



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GOVERNMENT COLLEGE FOR GIRLS
Name of the head of the Institution	Dr. Chirnjive Kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01752213228
Mobile no.	9417603311
Registered Email	gcwpatiala@gmail.com
Alternate Email	gcgpatiala01@gmail.com
Address	Govt. College for Girls, Stadium Road, Patiala 147001
City/Town	Patiala
State/UT	Punjab
Pincode	147001

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Prof. Vijay Goyal			
Phone no/Alternate Phone no.		+918146303000			
Mobile no.		9463060710			
Registered Email		gcwpatiala@gmail.com			
Alternate Email		gcgpatiala01@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.gcgpatiala.in/pdf/aqar2017-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.punjabiversity.ac.in/Pages/SF/TQR/P477ED06D.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.01	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			01-Jan-1970		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. IQAC decided to purchase new text books for library so that the financially weak students may be benefitted. 2. Decision was made to renovate Botany lab and staff quarters according to the present day needs. 3. Various celebrations held on the occasion of 550th Birth Anniversary of Guru Nanak Dev Ji 4. IQAC gave various suggestions to improve student attendance and the House tests to be conducted vigilantly. 5. A decision was made to seek permission from the D.P.I. to appoint one more library restorer so that the library could function more efficiently.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	15-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed by the Punjabi University , Patiala and its effective implementation is observed by faculty members. The heads of the departments allocate classes to the department faculty so that teachers can prepare lessons well in advance. At the beginning of the session,the syllabus is divided into different units to be covered within stipulated time frame. Unitization of the syllabus is done well in time by the teachers so that the syllabus can be completed within prescribed session. Then the testing and evaluation is done through presentations, assignments and Mid-Semester Tests in a phased manner.Periodic tests are conducted for assessment of students' academic aspect. The time-table committee formulates time table for the coming session so that the curriculum can be effectively delivered. Class lectures are planned in advance by the teachers through effective time management and the text books prescribed in the syllabus are used for primary reading and reference. For effective delivery of the curriculum, different modes of teaching like audio-visual aids ,maps, models, projectors, PPT presentations, seminars, internet, WIFI are put to effective use. To provide value based education to students and enhance the overall personality of the students, Educational trips like trips to Museums, Art galleries (fine arts) ,Field trips to industries, Radio stations (Functional English), competitions like Quiz ,Declamation ,Essay ,Slogan writing are made use of for effective student-teacher participation and students learn team work through these activities. Different exhibitions are organised by the departments of Fine arts ,Home science and Science departments to give practical exposure to the students and showcases their talent . Other departments like Psychology , Food and nutrition ,Physical education , Dance and Geography organize workshops and camps time to time . 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NA	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Fine Arts	Nil
MA	Music Vocal	Nil
MA	Food and Nutrition	Nil
MA	Dance	Nil
BSc	Biotech Honors	Nil
BA	Elective course- Honors (Pol.sc., Psychology, Hindi, English, Sanskrit, Economics)	Nil
BA	Elective courses in three year degree program	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
B.Sc., B.C.A, B.A. I, II, III	Nil	2054
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Functional English, Home science, Psychology, Fine Arts, Physical Education, E.V.S.	1176
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback of students on curriculum is obtained in the class rooms and is conveyed to the faculty members concerned. Suggestions from students for better comprehension of topics prescribed are discussed at the departmental level and relevant changes in approach and method are then carried out. It was on the basis of students feedback that various trips were taken to different locations and the steps were taken to make available water coolers in the college. Installment of CCTV cameras at different locations in the college was also incorporated according to the feedback forms given by the students. Feedback of the students is inculcated in the form of suggestions and also the changes are taken care of. The different suggestions given by the students were incorporated in the form of opening of college canteen near the classrooms. For students convenience and according to their feedback, new washrooms were constructed near the PTA block. The changes like planting trees and plants on the college premises and installing sitting benches near the lawns was also provided to give students sitting space nearby, so that they could spend their free lectures time in the lap of nature. According to students feedback the various departments were provided with white boards like the department of Psychology, Geography, Computer science and many others.] Notice boards were put up at various locations in the college to make notices available to students of every department. Installment of CCTV cameras at different locations in the college were also incorporated according to the feedback forms given by the students. Many other changes related to teaching methodologies and time table adjustments according to the timings of the conveyance of the students were done to make it easy for girls to reach home on time. Based on the feedback of the students, the teachers are advised to incorporate new teaching methods like smart-boards, field visits, museum trips to locations present within vicinity. Also some other changes and activities like Annual Function, Farewell of outgoing class, Sports meet, the welcome party of freshers and also the celebrations of different occasions including students from all the streams of M.A., M.Sc., B.Sc., B.A., B.C.A. were allowed as per the feedback received from the students. In the computer labs, the number of PCs were increased in the labs. The feedback is also obtained from stakeholders like parents, teachers, students, alumni every year. The feedback forms are designed according to the type of stakeholders. Like there is a separate feedback form for alumni which contains questions pertaining to the needs of passe out batches. The feedback form of Parents includes questions and suggestions pertaining to the needs of present students. The feedback mechanism has been very helpful in obtaining positive suggestions which makes the institution student friendly and helps in maintaining healthy relationship between administration, teachers and students which is very important for colleges growth.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	600	659	659
BSc	Biotech	40	13	13
BSc	medical	40	39	39
BSc	Non-Medical	30	32	32
BSc	Home Science	30	11	11
BCA	Nil	40	30	30
MA	Fine Arts	20	10	10
MA	Dance	10	7	7
MA	Music Vocal	10	5	5
Msc Nutrition	Food and Nutrition	13	14	14
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	784	54	Nil	Nil	70

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
70	30	15	8	4	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has a transparent and an efficient mechanism when it comes to mentoring the students. Classroom teaching aims at an effective delivery of the curriculum as well as an authentic testing pattern. Proctorial duties of the teachers ensure that the students do not while away their time by missing classes. During their free periods, they are encouraged to consult library, read newspapers and magazines. The college tutorial system focuses on an agenda every time before a tutorial meet which is communicated to the tutors. The tutors then mentor the students accordingly. The students are encouraged to take part in eco friendly practices by keeping the campus clean like the use of paper bags instead of plastic is emphasized, disposal of waste in a proper manner, plantation on important days etc. Themed mentoring is specific to the tutorial system. Guidance in filling up of examination forms by the students, choosing buddies in the Govt. Buddy Program in the wake of drug abuse, selecting students for cleanliness campaign etc. are some of the student mentoring practices of the tutorial system. Apart from this, the career counseling cell is functional for guiding students for future prospects with relevant information on competitive exams, placement camps and job fairs. Furthermore, the College NSS and NCC Units are thoroughly engaged in honing students towards being responsible individuals with a positive

mindset in order to contribute to the society in the actual sense. Students are also mentored from time to time by their teachers in their free periods which might not fit in any score card but that does make ample difference to a students progression in both academics and her life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2122	70	1 : 30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	70	15	Nil	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	Sem(1,3,5)	16/07/2018	11/03/2019
BA	Nil	Sem(2,4,6)	08/01/2019	25/07/2019
BSc	Nil	Sem(1,3,5)	16/07/2018	03/04/2019
BSc	Nil	Sem(2,4,6)	08/01/2019	30/07/2019
BCA	Nil	Sem(1,3,5)	16/07/2018	28/03/2019
BCA	Nil	Sem(2,4,6)	08/01/2019	26/07/2019
MA	Nil	Sem(1,3)	16/07/2018	10/04/2019
MA	Nil	Sem(2,4)	08/01/2019	30/07/2019
MSc	Nil	Sem(1,3)	16/07/2018	04/04/2019
MSc	Nil	Sem(2,4)	08/01/2019	29/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation system of the college comprises of two mid-semester tests, given during each of the two semesters in a session and assignments which are presentations made by the students and could be both oral as well as a written project. The attendance of the students is also one of the three criteria of evaluation. The mechanism of internal assessment is transparent and therefore, based on student attendance in the class, performance of the students in the MSTs and overall gradation for their

assignments. The institution has introduced no reforms on the CIE so far, because the college adheres strictly to the affiliating university guidelines in this matter.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the commencement of every academic session, the affiliating University issues an academic calendar. The academic calendar specifies the admission dates for the undergraduate and post graduate level classes. The period of the beginning and ending of a particular teaching semester, along with winter and summer break, are specified. The college adheres to the given schedule strictly. The mid semester test dates are specified in the calendar. The examination calendar of mid semester tests is prepared by the examination committee and the date sheet is generally issued a fortnight before the tests. Apart from this, important days are celebrated in the college about which a tentative schedule is also given. Notices and circulars are of course still shared for the information of students and staff before important days like the sports meet, annual academic day etc. so that due preparations can be done.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://gcgpatiala.in/uploads/document/1_62e21e1ca2151.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BSc	Non Medical	33	30	90.9
Nil	MA	Music Vocal	5	5	100
Nil	MA	Dance	7	7	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Home Science	5	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HINDI	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Food Habits and Dietary Pattern of the elderly men belonging	Dr Balwinder Kaur and Prabhjot Kaur	International Journal of Home Science	2018	0	UGC Approved	5

to different income groups						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Food Habits and Dietary Pattern of the elderly men belonging to different income groups	Dr Balwinder Kaur and Prabhjot Kaur	International Journal of Home Science	2018	0	5	UGC Approved
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	1	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
ATC Camp	NCC (Govt College of Girls Patiala)	6	41
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	66,000	NSS deptt Punjabi University Patiala	300
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Nil	Ministry of Youth affairs and sports, Govt of India	Youth Parliament	2	7
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
N.A	N.A	N.A	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
N.A	N.A	N.A	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
N.A	Nil	N.A	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7500000	5497422

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
excel database	Fully	Nil	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	57103	Nill	Nill	Nill	57103
Journals	69	45459	Nill	Nill	69	45459
e-Journals	Nill	5900	Nill	Nill	Nill	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	3	10	0	0	0	0	50	0
Added	0	0	0	0	0	0	0	0	0
Total	60	3	10	0	0	0	0	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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. 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 infolibnet facility. It has text books, reference books, journals and magazines. New books and journals are added every year after consulting the departments and members of the advisory committee. The library also has a Photostat machine and a printer. 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 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 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. 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 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 to them.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	na	0	0
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP FOR SC OBC 2. POST MATRIC SCHOLARSHIP FOR MINORITIES	568	0

b)International	na	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill and language	Nil	22	radio station
Yoga and Meditation	21/06/2018	310	nss, ncc
Personal Counselling And Mentoring	Nil	300	NSS, NCC, Red Cross
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Counselling by college staff	27	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
85	85	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	8	BA	ARTS	GCG PTA	FINE ARTS

2018	5	BA	Arts	GCG Patiala	MA dANCE
2018	4	BA	Arts	GCG Patiala	MA MUSIC VOCAL
2018	4	BSC.	SCIENCE	GCG Patiala	MSC FOODS & NUTRITION
2018	12	BA	ARTS	GCG PTA	PGDCA
2018	1	BSC. BIOTECH	SCIENCE	MMODI COLLEGE	MSC. BIOTECH
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
talent hunt	college	220
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	GOLD MEDAL	National	1	Nil	Nil	RICHA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students constitute a major stakeholder in the institutional growth. Utilization of the support and 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. It makes the students confident, develop leadership skills, and gain knowledge about different people from different walks of life. Students also learn other skills that help them lead a better life in various situations. It helps them to develop among themselves a sense of social and civic responsibility. It helps to identify the needs and problems of the community and involve them in problem solving process. 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 is to foster a spirit of loyalty and to promote the general welfare of your organization. Alumni associations exist to support the parent organizations goals, and to strengthen the ties between alumni, the community, and the parent organization. Proud alumni often serve as powerful

ambassadors for their institutions brand and speak glowingly of their college years. Alumni are nostalgic and love opportunities to return to campus. With smart technology, institutional leaders can create engaging experiences that will bring the campus to alumni. • NCC: The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. The NCC provides exposure to the cadets in a wide range of activities, with a distinct emphasis on Social Services, Discipline and Adventure Training. • 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. Hence, the college council supports them and guide them about the awareness of the dark side of Drugs, our youth is facing these days. We help them and guide them to think and be aware of the situations around you and then react with positivity and all senses keeping the moral values in mind.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

It helps to develop and keep social contacts among the Alumni Associations alive, active and serve as a forum to promote and foster the relationship between the alumni, present students, the staff and the management of college with the basic objective to exchange ideas, which besides being mutually beneficial, will generally help in achieving excellence and professional competence and contribute to improve the quality of life. To provide a forum and platform to foster, encourage and build the sense of belonging among the members of the alumni, the present students, the staff and Management of the college with the common goal of all round development. It helps to establish and encourage healthy academic, social and cultural atmosphere among the members of the Alumni and through that process serve the community in its academic pursuit.

5.4.2 – No. of enrolled Alumni:

491

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Two printers cashing 24000/- were donated to office and computer Lab. 75 plants were donated to students. According to Swachhta Abhyan Dustbins were provided to college. Amount 14700/- donated for fees to needy students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administration is decentralized. All the committees formed by the Principal are fully authorized to take decisions following the rules. The heads of departments and conveners of different bodies are free to exercise their choices in terms of academic, cultural and sporting activities. The institution plans to take many steps for its overall development. The thrust of its development plan is vocationalisation of education and enhanced use of technology for teaching-learning and administration. The second installment of RUSA is proposed to be used for improving the infrastructure. The institute

plans to construct a cafeteria-cum-student centre, new toilets and renovate staff quarters. The college is inclined to have a new spacious library building. It also proposes to have smart classrooms equipped with audio-visual aids. The college is also doing a great deal to promote Punjabi language and culture. It is also involving its students in community welfare activities through NSS, Red Cross, NCC and Youth club thereby also inculcating a sense of discipline and dignity of labor in them, so that they eventually grow into responsible, useful, confident and mature members of society. By educating young minds, our end goal is to enable them to achieve economic independence and a decent social placement. Students who have financial constraints but otherwise have shown good results are given monetary assistance, so that they are not deprived of opportunities.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	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.
Curriculum Development	In order to achieve vision and mission of the College, the curriculum development process focuses on the needs of society. The requirements are received through formal feedback channels and informal interactions with the members of different sections of society. The course outcomes are outlined in alliance with the programme specific outcomes which further ensure the fulfilment of Programme outcomes.
Teaching and Learning	There is a regular assessment programme of students, which comprises MSTs, house tests and the annual exam. Students who do not fair well and are found wanting are encouraged to meet their concerned teachers in their free periods. The teachers pay special attention to such category of students. Students are allotted different days to visit well stocked library with e-resources ,so that they can keep in touch with the latest and gain in general. The college has a very well educated and dedicated faculty but in order to enhance their competence they are also encouraged to attend various programmes namely orientation and

	refresher courses, workshops, seminars etc.
Research and Development	The college extends all help to the faculty to encourage them for research. They are allowed to attend seminars, workshops and present papers. Their applications for grants and study leave are duly forwarded to the authorities concerned. The college has also subscribed to Infilibnet so that the staff can have access to electronic resources.
Library, ICT and Physical Infrastructure / Instrumentation	ICT enabled teaching- learning, smart class rooms seminars with PPT presentation are part of education. Wi-Fi facility is provided for the students and staff in the college campus. The College campus has been monitored with CCTV facility for keeping a check. E-resources for research academic content access are provided and updated for students and staff.
Human Resource Management	Staff enrichment programs are conducted in the college campus for teaching and non-teaching staff. Recruitment of the staff is done purely on the merit basis and as per the guidelines of UGC and Punjabi University, Patiala. Special Training programmes like Spoken English, personality Development, Entrepreneurship Skills are carried out for both UG and PG students. Counselling is provided to the students to resolve their problems by the class teachers and subject teachers.
Industry Interaction / Collaboration	Students of M.Sc. Food and Nutrition regularly visit different food industries/food related institutions to get first hand information and practical knowledge of the subject. Students of M.Sc. go for 6 weeks' practical training /internship in Dietetics Departments of recognized medical institutions like PGI, Chandigarh, Government Multi Specialty Hospital, Sec 16, Chandigarh: Government Medical College and Hospital, Sec 32, Chandigarh: DMC Ludhiana. Students of B.Sc. and Biotech go for practical training.
Admission of Students	The college offers Undergraduate courses, postgraduate courses and Postgraduate diploma course. The offered programs are versatile, job

oriented and providing employability skills to students. Admission committees monitor the admission process of every course. Eligibility conditions are relaxed for SC/BC/ Sports persons as per Central /State Government norms. Student database is prepared simultaneously during admission. Poor/needful Students are given the relief in depositing the fee in installments.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	All major decisions regarding Academics and Administration are displayed on the College Website. Students and Teachers can give their suggestions regarding these matters.
Administration	All the notices are displayed on the LCDs installed at various places in the college campus. Teachers are also informed about important information through groups on Social Media.
Finance and Accounts	The Ledger book, Balance sheet, Cash book and Profit Loss account are handled through state government portal.
Examination	Students can check notices regarding last dates of filling the examination forms, date sheets and result updates from College Website. Use of all infrastructural facilities is made for the conduct of examinations which include computer systems, printers, scanners for smooth functioning of examination branch.
Student Admission and Support	Admission is offered to students from other states also. The details of all the students at the time of admissions are entered into student database. Fees can be deposited online into college bank account.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
00	0	Nil	Nil	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
LTC, Child care leave, Education leave, Earned leave, Maternity Leave, Medical leave	Maternity Leave, Wheat loan, Festival loan, Uniform allowance, Mobile allowance, Medical leave, Job on compassionate ground	SC students Scholarship schemes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Principal after consulting the council formulates various purchase committees to ensure effective and efficient use of available financial resources. It is the responsibility of the bursar to supervise the economical and judicious use of available funds. The committees make purchases and ensure optimum utilization of funds. All purchases are done following the procedure directed by the government. Being a government institute, the external audit is done by representative of the Punjab government. The audit for PTA, self finance course and UGC funds is done by a private registered CA engaged by the college. Whatever objections are raised are rectified and compliance done. Till date no audit objections have been recorded. Major sources of funding include Annual Budget allotment by the Government, UGC Grants, RUSA Grant, fee collected from the students and PTA fund. Though the college depends on government grants yet it tries to make use of various UGC schemes for elevating the standard of higher education. The college responds to grant offers positively and drafts proposals to elicit maximum benefit out of them. The college has got substantial funds under RUSA for building, furniture and lab

equipment. The institution attempts timely and proper utilization of funds to ensure the release of further installments.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	ACCOUNTANT GENERAL	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1)Amount was spent on intruments and trainer hired in Youth Festival. 2)550 Guru Nanak Dev Ji Parkash Purab Celebrated in college. 3)The labor charges were paid for the Swach Bharat Abhiyan.

6.5.3 – Development programmes for support staff (at least three)

Teachers attend workshops and seminars. This intellectual activity certainly provides an impetus to the scholars which in turn helps them to deliver better discourses. On the other hand non-teaching staff is also sent to take part in various skill-enhancing programmes. Lectures on: • Hygiene Lecture • Women safety • Mental Health Talk.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Assessment and accreditation is a National corollary of the entire spectrum if teaching learning and evaluation process adopted by the institutes of higher education. NAAC assessment provides institutes of higher education an oppurtunity for introspection self analysis, revising old frameworks and setting new benchmarks for systematic and systematized evaluation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	IQAC decided to	Nil	Nil	Nil	Nil

	purchase new text books for library so that the financially weak students may be benefitted.				
Nil	Decision was made to renovate Botany lab and staff quarters according to the present day needs.	Nil	Nil	Nil	Nil
Nil	Various celebrations held on the occasion of 550th Birth Anniversary of Guru Nanak Dev Ji	Nil	Nil	Nil	Nil
Nil	IQAC gave various suggestions to improve student attendance and the House tests to be conducted vigilantly.	Nil	Nil	Nil	Nil
Nil	A decision was made to seek permission from the D.P.I. to appoint one more library restorer so that the library could function more efficiently.	Nil	Nil	Nil	Nil

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NOT APPLICABLE as ours is a prestigious girls' college in the Patiala region. Our vision rests upon creating a safe space for our students and providing a gender sensitive and empowering education.	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	File Uploaded	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	Nil	The institution has developed a code of conduct for the students, where they have to abide the rules and regulations of the institution. On the time of Admission College Prospectus is given to students. It

includes rules for admission, summary of all the courses offered by different departments. Each and every information like Academic Calendar, Admission Procedure, General Guidelines, Courses, Departments, Total Number of Seats, Fees and Charges, Reservation Policy, Refund Policy, Scholarships, Teaching and Administrative staff etc. is provided in the College Prospectus

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
File Uploaded	Nil	Nil	Nil
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. On 5th June 2018, on the occasion of Environment Day, Awareness Rally to Save Environment was organized. 2. On 26th July 2018, President of Global Human Organisation, Col. Bishan Dass donated and planted saplings in the college premises. 3. On 24th September 2018, on the occasion of NSS day, Inter College slogan writing/ Poster Making/Collage Making/On the Spot Painting competition on the theme 'Swachhta Hi Sewa' was organized. 4. NSS Seven Day Camp on the theme Swachh Bharat Swasth Bharat was organized from 18th October 2018 to 24th October 2018. 5. On 19th January 2019, Cleanliness campaign and awareness rally to save environment was organized at college campus. Students took the Swachhta Pledge. 6. Swachhta Club was also formed in the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title of the Practice: Green Campus Initiatives 1. Objectives of the Practice: Following objectives are identified in respect of the practice of Green Campus Initiative: 1. To promote awareness of environmental issues among the students, staff and society. 2. To achieve better sustainability on the campus and improve the quality of life of all the stakeholders. 3. To plant rare and medicinal/herbal plants on the college campus 4. To implement 3 'R' (Reduce/Reuse/Recycle) policy on the campus. 5. To study and maintain Flora and Fauna on the college campus. 6. To support and implement "Swachh Bharat Abhiyan" for healthy India 7. To organize seminars/workshops etc. on environment-related issues. 2. The Context: A clean environment is a basic necessity of human beings for health and efficiency. The main aim of them practice is to impart knowledge, create awareness and develop an attitude of concern and to nurture necessary skills to handle the environmental issues and challenges. The green landscaping of college is a necessary feature for shaping and sustaining an eco-friendly campus. 3. The Practice: 1. The college has developed beautiful campus with Lawns, Botanical Garden. 2. The college has preserved Flora and Fauna on the campus. 3. The college has constituted an environmental society to look into issues concerning the environment. The society holds regular meetings to discuss the challenges faced and the measures

taken. 4. The college undertakes plantation drives every year in the monsoon, where the students take active part by planting saplings. Besides planting saplings the society has taken steps to protect the existing green cover from termite. 5. The N.S.S. units also play its part in spreading environmental awareness among the students. Environmental activities are an integral part of its program. 6. Environment as a subject is part of the college curriculum. In addition to that lectures are delivered and group discussions are undertaken to discourage the use of polythene and non-biodegradable materials. 7. The biodegradable waste of the college is collected in compost pits dug on the campus. The organic manure prepared in these pits is used as fertilizer for all the plants on the campus. The college also has a vermi-composting pit. 8. The college building is designed in a manner that it is well ventilated and lighted naturally, so that there is minimal usage of artificial lighting and fans in the classrooms. 9. There is very little usage of air conditioners and heaters.

4. Evidence of the Success: This best practice has proven to be successful through the following activities: 1. Through periodical tree plantations, Flora and Fauna on the campus has enriched, which has turned into eco-friendly campus. 2. Regular campaigns for the plastic-free campus has made the campus plastic free. 3. Through workshops/ seminars/ NSS activities, students are made aware of environmental issues. 4. A mandatory course on Environmental awareness at undergraduate level is made compulsory by the university. 5. Problems

Encountered: While carrying out this practice, following problem are encountered by the college. 1. Green Campus initiatives are challenging so it requires determination and a long-term assurance from all the stakeholders. 2. Green Campus initiative is rather expensive practice. It needs an expert advice and investment of resources. 3. Lot of manpower is required to maintain them. 4. Less awareness of students and community towards environmental issues is a big hurdle in the implementation of green initiatives. Best Practice II 1.

Title of the Practice: Mentor-Mentee System(Tutorial Group System) 2.

Objectives of the Practice: Mentor Mentee System goal is to establish a trusted relationship between the Mentor and the Mentee. It is a formative period where the knowledge, skills and attitudes acquired during a program of education are applied in practice. It is therefore a period when a mentee is in need of guidance and support in order to develop confidence and competence. Mentors act as guide by sharing their experiences of challenges and assertions required to progress through personal and professional life to reduce anxiety or concerns and act as role models for students. The mentor acts as a 'Single Point of Contact' for students on all matters. They fulfill their function through formal and informal interaction with their student mentees at various opportunities. 3. The context This activity has been started for the need for better communication between students and teachers in a more informal and open manner. Of course, there is sufficient communication between students and Teachers in and out of the classrooms. It is noticed that very often such occasions are used by students and teachers to deal with matters related to the course of study. Tutorial groups have been a regular part of our college.

Students in each class are divided into groups of fifty and each group is put under the guidance of a teacher. The tutorial groups meet for one period every week and discuss various matters related to the students and the college. The teacher in charge of a particular group is also considered as the mentor of the students coming under his supervision. Here the teachers do get a chance to understand what are the problems and needs of the students. As the college has large number of students in Humanities classes, so it was not possible for the teachers to interact with them individually. In this context, it was felt that there should be some forum in the college where all students and teachers of college can meet and share their problems and needs in an open way so that appropriate actions can be taken to solve the problems. 4. The Practice: This is an occasion when students are supposed to give their feedback on the various curricular, co-curricular and extra-curricular activities undertaken by the

college. Students can also give feedback regarding the services they get from the college office and the library. If the students need any additional infrastructural facilities inside the class or elsewhere in the college that also can be discussed in this forum. Always students are given prior intimation through college notice before convening a meeting so that everybody can be present on the occasion. Usually it is organized on a working day during the college hours. Duration of a meeting is one period of 45 minutes. In the beginning of the open forum the Tutor explains the purpose of the meeting and afterwards the students are given time to speak out openly. Attendance is marked on the register by the teacher. The Tutor signs on the College ID cards of the students to ensure that all the students are carrying them and properly maintained by them. After the tutorial period if any issues are raised by the students they are brought into the notice of the Principal.

5. EVIDENCE OF SUCCESS Mentoring has helped the students to tackle smoothly their challenges and difficulties in day to day life. Mentoring has helped the mentor to know and relate with the students. These are some evidence of success:

- Improvement in mentees discipline, interaction and communication skills.
- Improvement in students' attendance.
- Establishment of a vibrant relationship between teachers and students, which has provided a congenial atmosphere in the class room as well as in the campus.
- Establishing a trusted relationship between teachers and parents.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED The diversity in students' background and upbringing i.e. lack in the art of effective articulation, introversion, indifferent attitude, etc. In some circumstances, an introvert student might not be able to express clearly. For informal interaction, mentor has to put in extra efforts for same. The entire mentoring approach is built on personal interactions with the student and parents.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://gcgpatiala.in/uploads/document/1_62e360d618506.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

With a mission to fight against drug abuse in the state, the Government of Punjab has been running a first-of-its-kind initiative called the Buddy Program. The Buddy Program aims to educate children about the ill-effects of drug abuse and generate positive peer influence. In August 2018, under the Buddy Program, 4 Nodal officers of the college took two days training at MAGSIPA, Mohali, Punjab. According to the directions of the government of Punjab all students of the college have been divided into different Buddy Groups and each buddy group consists of 5 students. All teachers of the college act as Senior Buddy and interact with the students in a fixed time slot. Following activities were organised for the successful implementation of the Buddy Program:

1. To spread the awareness about the harmful effects of drugs in society a Nukkad Natak Sidha Rah Seeveyan Nu Jave on Anti-Drug Awareness was played in the college campus.
2. On the occasion of Independence Day, 500 students took part in the freedom from drugs program initiated by Punjab Government.
3. In November 2018, 3 teachers of the college gave buddy program training to the school teachers so that buddy program can be implemented successfully in schools also.
4. In November 2018, a play on the theme of anti-drug awareness was also played in the college campus.
5. Under the buddy program, March 23rd, 2019 was celebrated as youth empowerment day in the college.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The Institute is determined to excel academically in the upcoming session. IQAC plans to uphold more Extension Lectures and Enrichment Programs for both students as well as teachers. First and foremost priority of the Institute would be increasing the number of admissions in the next academic session. Also, new staff will be recruited against the vacant posts so that the students do not suffer a loss of their studies. We intend to improve our feedback system too. The Administration intends to organize a National Conference in Science and all the necessary actions for the same shall be taken in the upcoming academic year. Hostel facilities will be reviewed and all the requirements will be fulfilled for students comfort. A Youth Club will be formed which will organize various events and festivities in the upcoming year. It is planned that a Fete will be organized to celebrate Diwali. Periodic Tests and student attendance to be managed vigilantly.