



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT COLLEGE FOR GIRLS PATIALA
• Name of the Head of the institution	Dr. Chirinjive Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01752213228
• Mobile no	9417603311
• Registered e-mail	gcwpatiala@gmail.com
• Alternate e-mail	gcgpatiala01@gmail.com
• Address	Y.P.S.Road Patiala
• City/Town	Patiala
• State/UT	Punjab
• Pin Code	147001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Punjabi University, Patiala				
• Name of the IQAC Coordinator	Prof. Gurveen Kaur				
• Phone No.	01752213228				
• Alternate phone No.	9417603311				
• Mobile	9463060710				
• IQAC e-mail address	gcwpatiala@gmail.com				
• Alternate Email address	gcgpatiala01@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.gcgpatiala.in/pdf/agar%202019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://gcgpatiala.in/index-school_doc.html				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.01	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			02/04/2003		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Sanitization of the entire campus and sanitizer guns installed at various entry points in college. All the necessary equipment like thermometers, masks, sanitizers made available at all entry points.</p> <p>2. The July 2020 admissions were done very efficiently in a smart way.</p> <p>3. Pioneered in online teaching and learning according to state Govt. guidelines with an efficient online time table.</p> <p>4. e-content of 30% of the syllabus created by all the departments so as to facilitate better online learning.</p> <p>5. Department heads directed to prepare proposals of new courses to be added so that the enrollment of students could be increased in college.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
1. Organising of online webinars	Two webinars arranged on Mission Fateh and Mental Health due to COVID-19
2. Efficient online teaching to be regulated	e-content of 30% of the syllabus created by all departments
3. Teaching and learning to be coordinated according to COVID-19 guidelines	Efficient teaching conducted using online teaching apps
4. Precautions to be taken to prevent the spread of COVID 19 amongst staff members	Rosters made for the staff to come on alternate days and work from home on the other days
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	28/02/2022

Extended Profile

1. Programme

1.1 13

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 1746

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

25

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

605

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

72

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

84

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	13
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1746
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	25
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	605
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	72
File Description	Documents
Data Template	No File Uploaded

3.2	84
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	12314.195
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curriculum is designed by the Punjabi University, Patiala and its effective implementation is observed by faculty members. However, this session saw some unprecedented changes in the working of the college as it was the year of COVID pandemic. The working of teachers was mainly through virtual, online mode and so the design and delivery of the curriculum were assisted by IT and internet. The use of Google meet app, Zoom app and Whats-app was made for sharing and delivering the information among faculty members as well to the students. At the beginning of the session, the syllabus is divided into different units to be covered within stipulated time frame. Then the testing and evaluation is done through assignments and Mid-Semester Tests in a phased manner. To provide value based education to students and enhance the overall personality of the students, competitions like Quiz, Declamation, Essay, Slogan writing are made use of and students learn team work through these activities. But this year being Pandemic hit, these activities were performed online only, keeping

in view the Covid restrictions imposed by the Government for disaster Management. On special occasions, departments like History, Sanskrit, Hindi, Political science and Economics deliver special lectures through seminars to give knowledge about current and important issues.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	N/A

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the onset of new academic session, the academic calendar is notified by the affiliating university which includes the dates of admissions, the onset and ending dates of each semester, the exam schedule and the vacation dates as well.

At the beginning of the new session all the department members are grouped into various committees for effective implementation of the curriculum. Unitization of syllabus is undertaken by each department to ensure the completion of syllabus by the end of the session. It is communicated to the students at the beginning of the session. Lectures are planned in advance by the teachers and to help students with notes, recommended text-books are used as primary source of teaching. The head of the institution keeps a check for strict following of the academic calendar by timely issuing and conveying the dates prescribed for the academic session by the university.

For CIE and assessment of students, the schedule of Mid Semester Tests is formulated at the beginning of the session and is communicated to the students through notices. The teachers evaluate students through MSTs, assignments, presentations and regular lecture attendance. The regular attending of lectures and active participation in assignments given to the students form the core of Continuous Internal Evaluation.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	N/A

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

04

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The curriculum prescribed by the University is adhered to by the faculty and same is delivered to the students through lectures, seminars, presentations and field visits. Different subjects like Drug Abuse, Environmental Science, Psychology, Sociology, Physical Education include topics pertaining to many issues like professional ethics, gender, human values, environment and sustainability.

File uploaded.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

897

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	N/A
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
551	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
355	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning levels of the students are assessed via their class performance as well as results obtained in Mid semester tests. After due assessment, slow and advanced learners are identified. Remedial classes, interaction with students in free periods, assignment of homework tasks and special attention is given to the weak students by their respective subject teachers from time to time. Advanced learners are further encouraged through class interactions, quizzing etc. Library consultation, as well as participation in debates and declamation contests enhances their learning further. In addition to that, the college also awards certificates to meritorious students at the end of the session.

But 2020-21 being an unprecedented session, the year rocked by the Corona virus pandemic, witnessed some ostensible changes in the mode of learning. The above listed general practices with regard to learning were still carried out but the virtual could not match up with the real, physical classroom. Online teaching adhered to the time table designed by the college time table committee. Classes were conducted in the evenings for slow learners where they were encouraged to interact. They made notes which were sent through whatsapp, duly seen and marked by the teachers and any further guidance if needed was provided to them. Advanced learners were exhorted to consult library e resources. They were engaged in class interaction and encouraged to participate in online contests from time to time, the links of which were shared in the class group for all.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
551	70

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Remote learning, if on one hand limited our very human outlines and perspectives, on the other, it gave an opportunity to connect with students in a novel way. In the absence of all physical connections, students were engaged mostly through Zoom and Google meet interactions. There were no time limits imposed in the evening classes, because there was no bell. Students who were otherwise shy of speaking out in normal classrooms, participated with enthusiasm and spoke their minds out. PDF files of relevant subject matter were created by teachers and shared with the students in the class groups. Links to e-notes and e-resources were shared in like manner. In the absence of field visits, as in various practical subjects, students were verbally apprised with the content of such experiences by the subject teachers. All the national days were celebrated with enthusiasm by students who sent out their videos and pictures to teachers in charge, which were then compiled in an e-format and communicated in student and staff groups. Teachers were engaged, round the clock on their devices to address not only curriculum related queries and problems but also those pertaining to students' admission, subject change and sections etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With much of the emphasis, shifted on teachers as how to teach students through an online mode, webinars by different universities were organized and attended by teachers. The

transition from a normal classroom to a virtual one was challenging, coupled with a deep insecurity of the virus both in the minds of the teachers as well as the students. While the campus squeezed into the four walls of study rooms and other sitting areas of the house, PCs, laptops and mobile phones became the deities to pray to everyday. A link would be sent to the students before class time which was simultaneously shared in the online classes group, created by the college principal. The e-classrooms were visited by the Principal occasionally. In class screen-shares, notes through whatsapp and links of e-resources relevant to the students were sent from time to time. Information regarding N-list Inflight was also circulated among student groups.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per the guidelines of the affiliating university, at the end of every semester, students are assessed on the basis of their attendance in the classroom, their performance in mid-semester tests and the assignments allotted to them. These three pointers serve as break up for internal assessment marks awarded to each student. The entire mechanism is transparent. Students are exhorted to attend classes on regular basis, absenteeism is discouraged. The college examination committee works under the supervision of the registrar exams. The date sheet for MSTs is issued and circulated among the staff and students a week or two, prior to exams. Results are prepared by teachers and duly submitted. Assignments given to students tap their creative, literary and scientific temper. The above listed criteria are taken into consideration while awarding internal assessment to the students. The dates of the opening of the University portal are circulated among the faculty. Teachers themselves upload the marks on the University portal. The process was duly adhered to during the session 2020-21 as well, save for a few changes. The tests were sent to the teachers via PDF files by the students and in place of written assignments, a verbal interaction on one-on-one basis was encouraged.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College internal examination committee works under the supervision of the registrar of the college. The examination committee in consultation with both the registrar and the Principal decide on the dates of the mid semester tests. The date sheet for MSTs is issued and circulated among the staff and students a week or two, prior to exams. Students who are unable to take the test that due to any unavoidable reason are given another chance by their subject teachers to appear in the test, the date of which is decided by the teacher herself. Records of the MSTs are kept by the teachers for a considerable period of time. Awards for the same are kept on records both in hard and soft copies by the Examination committee. There is hardly any internal examination related grievance reported to the examination committee. Yes, the students do approach their respective subject teachers on account of having either missed the test or subject material needed by

them, pertaining to the syllabi of the exam.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is affiliated to Punjabi University, Patiala. The curriculum is designed by the University. The college offers programmes at the undergraduate and post graduate levels under the Faculty of Arts and Science. The Programme and course outcomes for all programmes are developed, based on the core values and fundamental concepts guided by the vision and mission of the college. Keeping in mind the level of understanding of the students, their skills and whether the course is applied or professional in nature, the programme and course outcomes are prepared likewise and stated on the college website, visited by the teachers and students alike. Apart from this, the objectives of a particular course are communicated to the students in the classroom at the commencement of a semester, along with a discussion of syllabus by teachers. Course outcomes for B.A pass courses, are generally to equip students with an enhanced knowledge of compulsory and elective subjects they choose and further and stimulate their urge to study Master's degree in any of the subjects they like to take up in near future. For professional or so to say, skill based courses like Dance, Fine Arts, Computers etc. the same principle follows. Though students from the latter group of students have an edge, as they readily lean towards a career goal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of Programme and Course outcomes is achieved through a dedicated and student centric approach in teaching. The evaluation criteria for the attainment of Programme and course outcomes is mainly by preparing semester wise evaluation reports by teachers as also by assessing the pass percentage obtained by students in a particular subject in an academic session. Teachers provide pass percentage of the courses they teach, in the ACRs they attempt annually. In addition to that, the college career counselling and placement cell keeps a record of the progression of the students to higher studies as well as the work or job they have joined.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

588

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://gcgpatiala.in/uploads/document/1_629dcc51719b1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****Nil**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****5**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****Nil**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	
Nil	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year	
3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year	
Nil	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded
3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
Nil	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
File is Uploaded	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
File is Uploaded	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
File Uploaded	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year	

Nil	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded
3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
File Uploaded	
File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File
3.4.4 - Number of students participating in extension activities at 3.4.3. above during year	
3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year	
300	

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

Nil

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

Nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has a regulated mechanism for the creation and enhancement of infrastructure. The construction, renovation and the purchase of expensive equipment are subject to the sanctions from government and UGC. The college has 31 classrooms, 4 technology enabled learning spaces, 1 auditorium, 1 seminar hall, 28 labs and 1 botanical garden. In addition, there are 6 playgrounds, 1 gymnasium, an NSS and an NCC room each, Language Lab, Health and Yoga center. The college has a well-equipped library with a seating capacity of 150. It has got 3 computers, Internet connections and inflibnet facility. It has text books, reference books, journals and magazines. The library also has a Photostat machine and a printer. The institution boasts of adequate and updated infrastructure. . The computer department and the other departments of the college, administrative block are making use of 10 internet connections availed through NMEICT. The college is committed to keep pace with technology. The maintenance of the infrastructure is the top priority of the institution. Each department with practical subject has academic support staff that looks after the labs and equipment .Stock checking, calibration measures and updation from time to time ensure the proper maintenance of the sensitive equipment, material and property of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

In the institution, much emphasis is given on the overall development of the students. For the upliftment of students various sports, games and cultural activities are organized in the college regularly. As cultural activities are integral part of the study, the students are encouraged to participate in various cultural activities inside and outside of the campus, it makes them able to acquire new leaning skills and enhance their

confidence. These activities are performed either in the classroom or in the auditorium. These cultural activities include giddha, solo dance performance, painting, rangoli, essay writing and debate etc. intercollege events and competition are also organized so as to inculcate the feeling of encouragement among the students. All the cultural events are managed by cultural committee in the institution. They keep on organizing various activities and competition during the academic year. In the institution, yoga training is also given to the students under the supervision of yoga expert teacher of the institute. Besides it, much importance is also given to sports also. Deserving students are given priority in admission on sports quota. Fee concession is also given to outstanding sports students. Special permission is also given to students to attend training and participate in tournament at state and national level. In the campus, play grounds are also used by the sports students till late evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

609700

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is automated with integrated library management software Koha. Koha link is provided by DPI colleges Punjab. Before this data base of library books was on excel. The nature of automation of this link is fully. The various activities of the library such as data entry, issue, return and renewal etc. are done through the software. Library stock is classified, catalogued and arranged properly. It helps the user in locating resource of their choice. Students have open access to library. They can go to shelf and select the books of their choice themselves. Apart from the printed books, N-List programme has been subscribed in the college library and passwords are provided/displayed on the notice board of the library. With the help of this service students and teachers are able to access 6000+ e-journals and 800000 text books in the library, college campus and at home also. Four computers with Wi-Fi facility are also available in the library. Students and staff are allowed to access internet facility. They can also permit to download study educational material. Assistance in searching database is provided to students and staff. Students are also informed and trained about how to search a book. Personal assistance is provided in accessing e-resources.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

18330

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has two well-equipped computer labs with internet facility, which has been made available to the faculty and

students on the campus only. In addition to this, internet facility is also available in the library. The departments of Fine Arts and Biotechnology have also been computerized with internet connection. The college has been successful in computerizing some departments. The institution plans to provide computer and internet facility to all the departments and also enable the students to avail of this facility to access their notes and lectures online. The institution also facilitates extensive use of ICT resources by encouraging the use of computer aids in teaching, presentations and demonstrations. Projectors are being used in seminars, workshops and extension lectures. The college facilitates the transmission of Edusat lectures by providing and maintaining a room equipped with the device. In the ICT enabled classroom, the student has direct access to the knowledge available through computer and internet. The teacher, in this case, takes up the role of a facilitator by guiding the students as to what, how, how much and when to access and make use of the ICT facility available to them. The college avails of the National knowledge network connectivity directly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

6097000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has a streamlined approach for the creation and enhancement of infrastructure. The department heads and heads of various committees apprise the Principal of their requirements in writing and purchases are done through the respective purchase committees. The construction, renovation and the purchase of expensive equipment are subject to the sanctions from government and UGC. For practical subjects nominal fee is charged from the students and the fund thus collected is used to add to material and equipment for practical purposes. New books and journals are added every year after consulting the departments and members of the advisory committee. The catalogue of books is in excel and students and staff are duly guided by the library staff to search and locate books. The institution boasts of adequate and updated infrastructure. More computers have been added to the already existing labs. The college is committed to keep pace with technology. The maintenance and the upkeep of the infrastructure is the top priority of the institution. Each department with practical subject has academic support staff that looks after the labs and equipment. Stock checking, calibration measures and updation from time to time ensure the proper maintenance of the sensitive equipment, material and property of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

624

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
35	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

DUE TO COVID-19, YOUTH FESTIVAL AND SPORTS WERE OFF.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

ideas of the students is the paramount requirement for the prosperity and well-being of the institute.

- **NSS:National Service Scheme (NSS)** is beneficial to both students as well as the society in various different means. NSS helps the student to grow individually and also as a group. Students also learn other skills that help them lead a better life in various situations.The 03 Units of NSS of our college had adopted the nearby Village KHEDI GUJRAAN, where our students go for a 07 days camp for an Awareness drive to prevent "Hay fires".
- **Alumni Association:** Alumni Association is in place to strengthen the relationship amongst alumni. The purpose of an association isto foster a spirit of loyalty and to promote the general welfare of your organization.
- **NCC:** The NCC aims atdeveloping character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens.
- **Buddy Groups:** Buddy groups helps to be a support system to each other and to uplift the bond of friends in need whether it can be an emotional or mental support. It gives the quality of re- building of mental strength to face what may come in urgency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

18

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni meet aims to foster a sense of community among alumni, while supporting a sense of connectedness back to the institution feeling. Alumni meet will help new professionals or visit with people they have met before, to establish or renew friendships and acquaintances. AIMS AND OBJECTIVES OF ALUMNI 1 TO FOSTER CORDIAL RELATIONSHIP AMONG THE MEMBERS THEMSELVES, WITH THE OLD STUDENTS OF THE COLLEGE, WITH OLD MEMBERS OF STAFF AND WITH THE PRESENT MEMBERS OF STAFF AND STUDENTS. 2. TO PROVIDE OPPURTUNITY TO OLD STUDENTS OF THE COLLEGE TO MAINTAIN THEIR ASSOCIATION WITH THEIR ALMA-MATER AND TO TAKE INTEREST IN ITS DEVELOPMENT, EXPANSION AND ALL ROUND IMPROVEMENT AND WELFARE. 3. TO HONOUR THE OLD STUDENTS WHO HAVE WON EMINENT PLACE IN VARIOUS WALKS OF LIFE. 4. TO INSTITUTE RUNNING SHIELDS, TROPHIES AND TO AWARD MEDALS IN ORDER TO PROMOTE AND ENRICH THE ACADEMIC , SPORTS AND CULTURAL LIFE OF THE COLLEGE. 5. TO ARRANGE QUARTERLY/ANNUAL MEETS AND HOLD FUNCTIONS TO RAISE FUNDS TO BE UTILIZED FOR THE BENEFIT OF ALMA MATER AND ITS STUDENTS. 6. TO LOOK AFTER THE WELFARE OF THE ALMA MATER AND THE ALUMNI AND TO FLOAT VARIOUS SCHEMES FOR FINANCIAL ASSISTANCE IN THE FORM OF STIPENDS AND LOANS TO HELP THE PRESENT NEEDY AND DESERVING STUDENTS TO PURSUE THEIR STUDIES IN OR OUTSIDE THE COLLEGE.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The mission of the institute is to provide education to an optimum number of girl students resulting in their empowerment. The college is catering to girl students from weaker sections, backward and rural areas. The Principal, council members and faculty are actively involved in the implementation of the institute's quality policy and plans to the goal of empowerment of girls. The Principal in consultation with council members, heads of committees and IQAC checks out the development plan of the college, sets priorities, delineates its implementation and ensures the achievement of targets.</p> <p>The IQAC coordinates with other committees responsible for different tasks to carry out the plans. e.g. HEIS, PTA, library, examination and purchase committees. The college is under the direct control of the department of higher education. The institution goes by the norms forwarded by DPI Colleges, Punjab as well as Punjabi University, Patiala. The Principal monitors academic, cultural, sports and administrative activities with the help of the vice-Principal, council and the IQAC. She keeps track of the activities of committees and also interacts with all the stakeholders including teachers, students, parents, members of the Alumni association, non-teaching staff and social organizations.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	

1. To promote decentralization and participative management in the College the members of faculty are assigned with various curricular, co-curricular and extra curricular responsibilities such as Vice-Principal, Heads, Coordinators and Conveners for various activities such as Academics, Quality Assurance, Career Guidance and Placements, Admissions, Examination and Evaluation, Hostel Facilities and many more. Regular meetings of the Principal with the Vice-Principal, Heads are held to plan, execute, monitor and evaluate the forthcoming activities. The faculty members are involved in decision making process at different levels. The faculty members are actively involved in decision making as many are members of College Governing Body and other bodies and committees such as curriculum development, various extra-curricular activities viz. educational visits. The concept of "Heads are the second line of administration" has been adopted for smooth functioning.

2. Students are also given the opportunity to take responsibilities in various roles such as Class Representatives and Coordinators for various activities. Students plan and execute various activities like Guest lectures, Educational Visits etc with help from faculty members. Students are paid due attention in framing course plan through feedback channels.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the college has a well-defined and strongly executed quality policy. It is very sincerely followed in letter and spirit. Basic thrust is on imparting quality education ensuring all-round development of the students.

Academics are naturally under sharp focus. All students have to attend a 75% lectures which is mandatory for them to appear in the university examinations. There are MSTs and house tests in which they have to secure a minimum fixed percentage. Besides these two conditions, all students are required to take class tests which are on monthly basis.

When it comes to sports there are opportunities galore. A student can show her prowess at different levels like inter-college, inter-university, All-India intervarsity national and international competitions.

Co-curricular activities also receive undivided attention of the college authorities. Here also students can show their talent and make a mark .The achievers in any of the above mentioned areas are given merit certificates, College Color and Roll of Honour accordingly.Yes, the college has a well-defined and strongly executed quality policy. It is very sincerely followed in letter and spirit. Basic thrust is on imparting quality education ensuring all-round development of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

A hierarchical clusters were created from top authority to down level to clearly delineate duties, responsibilities, accountability, and powers at each stage.The college has a well structured administrative and academic setup to consistently improve the quality and standard of education transmitted and to achieve excellence.

The college has formed various committees at institute and department level for the effective functioning of the organization. The objectives and functions of the committees are organized according to the instructions of the head of the institution.

Institute Level Committees of the college are listed below:

- Career Consultancy and Placement Cell
- Feed Back Committee
- Grievance Redressal Committee

- Feed Back Committee
- Committee against Violence and Sexual Harassment in the college
- Old Students Association
- Environment Conservation Committee
- Local Complex Committee
- Legal Literacy Club
- Right to information Act

FILE ATTACHED

File Description	Documents
Paste link for additional information	File is attached.
Link to Organogram of the institution webpage	http://gcgpatiala.in/index-commiteesofcollege.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching

- LTC
- Maternity Leave

- Child care leave
- Education leave
- Earned leave
- Medical leave

Non Teaching

- Departmental loan for house/ vehicles
- Wheat loan
- Festival loan
- Uniform allowance
- Mobile allowance
- Job on compassionate ground

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

NIL

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is an official self-appraisal proforma for the staff to fill in the different tasks performed in one academic session. The Principal evaluates these duties which include academic results, organizational competence, additional duties assigned other than

academic work and their sense of integrity and dedication. These annual confidential reports are further submitted to the DPI Colleges, Punjab by Principal for their perusal.

The outcome of these ACRs is linked with the promotion of staff. If there is a negative observation on the part of the concerned authorities, it is conveyed in writing to the concerned individual and further there can be a financial cut by way of deferment of annual increment.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

No audit has been done in this year.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

PTA FUND RECEIPT EXPENDITURE BANK INTEREST 2020-21 1,60,370/- 101352/- 1,69,687/- HEIS RECEIPT EXPENDITURE BANK INTEREST 2020-21 1411665/- 5,58,158/- 1,11,288/- GOVT GRANT RECEIPT EXPENDITURE 2020-21 411500/- 268637/-

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Year Name of quality initiative by IQAC in the year 2020-2021 2020 Sanitization of the entire campus and sanitizer guns installed at various entry points in college. All the necessary equipment like thermometers, masks, sanitizers made available at all entry points. 2020 Different committees formulated so as to regulate and conduct admissions efficiently. Special teachers to be assigned to address the queries of students. The July 2020 admissions were done very efficiently in a smart way. 2020 Pioneered in online teaching and learning according to state Govt. guidelines with an efficient online time table. 2020 E-content of 30% of the syllabus created by all departments Two webinars arranged on Mission Fateh and Mental Health due to COVID-19 Rosters made for the staff to come on alternate days and work from home on the other days Emphasis laid on an efficient time table for online classes as per Punjabi University Guideline. Discussions were held as to how to take necessary actions and precautions for the prevention of spread of Covid-19 Ideas generated for how to manage the upcoming session

admissions through smart mode efficiency.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC being the central body within the college monitors and review the teaching-learning process regularly.

FILE ATTACHED.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	N/A
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Ours is a prestigious girls' college in the Patiala region exclusively dedicated to girl students. Our vision rests on creating a safe space for our students and providing gender-sensitive and empowering education. We have created a vibrant campus environment that allows girl students to think critically and act creatively. Each and every activity is meant for women empowerment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has an effective mechanism for solid waste management. The vegetable waste and leftover waste from the hostel and canteen are segregated into biodegradable and non-biodegradable waste. The biodegradable waste of the college is put into the four pits dug on the various sites of the campus. The manure prepared in these

pits is used as a fertilizer for the plants on the campus. two incinerators have been installed in the girl's hostel o dispose of sanitary pads in an environment-friendly method.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute provides an eminent inclusive environment for both students and staff. Even during the pandemic period, various activities were conducted in a virtual mode such as Webinar on great women personalities in Indian history, webinar on Indian freedom struggle, a celebration of Punjabi week, Mat-bhashadiwas, Hindi diwas, Vishav sangeet diwas and various events dedicated to 400th Birth Anniversary of Guru Teg Bahadur ji.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution is committed to educate our students as constitutionally aware citizens, sensitized to their fundamental rights and duties. Various programmes and activities were organized virtually as well as physically like celebration of voters day (25th January), Republic day (26th January), Independence day (15th August), Gandhi Jayanti (2nd October), National Unity Day (31st October), Constitution Day (26th November) etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to

D. Any 1 of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates National and International commemorative days, events and festivals with great zeal. Through the celebration of these events, the students get to know the importance of national integrity, peace and harmony in general and their role in it, in particular.

The important events celebrated are:-

National Voters Day - 25 January

Republic Day - 26 January

International Mother Language Day -21 February

International Women's Day -8 March

World Environment Day -5 June

International Day of Yoga - 21 June

Independence Day - 15 August

Teacher's Day - 5 September

Hindi Diwas - 14 September

Gandhi Jayanti -2 October

National Unity Day - 31 October

Constitution Day - 26 November

World AIDS Day-1 December

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the practice: Online teaching, assessment, and evaluation
2. The objective of the practice

To benefit the students who were stuck in their homes due to the pandemic.

1. The context

The most important task was to prepare students for new alternative ways of study.

1. The practice

Online classes were conducted through Google meet, zoom etc. Examination and evaluation were conducted online.

1. Evidence of success

The online mode provided academic as well as psychological counselling to the students.

1. Problems encountered and resources required

Slow internet, increased screen time, and expensive smart phones were the problems encountered. As for the resources, a more advanced teaching-learning strategy framework is required.

Practice 2

1. Title of practice: Sanitization and vaccination programmes
2. The objective of the practice: To ensure the safety of students and staff.
3. The context: The task of bringing students back to the campus required meticulous planning. The institution had to assure safety with strict covid protocols.
4. The practice: The covid committee organized covid testing and vaccination camps.
5. Evidence of success: Social distancing and cleanliness were maintained. Staff roster introduced.
6. Problems encountered and resources required
 - Sitting plan in classes, labs, and library with physical distancing
 - Regular monitoring of health and hygiene
 - Vaccination hesitancy and fake rumours
 - Resources required: need of more human and financial resources

File Description	Documents
Best practices in the Institutional website	http://gcgpatiala.in/uploads/document/1_62_e360d618506.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Gov.College for Girls, Patiala is a prestigious institution in the region exclusively dedicated to girl students. It has played a dominant role in empowering women from disadvantaged sections of

society. it has been constantly working towards turning our young girl students into confident empowered women. our institution's mission is to impart excellent education to girls coming from diverse sections of society. It imparts education to the girls of Patiala and adjoining districts The college has a hostel facility for girls making it approachable for students from diverse areas. It is situated in the heart of the city with praiseworthy infrastructure. Most of our students come from weaker sections of society. Our institution aims at providing quality education to underprivileged girls. For the all-round development of the students, various co-curricular activities like extension lectures, competitions, and cultural and sports activities are organized throughout the year. Various traditional and professional courses are there. NCC, NSS, Red cross, environment and green belt maintenance units work tirelessly. Our institution provides a student-centric, nurturing, free, motivating and stimulating space for all-round development. Being a girls' college, we aim to develop the personalities and attitudes of girls to make positive changes in society. Our institution strives for gender equality, women empowerment and academic excellence sustained by a strong value system.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Renovation and white wash of the building
2. Landscaping and best out of waste
3. Extension lectures and seminars
4. To increase the use of ICT in teaching
5. To enhance students' participation in sports, co-curricular and extracurricular activities.