muktsar
11	Ms. Simerjeet Kaur	Teacher, Sant Baba Gurmukh Singh Public School
12	Ms. Rimplejit Kaur	Asst. Professor, National College, Bhudlada

A) Fairs/Exhibition

- Department of Punjabi organized Heritage Fair at college level.
- Department of Punjabi organized Heritage Exhibition.

B) Social Initiatives Under Taken by Students

- Nanhi Chhan Cell spread awareness about tree plantation and green environment.
- Gurmat Sabha organized community Kitchen on the Prakash-Utsav of Sri Guru Nanak Dev Ji.
- NSS volunteers visited slum area and old age home on 07.10.13.

C) Educational Tours/Visits

- Department of Economics organized an educational visit to Regional Centre of Panjab University in Muktsar on 28-11-2013.
- Department of Economics organized an visit to Old Age Home on 06-02-2014.
- Department of Mathematics organized two days tour to Sri Anadpur Sahib and Naina Devi on 26 to 27, Oct-2013.
- Department of Mathematics organized two days tour to Sri Amritsar Sahib and Jalandhar on 13-14 March, 2014.
- Department of History organized historical tour to Delhi, Agra and Fatehpur Sikri.
- English Literary Society visited book exhibition held at Barjindra College, Faridkot on 20-09-2013.
- Members of English Literary Society visited book exhibition held at PURC, Muktsar in Nov-2013.
- Department of Commerce organized an educational visit HDFC Bank and Yes Bank, Muktsar in Oct-2013.
- Department of Commerce organized an educational trip to Bathinda in March 2014.
- Department of Punjabi organized visit Anandpur Sahib on 09-11-13.
- Department of Punjabi organized visit Killa Mubarak, Lake, Mall, Bathinda on 12-03-14.
- Department of Basic Sciences organized visit Botanical Garden, Punjabi University, Patiala to make students familiar with the plants on 03-12-2013.