



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT COLLEGE FOR GIRLS, PATIALA
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		Stadium Road, Opposite Y.P.S
City/Town		Patiala
State/UT		Punjab
Pincode		147001
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Prof. Vijay Kumar 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)	<a href="http://gcgpatiala.in/pdf/AQAR2014-15.pdf">http://gcgpatiala.in/pdf/AQAR2014-15.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	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

<b>6. Date of Establishment of IQAC</b>	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	19-Jan-2017 1	72
Plantation on World Environment DAY	05-Jun-2016 1	100
Celebration Of International Yoga Day	21-Jun-2016 1	100

World Health Day celebrated with a talk on Depression	07-Apr-2017 1	80
Celebration of National Nutrition Week	01-Sep-2016 7	75
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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
Nil	NA	Nil	2017 0	0
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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. IQAC managed the NAAC peer team visit to college in October 2016 for the Cycle 2 gradation. All the arrangements for the same were done efficiently. College was graded with A grade with a total CGPA of 3.01. 2. IQAC gave suggestions to all the Department heads and faculties for equipping the Department libraries for the betterment of students. 3. IQAC inspired all the Departments to organize more extension lectures and enrichment programmes. 4. IQAC decided to make a request to the DPI for deputing more staff for Science Department. 5. IQAC decided to take necessary steps for the automation of the college library.

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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	Achivements/Outcomes
NAAC peer team visit to be conducted smoothly	Successfully coordinated the NAAC team visit with A gradation
Implementation of suggestions of NAAC peer team	All the measures taken to do the same
Revamping the english language lab	Lab maintained but is yet to be converted into a smart room
Organizing more extension lectures and enrichment programmes	Various lectures held to celebrate Different days ad occasions
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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 ?	Yes
Date of Visit	03-Oct-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	22-Jun-2017
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. All departmental heads hold meetings at the end of a session to design workload of the dept. for the coming session. The heads 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 online mode through google meet, zoom app, whatsapp, audio-visual aids ,maps, models, PPT presentations, seminars, internet were 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 organized 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	N/A	Nil	00	N/A	N/A

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N/A	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, Music Vocal, Dance, Food and Nutrition	Nil
BA	Three year degree Program	Nil
BA	Honours in Pol.sc., Psychology, Hindi, English, Sanskrit, Economics.	Nil

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

	Certificate	Diploma Course
Number of Students	0	16

### 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
M.Sc. Food and Nutrition, M.A. Fine	Nil	2000

Arts, B.A. I,II,III- Functional English, Psychology, Physical Education, Drug Abuse, Sociology, Fine Arts, Economics, Computer science, E.V.S., Home Science, B.Sc. Biotech, B.Sc. Medical, B.Sc. Non- Medical		
BCA	Nil	126
PGDCA	Nil	16
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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.	884
MA	Fine Arts	40
Msc Nutrition	Food and Nutrition	25
<a href="#">View File</a>		

### 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
<p>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. Installation 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</p>

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
BSc	Medical	40	51	51
BSc	Non-Medical	30	37	37
BSc	Home Science	30	20	20
BSc	Biotechnology	40	16	16

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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
2016	925	111	Nil	Nil	82

### 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
82	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 boasts of a dedicated team of staff members who always motivate students to perform well whether it is on the academic front or for certain other co-curricular activities. Apart from classroom teaching and a scheduled testing method, teachers serve as mentors to students. Mentoring is achieved through the college tutorial system. Each teacher is allotted fifty students at the start of the session. The students are acquainted with the general rules of the college, the need to make the campus a green and a clean space and other related things are discussed with students during the tutorial periods. Each student in the college, remains in touch with their mentor throughout the academic year. Apart from this, the college career counselling cell, NSS and NCC units, are other student mentoring systems by which the learning and capacity building of students is enhanced. Guidance given from time to time by the subject teachers to the students during their free hours, endures as well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2692	82	1:33

## 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
84	82	2	0	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
Nil	NA	Nil	NA

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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	NA	Sem(1,3,5)	15/07/2016	07/03/2017
BA	NA	Sem(2,4,6)	07/01/2017	28/07/2017
BSc	NA	Sem(1,3,5)	15/07/2016	20/02/2017
BSc	NA	Sem(2,4,6)	07/01/2017	02/08/2017
MA	NA	Sem(1,3)	15/07/2016	24/02/2017
MA	NA	Sem(2,4)	07/01/2017	07/08/2017
MSc	NA	Sem(1,3)	15/07/2016	28/02/2018
MSc	NA	Sem(2,4)	07/01/2017	26/07/2017

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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 of the students is done through a transparent manner. Students are tested on the basis of their classroom teaching in their internal tests which are mid semester tests. They are given oral and written assignments also. Apart from this, teachers evaluate students through quizzes, project files and other creative ways like giving them one word topics to write a story on, caption and slogan writing, summarizing a topic orally which is being covered in the class etc. In order to evaluate students for Internal assessment, the three points serve for reference here which are their marks in the MSTs, assignment/project and attendance in the class. Students are encouraged to attend classes on a regular basis, so that they may be evaluated judiciously.

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

The college prepares the academic calendar before the commencement of an academic year. The calendar is based on the schedule given by the affiliating university issued before the start of a particular session. The college strictly follows all admission dates as well as the semester teaching period, specified in the university calendar. Schedule for college internal examinations is also prepared and therefore specified in the academic calendar. The date sheet for the same is prepared and circulated normally, a fortnight before the mid semester tests. Dates for other tasks like evaluation of the answer sheets and submission of results of the MSTs within a stipulated time period are also given out. Apart from this, the calendar also has a schedule for other co curricular activities like the talent hunt, youth festival, sports meet, annual day etc. The dates are tentatively given, with the consultation of the head of the institution.

## 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)

<https://www.gcgpatala.in/pdf/Student%20Satisfaction%20Survey.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
BAP	BSc	Non-Medical	27	27	100
PG	MA	Dance	4	4	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://gcgpatala.in/uploads/document/1\\_629dcc51719b1.pdf](http://gcgpatala.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	Total grant	Amount received
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		agency	sanctioned	during the year
Nil	00	0	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
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### 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
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	Hindi	2	Nil
<a href="#">View File</a>			

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 Department	3
<a href="#">View File</a>	

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
Sahitye	Dr	Shodh	2016	Nil	ISSN-239	Nil

Mein Dalit Vimarsh Ki Prishthbhu mi Aur Vika	Parveen Bala	Ritu			5-7115	
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### 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
Sahitye Mein Dalit Vimarsh Ki Prishthbhu mi Aur Vikas	Dr. PARveen Bala	Shodh Ritu	2016	0	0	Nanded Bharat
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Presented papers	1	7	1	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
Yoga Campd	Govt. College for Girls Patiala	10	310
<a href="#">View File</a>			

### 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
N.A	N.A	N.A	0
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### 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 activites	Number of students participated in such activites
Celeberated Aids Day	Punjab Govt and NCC/ NSS (GCG, Patiala)	Celeberated Aids Day	3	220
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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
385000	42746

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

#### 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 database	Fully	nil	2013

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	56525	123322	Nil	Nil	56525	123322
Journals	71	67696	Nil	Nil	71	67696
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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
nil	Nil	Nil	Nil
No file uploaded.			

#### 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	15	0
Added	0	0	0	0	0	0	0	0	0
Total	60	3	10	0	0	0	0	15	0

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

15 MBPS/ GBPS
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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
nil	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
623250	1538028	385000	42746

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 the UGC. For practical subjects nominal fee is charged from the students and the fund thus collected is used to add more 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 Infilibnet facility. The library is well stocked with text books, reference books, latest 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 format and students and staff are duly assisted 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 updating 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. 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. In the ICT enabled classroom, the student has direct access to the knowledge available through computer and internet. The teacher, in this case, takes up the role of a facilitator by guiding the students as to what, how, how much and when to access and make use of the ICT facility available to them. The college avails of the National knowledge network connectivity directly.

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

## 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	1. Post Matric Scholarship Dr. BR Ambedkar for SC and OBC Students 2. Post Matric scholarship for Minority Communities	780	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
Soft Skill dev., Language Lab	01/09/2016	20	Radio Station
Yoga and Meditation	21/06/2017	310	4 PB BT
Personal Counselling And Mentoring	26/09/2016	150	NSS
First Aid Camp	21/06/2016	160	NCC and military Hospital
Pulse polio Camp	02/04/2017	160	NCC
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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
2016	GK and Current affairs and Political science	20	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
50	50	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
DATA UNAVAILABLE	0	0	DATA UNAVAILABLE	0	0
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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
2016	2	B.sc.	Biotech	Punjabi	Msc. food

		biotech	Department	University Patiala	technology
2016	18	BA	Arts	GCG Patiala	MA Fine arts
2016	4	BA	Arts	GCG Patiala	MA Dance
2016	6	BA	Arts	GCG Patiala	MA Music Vocal
2016	12	BA	ARTS	GCG PATIALA	PGDCA
2016	7	BSC.	SCIENCE	GCG PTA	MSC. FOODS & NUTRITION
2016	3	PGDCA	ARTS	GCG PTA	MSC. IT
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
NET	1
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	250
<a href="#">View File</a>		

### 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
2016	Silver and Bronze	National	2	Nil	1871	Anuradha
2016	Gold medal	National	1	Nil	708	Pallavi Rani
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

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. Alumni Association of our college aims to give financial Aid to the needy and weaker section students.

5.4.2 – No. of enrolled Alumni:

419

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

39680

5.4.4 – Meetings/activities organized by Alumni Association :

Punjabi books Donated for Book Bank. 33 Dustbins were donated for college campus. Essay writing competition was organised and prizes were given 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 Principal, Heads of Department, Teaching and non -teaching Faculty, Alumni, Parents, Students and representative from the field of Education, Community,

Research and Industries of the respective committees participate in taking the decision for the academic and the infrastructural development of college i.e. College Development committee, IQAC, College Construction Committee and College Staff Council. Head of the faculty from Arts, Computer Science, Dance, Music, Food and Nutrition and Science and Heads of the various departments look after the regular administration, teaching and research, issues of the students and staffs of the department. Staff Council and IQAC take care to see that the vision and mission of the college are fulfilled. The college ensures decentralisation and participative management at every realm. The heads of departments are given full freedom in managing their own affairs. The vision and mission of the college correlate with the national policies of higher education and are based on education as a means of development of the nation and social reformation. The college translates its vision and mission through programs and activities such as NCC, NSS, Soft Skills Development Program, Welfare Schemes, Sports, Career Guidance, etc. The college promotes a culture of decentralization and participative management through various academic and administrative committees. The college encourages the faculty to participate in Refresher, Orientation, and Faculty Development Programs to complete their Ph. D. Faculty is allowed to attend seminars, workshops, and conferences. The College has introduced e-governance in administration, finance, accounts, student admissions, examinations and student-teacher management as well. The institution has effective welfare measures for teaching and non-teaching staff. Government college for Girls, Patiala College encourages and motivates a culture of decentralization and participative management by involving staff members in a number of administrative roles. 1) For the participative decentralization and governance, the Principal has appointed the Vice Principal, and Head of the departments and provided administrative as well as academic autonomy and mobility for the effective governance. 2) Before the commencement of each academic year various college committees are formed by IQAC under the guidance of the Principal. 3) IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year 4) The college committees are responsible for admission, time table, examination, purchases, welfare of students, organization of extension activities and prepare the working strategy for the effective functioning of the college.

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
Admission of Students	? Admission of students through merit basis after counseling. Rules of state government strictly abided by. ? Reservation policy is on the basis of government approved category wise reservation policy.
Teaching and Learning	The entire edifice of higher education structure aims at improving the quality of both - teacher and taught. Our college provides awareness to the teachers to update their knowledge as well as understand the new methodologies of teaching. . The college allows them duty leave to participate in such seminars. To

improve the quality of learning, students are encouraged to participate in the activities organised by various departmental societies and clubs. Remedial classes for under-performers and enrichment classes for meritorious students are also organised by the college. Infrastructural support is always needed to improve the delivery system. Our college not only updates the existing infrastructure, it always augments the facilities for the improvement of class-room transaction practices. Implementing student-centric learning environment with group discussions, projects etc

Research and Development

Some of our faculty members are pursuing their research work leading to the degree of Ph.D. They are allowed to attend their coursework classes. Teachers of our college are also working as research supervisors and this experience enriches their understanding of the subjects and benefits our students. Members of the faculty are actively engaged in research work. They regularly present papers at National and International seminars which are published at the National and International level. They have also authored books.

Library, ICT and Physical Infrastructure / Instrumentation

E-resources, books, INFLIBNET and other inputs needed for improving the efficiency of the staff is readily provided without any delay. Smart class room is added into the infrastructure. Website links for various topics covered in the curriculum are supplied to the students for additional useful information. NPTEL links are provided on college website and course materials from subject experts are used by our faculty to enrich their knowledge.

Industry Interaction / Collaboration

Many departments like Food Nutrition and Home Science have tie-ups with the industry where-in teachers and students collaborate with different companies for consultancies, internships and projects. Practicing managers from different industries are invited for expert talks. Through these interactions, the college contributes significantly for the empowerment of the students by providing them employment opportunities.

Human Resource Management

The quality of human resource is

managed effectively. The requirements for specific jobs are appraised and used for staff recruitment. The performance is monitored and efforts made for steady upgradation. The quality of human resource management is assessed by the Principal through accountability practices. Personal files and data of all employees are well recorded and maintained. The morale of an employee is boosted by encouraging good work. Teachers are encouraged to get the feedback forms filled by students for self appraisal.

**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.

**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 come to sports there are opportunities galore. A student can show her prowess at different levels like inter-college, inter-university, All-India inter-varisty 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.

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

E-governance area	Details
<p><b>Planning and Development</b></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><b>Administration</b></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</p>

	Social Media. Students can give their suggestions, register grievances in the respective online tutorial groups.
Finance and Accounts	The Ledger book, Balance sheet, Cash book and Profit Loss account are handled through state government portal.
Student Admission and Support	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. Admission is offered to students from other states also.
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.

### 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
2016	Nil	NA	NA	0
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)
2016	Faculty Development Programme	NA	11/08/2016	11/08/2016	90	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	0	Nil	Nil	0
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	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
LTC, Maternity Leave, Child care 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. Post Matric Scholarship for Minority Communities by Centre Govt.

**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. 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	na
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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**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	Nil	Nil

Administrative	Yes	Accountant General Punjab	Nil	Nil
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Students visited Pushpa Gujral Science City, Kapurthala. The transportation charges were paid from Parent Teacher Association fund. 2) Youth Festival Accompanist 3) Wifi Connection started 4) Upgradation of Smart classes 5) Youth festival Platinum Jubilee Magazine

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

?Women safety ?Women health ?Lecture cum-demonstration on self defense ? Psychological Counselling

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
2016	Plantation on World Environment Day.	05/06/2016	05/06/2016	05/06/2016	100
2016	Celebration Of International Yoga Day	21/06/2016	21/06/2016	21/06/2016	100
2016	Celebration of National Nutrition Week	01/09/2016	01/09/2016	08/09/2016	75
2017	Staff meetings held to conduct MSTs vigilantly	19/01/2017	19/01/2017	19/01/2017	72
2017	World Health Day celebrated with a talk on	07/04/2017	07/04/2017	07/04/2017	80



Depression

[View File](#)

## 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
2016	1	1	01/08/2016	8	Celebration of World Breast Feeding Week	Benefits of Breast Feeding	100
2016	1	1	01/09/2016	7	Celebration of National	Benefits of Nutrit	100



					Nutrition Week	ious Diet, Modifications in Lifestyle	
2016	1	1	08/09/2016	1	Lecture	Dr B R Ambedkar as crusador of Socio Economic rights of down troddlers	150
2016	1	1	26/09/2016	1	Lecture	Women Empowerment	100
2016	1	1	14/10/2016	1	Workshop	How to use Social websites	100
2016	1	1	01/12/2016	1	Awareness Rally on World Aids Day	Aids Awareness	150
2016	1	1	24/12/2016	7	Celebration of National Consumer Protection Week	To help People understand their consumer rights	200
2017	1	1	12/01/2017	3	Voter Awareness Campaign	Right to Vote	150
2017	1	1	13/01/2017	1	Lohri Dhiyan Di	Women Empowerment	200

[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
Lecture on Modern Hindi Literature	23/09/2016	23/09/2016	120
Gidha Presentation on Independence Day	15/08/2016	15/08/2016	200
Celebration of Railway Vigilance Awareness Week	27/10/2016	02/11/2016	150
National Unity Day	31/10/2016	31/10/2016	150
Constitution Day	26/11/2016	26/11/2016	200
National Youth Day	12/01/2017	12/01/2017	150
Gidha Presentation on Republic Day	26/01/2017	26/01/2017	200

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. On 5th June 2016, on the occasion of Environment Day, saplings were planted in our college campus. 2. On 22nd August 2016, 67th Van Maha Utsav was celebrated. 3. On 30th August 2016 saplings were planted in the college campus under 'One Tree One Life' campaign and awareness rally was organized under Swachh Bharat Mission. 4. On 29th March 2017, a programme on 'Save environment' was organized to motivate the students to save nature and natural resources. 5. Cleanliness campaigns and awareness rallies were organized to save environment in the college campus and a nearby village Kheri Gujran by the NSS department of college during three 'one day' and one 'seven days' NSS camps. 6. On 21st March 2017 on the occasion of International Forests Day, some herbal and medicinal plants were planted in the college campus and botanical garden.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

16-17 Best Practice -- I 1. Title of the Practice Psychological and Behavioral Counseling for College Students 2. Goal The primary goal is to facilitate and maintain mental health and positivity among the girl students. The college

primarily caters to girls from the rural areas and under-privileged sections of the society. They have their own set of problems in the present times of great social change and lack the much-needed support system enjoyed by their urban counterparts. So it becomes imperative for the institution to look into issues other than academics and ensure their psychological wellbeing and growth. The

Psychology Department of the college came up with the idea of holding a counseling session for the students from all streams. 3. The context The counseling session is open for students of all streams. It is especially beneficial for poor and marginalized students who suffer on many fronts and have no access to such a facility. Apart from the problems of growing up and anxiety over their careers or future, girl students also face many domestic problems and consequently suffer from many complexes. To make them aware and to help them overcome all of these, the college has adopted this regular practice of organizing a counseling session every year. 4. The Practice The counseling session is organized by the students and teachers of the Psychology department of the college. The anxiety level, the personality type and locus of control of students is judged with the help of psychological tests (standardized).

Thereupon the students are administered psychotherapy through informal interaction and subsequent identification of their problems. Students so identified are also tracked later and follow up action taken. More than 50 of students and a few faculty members seek help. However it being a voluntary exercise, some students shy away and evade participation in the counseling session. This proves to be a limiting factor. 5. Evidence of success The department has been able to help thousands of students over the years by enabling them to vent out their feelings, overcome their anxieties and have a clearer insight into their personalities. They have also been guided about their aptitude. The evidence of success lies in the fact that the students appear more confident and sure of themselves by the end of their degree course. Also they perform better in academic and co-curricular activities. 6. Problems encountered and resources required The programme does not include any financial commitments. The staff and the students of the psychology department act as

resource persons. In fact the students get a first-hand experience of counseling their fellow students. The only problem involved is the reluctance of some students to share. 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

<https://www.gcqpatiala.in/pdf/Best%20Practices.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

The primary objective of the institution is to provide education to an optimum number of girl students resulting in their empowerment. There is a conscious, earnest and untiring endeavor on the part of the college to develop its students intellectually, morally, physically and aesthetically. In addition to this, the college is imparting higher education to the girl students drawn from weaker sections of society as well as remote and backward areas of the state and neighboring states. 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.

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. Efforts will be made for the complete automation of the Library. The college administration also plans to add new courses which shall be career oriented and helpful for the girl students. Along with this, Platinum Jubilee celebrations will be held next year with great enthusiasm and fervour. We also plan to beautify the campus with a special focus on landscaping and paving the pathways.