



Yearly Status Report - 2019-2020

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 own campus		Yes
Phone no/Alternate Phone no.		01752213228
Mobile no.		9417603311
Registered Email		gcwpatiala@gmail.com
Alternate Email		gcgpatiala01@gmail.com
Address		Y.P.S.Road Patiala
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	Mrs. Gurveen Kaur
Phone no/Alternate Phone no.	01752213228
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/aqar%202018-19.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.01	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	02-Apr-2003
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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
Staff meetings held to conduct MSTs vigilantly	28-Aug-2019 1	72
Celebration of National Nutrition Week	02-Sep-2019 6	104
Training of staff to conduct online teaching and learning	06-Apr-2020 1	65

Training to students to how to use online teaching apps and how to make PDFs and send responses	07-Apr-2020 1	2243
Hostel amenities improved	19-Aug-2019 10	250
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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!!!				
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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. Maintenance of hostel and all requirements like LED lamps and fans installed.
2. Celebration of National Nutrition Week in September 2019 in an Eco friendly way.
3. Organisation of Diwali Fete on 23.10.19 and students encouraged to display stalls of their handmade products for sale.
4. Framed an efficient schedule for online teaching and learning after the implementation of lock down due to COVID19 pandemic according to the guidelines of UGC and state government.
5. Webinars organized on Mission Fateh and COVID19 pandemic and mental health.

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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	2020
Date of Submission	28-Feb-2020
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	NIL	Nil	Nil	NIL	NIL

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
Nil	NA	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	2106
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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, Physical education, EVS	918
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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 passed 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	601	601
BSc	Bio Tech	40	9	9
BSc	Medical	40	23	23
BSc	Non-Medical	30	26	26

BSc	Home science	30	9	9
BCA	Nil	40	20	20
MA	Fine Arts	20	12	12
MA	Dance	10	6	6
MA	Music Vocal	10	8	8
Msc Nutrition	Food and Nutrition	13	13	13

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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
2019	688	51	Nil	Nil	78

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
78	40	15	8	4	3

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Apart from an effective delivery of the curricula, the teachers mentor their students from time to time. The aim is as always not only to solve the problems of the students but also to contribute positively to their developing selves. The college tutorial system, career counseling cell as well as guidance given to students at the departmental level from time to time, is the mentoring mechanism adopted by the college through which general instructions are imparted to the students. The proctorial duties of teachers ensure that students do not while away their time in the campus and attend their classes punctually and regularly. A tutorial period is organized to keep students informed about campus related issues like cleanliness, a fair use of particular spaces in the college, abstinence from mobile phones in the college as well as certain social issues etc. Each teacher is allocated fifty mentees who remain in touch with their teacher mentors throughout the academic year. The career counselling cell keeps students abreast with career opportunities from time to time. The NCC and NSS offer a great mentoring system by inculcating responsibility towards duty as well as the values of help and compassion in the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1904	78	1 : 24

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
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85	78	7	0	21
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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
2019	Dr. Parveen Bala	Assistant Professor	Geena Devi Sahitya Gourav Saaman
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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	UG	SEM(1,3,5)	20/11/2019	05/06/2020
BA	UG	Sem(2,4,6)	04/05/2020	20/12/2021
BSc	UG	Sem(1,3,5)	20/11/2019	10/06/2020
BSc	UG	Sem(2,4,6)	04/05/2020	15/12/2020
BCA	UG	Sem(1,3,5)	20/11/2019	15/06/2020
MA	PG	Sem(1,3)	20/11/2019	06/07/2020
MA	PG	Sem(2,4)	04/05/2020	23/12/2020
Msc Nutrition	PG	Sem(1,3)	20/11/2019	03/08/2020
MSc	PG	Sem(2,4)	04/05/2020	02/09/2020
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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 in the college comprises of two mid semester tests taken during each semester, assignments presented by students which are presentations both oral as well as a written project. The mechanism of internal assessment is transparent and hence based on these three criteria which are namely students attendance in the class, their performance in the MSTs and assignments submitted to the teacher. Speaking generally, how a particular student responds and interacts in the classroom, also sort of adds up to her overall performance. So far, no reforms have been initiated on the CIE as 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)

Before the commencement of each academic year, the affiliating university issues an academic calendar in which the admission dates, the beginning and the ending of semester teaching are given. The date for summer and winter break is also specified. The college follows the given schedule strictly. Apart from this, national and other important days are celebrated in the college the tentative dates of which are supplied in the calendar. The examination calendar

of mid semester tests is prepared by the examination committee and tentative dates for mid semester tests are also specified. The date sheet is issued generally a fortnight before the exams and likewise circulated among the students and the staff.

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
Nill	PGDCA	Nill	10	7	70
Nill	BA	Nill	482	473	98.13
Nill	BCA	Nill	24	23	95.83
Nill	BSc	Medical	32	32	100
Nill	BSc	Non-Medical	28	28	100
Nill	BSc	Home Science	14	12	85.71
Nill	MA	Fine Arts	8	8	100
Nill	MA	Dance	7	7	100
Nill	MA	Music Vocal	1	1	100
Nill	Msc Nutrition	Food and Nutrition	13	12	92.31

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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
Nill	00	N.A	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
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N.A	N.A	
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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
No file uploaded.				

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
Punjab	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
N.A	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)
National	English	4	Nil
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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	2
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
Master Signifiers in Orphan Pamuks Snow	Dr Ajoy Batta and Pankaj Kapoor	Shodh Sanchar Bulletin	2019	0	Bilingual International Research journal	0
View File						

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
Master Signifiers in Orphan Pamuks Snow	Dr Ajoy Batta and Pankaj Kapoor	Shodh Sanchar Bulletin	2019	0	0	Bilingual International Research journal
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	2	0	0
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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
Parade at Republic Day	NCC (Govt College for Girls Patiala)	6	30
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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
Nil	Nil	Nil	0
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 agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NSS (Govt College for girls patiala)	Lecture on De Addiction	4	300
View File				

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
NIL	NIL	NIL	00
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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
NIL	NIL	NIL	Nil	Nil	Nil
No file uploaded.					

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
NIL	Nil	NIL	0
No file uploaded.			

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
0	1425596

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
View File	

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 partially)	Version	Year of automation
excel	Fully	Nil	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	57717	Nil	58	24358	57775	24358
Journals	67	62924	Nil	Nil	67	62924
e- Journals	Nil	5900	Nil	Nil	Nil	5900
Others (specify)	18	21199	Nil	Nil	18	21199
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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
NA	Nil	Nil	Nil
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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
NA	Nil

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
Nil	188596	Nil	1964700

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 inflienet 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 three 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 available to

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	660	0
b) International	NA	0	0
View File			

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 implementation	Number of students enrolled	Agencies involved
YOGA AND MEDITATION	21/06/2019	295	NSS, NCC
SOFT SKILL AND LANGUAGE LAB	01/10/2019	10	RADIO STATION
Personal Counselling And	18/11/2019	250	NSS, NCC, Red Cross

Mentoring

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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
2019	COUNSELLING AT PERSONAL LEVEL BY PROF. SHYAM SUNDER SHARMA	30	Nil	Nil	Nil

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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
60	60	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 !!!					
View File					

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
2019	8	BA	ARTS	GCG PTA	FINE ARTS
2019	5	BA	Arts	GCG Patiala	MA dANCE
2019	5	BA	Arts	GCG Patiala	MA MUSIC VOCAL
2019	5	BSC.	SCIENCE	GCG Patiala	MSC FOODS & NUTRITION
2019	5	BA	ARTS	GCG PTA	PGDCA
2019	1	bsc. medical	SCIENCE	modern College of Education ,	B.Ed

				Mansa	
2019	1	Bsc. Medical	science	Punjabi University Patiala	Msc. Forensic Science
2019	1	Bsc. Medical	science	Punjabi University Patia	Msc. Human Genetics
2019	1	Bsc. Medical	science	Shri Guru Granth Sahib World University,	Msc. Botany
2019	1	BA	ARTS	PUNJABI UNIVERSITY PATIALA	MA PSYCHOLOGY
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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
lohri dheeya di	college	200
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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
2019	SILVER MEDAL	National	1	Nil	1820	RICHA
No file uploaded.						

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

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.

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 :

Books were donated to needy students. Talent hunts of dance , Music and Fine Arts were organised by OSA

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 success of the institution is the result of the combined efforts all who work towards attaining the vision of the institution .Right from the head of the institution two staff and students , all the stakeholders have a role to play in building of the college . There involvement cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies committees have contributed to growth of the college. Institution focuses keen on decentralization by intending equal approaching ,equal role to principal in the functioning of the institution comprises of principal college governing council rech committee has been provided with specific function is cater to the needs of institution for the ongoing process and development college takes care of infrastructure facilities which fulfill the quality and the required needs of the higher education bodies to reach the set goals or bench marks of the institution .It also extends all the amenities for the teaching and non teaching . The principal plays a prime role acting as a representative of the government in the college .All information percolates down through the principal . Who intern disseminates it an ensures implementation of government plans and policies .A number committees are setup to look after various aspects of the functioning of the college .These committees work forwards the realization of the declared objective of the college .The principal the council and faculty play an vital role in planning design and implementation of plans .The principal consult the council and issues an annual duty list assigning different duties of each committee .The principal watches the academic ,cultural sporting and administrative interest of the institution principal ensures the proper implementation of all the policies and action plans and this result in reinforcing the culture of excellence.

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
Teaching and Learning	To promote technology enabled teaching learning process, ICT is effectively used. The fast learners are offered extra coaching to enable them to appear for professional and competitive examinations. The slow learners are offered extra remedial classes to improve their academic performance. Curriculum is designed to incorporate the skill development courses like field work, industrial visits, summer training etc.The College is using a well thought-out mix of Traditional (chalk and talk, debates, quizzes etc.), Innovative (analysis of real life case studies, recent news etc.) Creative (Role Plays, Games etc.) and technologically advanced tools for teaching.
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. The draft syllabi are placed in the meeting of Board of Studies that includes members from industry, academics and representation from alumni. It is then placed for suggestions (if any) and approval in the Academic Council.

Human Resource Management

The college has a placement cell which invites reputed companies and banks for campus visit in order to facilitate students to avail themselves of the benefit of walk in interviews and get decent opening in their career as beginners. The college also allows its faculty to attend orientation and refresher courses. Counselling is provided to the students to resolve their problems by the class teachers and subject teachers.

Industry Interaction / Collaboration

Placement drives have been conducted in the college campus. Industrial visits and Summer Training projects are mandatory in many UG and PG courses. Guest Speakers from various fields including industry are invited to share their experiences with students.

Examination and Evaluation

All students have to attend 75 lectures which is mandatory for them to appear in the university examination. There are MST (Monthly Semester Test) in which they have to secure a minimum fixed percentage. When it comes to sports there are opportunities galore. A student can show her prowess at different levels like in inter-college, inter-university, All-India inter-university National and International competitions. Full transparency is followed in Internal Assessment calculation and it is duly shown to and got signed by the students before submitting to the examination branch.

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

	<p>campus.E-resources for research academic content access are provided and updated for students and staff. The College campus has been monitored with CCTV facility for keeping a check.</p>
<p>Research and Development</p>	<p>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 Infilbnet so that the staff can have access to electronic resources.</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>All major decisions regarding Academics and Administration are displayed on the College Website and on Noticeboard. Students and Teachers can give their suggestions regarding these matters.</p>
<p>Administration</p>	<p>All the notices are displayed on the LCD installed and at Noticeboard at various places in the college campus. Teachers are also informed about important information through groups on Social Media. Students can give their suggestions, register grievances in the respective online tutorial groups.</p>
<p>Examination</p>	<p>The Examination Module of MIS covers the compilation of results, mark sheets and Gazette Reports. 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.</p>
<p>Student Admission and Support</p>	<p>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.</p>

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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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, Maternity Leave, Child care leave, Education Leave, Earned Leave	Maternity benefits, Wheat Loan, Festival loan, Uniform loan, Mobile allowance, Job on compassionate ground	Scholarship for SC students whose parent income is less than 2,20,000.

6.4 – Financial Management and Resource Mobilization

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

Being a government institute, the external audit is done by representative of the Punjab government No audit of government grants has been done in this year. 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.

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
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No Data Entered/Not Applicable !!!

No file uploaded.

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Nil	Nil	No	Nil
Administrative	Yes	Accountant General Punjab	No	Nil

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

1) Students visited Pushpa Gujral Science City, Kapurthala for Environment education. The entry fees for all students and transportation charges were paid from Parent Teacher Association fund. 2) The labor charges for Swachh Bharat Abhiyan were paid from Parent Teacher Association. 3) The guest lecturers are paid as per the UGC and Punjab Government norms from Parent Teacher Association.

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

Teachers attend various 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: Traffic Awareness ?Women safety ?Women health ?Cancer awareness ?Lecture cum-demonstration on self defense Psychological/ Motivational counseling.

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

Assessment and accreditation is a National corollary of the entire spectrum of teaching learning and evaluation process adopted by the institutes of higher education. NAAC assessment provides institutes of higher education an opportunity 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
2019	Organisation of Diwali Fete on 23.10.19 and students	23/10/2019	23/10/2019	Nil	400

	encouraged to display stalls of their handmade products for sale.				
2019	Hostel amenities improved	Nill	Nill	Nill	250
2019	Staff meetings held to conduct MSTs vigilantly	Nill	Nill	Nill	72
2020	Training of staff to conduct online teaching and learning	Nill	Nill	Nill	65
2020	Training to students to how to use online teaching apps and how to make PDFs and send responses	Nill	Nill	Nill	2243
2019	Celebration of National Nutrition Week in September 2019 in an Eco friendly way.	02/09/2019	02/09/2019	06/09/2019	104
2020	Webinars organized on Mission Fateh and COVID19 pandemic and mental health.	Nill	Nill	Nill	200
2020	Framed an efficient schedule for online teaching and learning after the implementation	Nill	Nill	Nill	Nill

of lock down due to COVID19 pandemic according to the guidelines of UGC and state government.

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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
No Data Entered/Not Applicable !!!							

[View File](#)

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
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. On 28th February 2019, on the occasion of Science Day, a lecture was organized on global warming and medicinal plants were planted, 2. On 5th June 2019, on the occasion of Environment Day 100 saplings were planted. 3. On 26th August 2019, medicinal plants were planted by Environment Society. 4. On 2nd September 2019 in collaboration with Global Human Service Organization many saplings were planted in the college. 5. On 24th September 2019, on the occasion of NSS Day, a Slogan Writing/Poster Making inter college competition was organized on the theme 'Swachhta Hi Sewa'. 6. On 2nd October 2019 a cleanliness drive was organized to restrict the use of Single Use Plastic in the campus.

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 classroom as well as on 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, introverted student might not be able to express themselves clearly. For informal interaction, the 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

State of the Art Library: GCG Patiala, one of the premier girls college, is committed to nurture the future of girls students by providing the best educational facilities, library support, environmental healthy campus, online study facilities and well-equipped computer labs. The college has a well-maintained spacious library with about 57451 Books, 67 Magazines and 18 National and Regional Newspapers. Library has two broad band internet connections and also two computers. E- Resources are subscribed from N-List programme. Students and staff can use these e resources sitting at their home

by using the password. A Book Bank has been established in the library which has the collection of the books donated by the students and staff. Books are provided to the poor and needy students from this Book-Bank and 45 students have been benefited through this initiative in the current year. Eligible students get books required from the college library for the complete duration of their course. Seven students of Library Sciences got the practical training from the library which will help them in getting employment in their field.

Provide the weblink of the institution

<http://gcgpatiala.in/index.php>

8.Future Plans of Actions for Next Academic Year

The Institute is determined to excel academically in the upcoming session. With a focus to increase student enrollment, proposal to add new courses will be sent in the upcoming session. Since, the current academic session ends with the onset of COVID-19 pandemic we wish that the things go back to normal in the next session. If not, we will ensure that online teaching and learning is efficient and effective and students do not suffer any loss.