

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

2018-19

Part – A

Data of the Institution (*data may be captured from IIQA*)

1. Name of the Institution - Saroop Rani Government College for Women, Amritsar

- Name of the Head of the institution: Ms. Nutan Sharma
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0183-2225818
- Mobile no.: 9872644543
- Registered e-mail: gcamritsar@gmail.com
- Alternate e-mail : --
- Address : Rani Ka Bagh, McLeod Road
- City/Town : Amritsar
- State/UT : Punjab
- Pin Code : 143001

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Women
- Location :Urban
- Financial Status: UGC 2f and 12 (B) since inception
- Name of the Affiliating University: Guru Nanak Dev University
- Name of the IQAC Co-ordinator : Dr. Khushpal Sandhu
- Phone no. : 0183-2225818
Alternate phone no.: -----
- Mobile: 7341184848
- IQAC e-mail address: iqac.srgcw@gmail.com
- Alternate Email address: khushpalsandhu1963@gmail.com

3. Website address: www.srgcwamritsar.org

Web-link of the AQAR: (Previous Academic Year):

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional website:

No, the academic calendar was not uploaded on the website (Annexure I)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	---	2004	From 2004 to 2009
2 nd	A	3.20	2014	From 2014 to 2019

6. Date of Establishment of IQAC: 14/01/2005

7. Internal Quality Assurance System**7.1 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
Submission of AQAR a) AQAR 2016-17 submitted to NAAC b) AQAR 2017-18 Submitted to NAAC	Dec. 2018	Stake holders
Internal Academic Audit The IQAC coordinator discussed quality enhancement measures with the heads of various departments and the same was discussed during staff meetings	Aug. 2018	Stake holders
Construction and Refurbishment under RUSA IQAC/Rusa team discussed in the beginning of the session effective utilization of RUSA grants for construction and refurbishment work in the college.	Aug 2018	Stakeholders
Enhanced activities involving Women Safety and Empowerment IQAC coordinator proposed that the session 2018-19 should focus on women related issues with a special focus on Women safety and empowerment	Aug 2018	Students
Motivational Seminars Motivational seminars were organized by the IQAC cell throughout the year for the students	Throu-gh out the year	Students

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
Director Public Instructions(C)	Infrastructure Grant to colleges	RUSA	2018-19	11,85,868(state share) 53,14,142(state and centre share)

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

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03 three

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... **No**

Minutes of meetings and action taken report is attached as Annexure II

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes × No ✓

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

*To initiate the construction work/ refurbishment work under RUSA grants.

* Enhanced activities related to Women safety and empowerment.

* Construction and Refurbishment under RUSA

* Internal Academic Audit

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

Plan of Action	Achievements/Outcomes
Timely submission of AQAR	AQARs of the session 2016-17 and 2017-18 submitted on 30 Dec 2018
Enhanced activities related to Women Safety	Lectures were held to impart awareness among students regarding Women safety by Police Department
Construction and Refurbishment under RUSA	Construction of Academic Block started under RUSA scheme
Internal Academic Audit	IQAC coordinator discussed quality enhancement measures with the heads of various departments and the same was discussed during staff meetings from time to time.
Motivational Seminars	IQAC organized motivational seminars throughout the year for the benefit of students.

14. Whether the 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: During NAAC visit in 16-18 October 2014

16. Whether institutional data submitted to AISHE: Yes

Year: 2018-19

Date of Submission: February 2019

Institutional data was submitted on 28February 2019 with reference number C-27954-2018

17. Does the Institution have Management Information System? Yes ✓

College Management System of college for session 2017-18 includes following modules:

a) **STUDENT MANAGEMENT SYSTEM:**

This module deals with retaining basic data of students like their fee details, fines if any, personal and academic details, admission and examination returns.

b) **ACCOUNTING MANAGEMENT MODULE:**

This deals with day to day dealing of accounts of office. It includes options for sanctioning, bill submission, salary bill generation, account balances of all major heads.

c) **LIBRARY MANAGEMENT SYSTEM:**

This modules deals with library functioning like accession register, computer based issue return, cataloguing and identity card printing of students.

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					
<p>The institution deploys the following well-chalked out action plan for effective implementation of the prescribed curriculum.</p> <ul style="list-style-type: none"> • Time Table: At the beginning of each academic session, The Academic calendar along with the time table for Arts, commerce and Science Streams is prepared according to the number of elective subjects and the options offered to the students, the number of periods devoted to each subject per week and the same is displayed on the Student Notice Board • Creation of sections: Sections are made as per the subject combination and the student strength. • Unitization of Syllabus: syllabus is divided at the departmental level according to the number of terms. • Schedule of work is allotted to the respective teachers which include the number of classes to be met and the section strength. • The teachers acquaint the students with the prescribed course content, texts and also recommend relevant books. They are also well informed about the pattern of the University question paper for better understanding. • Problem solving and doubt clearing sessions • Internal monitoring mechanism • Regular periodic departmental meetings are held to review the progression of the syllabus. 					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
----	-----	----	----	----	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
---	-----	-----	-----		
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
----	----	---	----	---	--
Already adopted (mention the year) NA					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : NIL					
No of Students	Certificate	Diploma Courses			
-----	-----	-----			
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			
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1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title			No. of students enrolled for Field Projects / Internships	
Functional English, Functional Hindi, Hindi Journalism, BCA and B.Sc. CND students undertake on-the- job training/ internship/ field project.			The students enrolled in the vocational subjects of Functional English, Functional Hindi, Hindi Journalism, BCA and B.Sc. CND undertake the Field Projects/ internship/ on the job training.	
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
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1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<ul style="list-style-type: none"> Though the institution does not have a formal mechanism to get feedback from students and stakeholders yet their views are valued and elicited. 				

CRITERION II -TEACHING-LEARNING AND EVALUATION			
2.1. 1 Demand Ratio during the year			
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA Arts I	640	550	388
B.Sc Med+ CND	130	157+45	89+25
B.Sc Non Med	100	214	86
B.Sc. C.Sc.	60	210	56
BBA	60	115	60
B.Com	75	525	75
BCA	60	254	58
B.Sc H.Sc	40	62	26
Dip. Front Office	40	12	12
MA English	60	33	31
MA Geography	60	10	08
MA Music (I)	10	07	05
MA Music (V)	15	11	11
PGDCA	40	65	34

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	2740	147	102	-	15

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
102	102	Projectors, Wifi, Smart boards, Laptops.	---	14	--

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

- Students are mentored through Tutorial Meets. There they openly discuss their view points and area of grievance, if any with their tutor. The tutor then discusses the same with the concerned authority.
- Guest lectures and special lectures on Values and Morals are also organized for the benefit of students.
- Teachers also informally talk on social evils and values during their lectures.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2740 (UG+PG)	(regular + part time + guest faculty) 102	Variable depending upon the course

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
102	(41 permanent + 11 part time) 52	80	----	21

- Permanent recruitment of Government Colleges is under the preview of PPSC, guest faculty are recruited by giving advertisement in the newspaper for both HEIS and PTA posts.

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2018-19	Dr. Kusum Devgan	Associate Professor	Participated as a reviewer in peer review process for GRD Journals.
	Dr. Khushpal Sandhu	Professor	Life member of ELTAI

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
All Programmes of the college	-----	July-Dec Jan-June	----	After approx. 2-3 months
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>Guru Nanak Dev University has introduced semester system at UG as well as PG level. The following reforms have been initiated by the college in the internal evaluation system:</p> <ul style="list-style-type: none"> • Assignments at UG and PG level are assigned, evaluated and discussed thoroughly to assess the performance of the students. • Being an affiliated institution, evaluation reforms initiated by GNDU are implemented too. • House test answer sheets are thoroughly evaluated and discussed in the class to clear the students' doubts and queries. • Special demo session is held for the freshers as to how to fill the relevant columns (such as Subject Code, examination code) • OMR sheets similar to that of University pattern are introduced in house tests. 				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<ul style="list-style-type: none"> • Academic Calendar is planned in the beginning of session considering academic, extra-curricular and sports activities. • Unitization of syllabus is done in the beginning of session by all the departments to ensure timely Completion of syllabus. 				
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)				
<ul style="list-style-type: none"> • All the programmes offered by the institution are displayed in the website of the institution • Skill based vocational programmes to equip the students with improved potential for regional and global employment market. 				

Name of the Course	Objectives	Career prospects
Functional English	To enhance the communication Skills of students by improving their proficiency level in English language use	Front desk officers Sales and Customer Care Executive Counsellors
Functional Hindi	To improve the communication skills in both written and spoken Hindi in order to prepare the students for suitable employment	Print Media Reporting Front desk officers Language translators Interpreters
Hindi Journalism	To prepare the students for Media	Jobs related to Media
Clinical Nutrition and Dietetics	To impart practical training in the requisite skill set to get meaningful employment.	Dieticians in Hospitals/ Hotels/ Beauty Clinics/gyms Self employment as Caterers, and Dieticians
Diploma in Front Office Operations	Enhancing communication skills, developing confidence level and personality grooming	Front Desk jobs
PGDCA	Expertise in Computing Skills	Teachers Data operators System Operators

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BA I Arts	435	417	95.8
	BA II Arts	431	431	100
	BA III Arts	426	426	100
	B. Sc I	212	204	96.2
	B. Sc II	202	200	99
	B. Sc III	161	161	100
	B. Sc H.Sc I	16	16	100
	B. Sc HSc.II	26	26	100
	B. Sc. HSc III	14	14	100
	B. Com I	74	71	95.9
	B. Com II	60	60	100
	B. Com III	63	63	100
	B B A I	59	57	96.6
	B B A II	46	46	100
	B B A III	48	48	100
	B C A I	54	53	98.1
	B C A II	47	47	100
	B C A III	44	44	100
	M A Eng I	30	30	100
	M A Eng II	26	26	100
	M A Geo I	07	07	100
	M A Geo II	13	13	100
	M A Music(I) I	2	2	100

	M A Music(I)II	5	5	100
	M A Music(V) I	13	13	100
	MA Music(V) II	08	08	100
	PGDCA	31	23	74.1
	Dip. Front Office	11	11	100

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)

- Though as stated before there is no formal mechanism of feedback yet the students give suggestions through Tutorial Meets and Suggestion Box installed in the campus.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research : NIL

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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	--	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year: NIL

Title of Workshop/Seminar	Name of the Dept.	Date(s)
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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 the Awardee	Awarding Agency	Date of Award	Category
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3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: NA

Incubation Centre	Name	Sponsored by
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Name of the Start-up	Nature of Start-up	Date of commencement
-----	-----	----

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
--		-----		-----		
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department			No. of Ph. Ds Awarded			
NA			NA			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
Department	No. of Publication		Average Impact Factor, if any			
	National	International				
Physics		01	0.576			
Geography		02	5.97&5.818			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Physics			Two text books have been published			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
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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 the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
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3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-----	03	-----	----
Presented papers	02	01	---	---
Resource Persons	--	--	--	

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 co-ordinated such activities	Number of students participated in such activities
Motivational Lecture by Dr. Swaraj Grover on Women Empowerment	IQAC	4	200
Lecture by members of National Agenda Forum	IQAC	4	150
Lecture by Dr. Guljeet , Chief Dietician, Fortis hospital	Department of CND	2	Students of the Department

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	No. of Students benefited
Zonal Youth Festival 23Oct-25Oct 2018	Second runners up trophy	Guru Nanak Dev University Amritsar	Winners were awarded with certificate by the University

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 coordinated such activities	Number of students participated in such activities
Swacchta Pakhwara	NSS	Cleanliness Drive (Aug01,2018-Aug 15,2018)	2	200 volunteers
Educational Trip to Parliament	IQAC	Visit Aug 8- Aug 9,2018	5	30 students

House				
Cancer Awareness Campaign	NCC	Rally Aug 21,2018	3	50 cadets
Guest lecture by S. S. Srivastava Commissioner of Police	IQAC	Motivational lecture on Women Safety and launching of mobile application 'Shakti' Sep.06,2018	6	300 students
NSS Day	NSS	Pledge for Cleanliness Sep24,2018 involving residents of Mirakot Village	2	200
Buddy Programme	Govt. Of Punjab	Drug Prevention Programmes (throughout the year)	2	whole college
Seminar on Oral Health	Red Cross and IQAC	Dr.Sharanjeet Kaur Sidhu,District Dental Health officer	3	100
Birth Anniversary of Sardar Vallabh bhai Patel	As per the orders from DPI(c) NSS and NCC	Run for Unity 31Oct 2018	5	400
Discussion on the book Jalianwala Bagh	Organised by Danik Jagaran Students of hindi journalism	Visit and Discussion 19 jan 2019	2	40
Gandhi Jayanti celebrations	As per the orders of DPI (c) NCC, NSS and Red Cross	Prayers and Sandhya sabha 2 Oct 2018	5	200
7 day camp 11 Jan -	NSS	Cleanliness and Plantation Drive in schools of Mirakot village 17 Jan 2019	2	200
Beti Bachao Beti Padao	Deputy Commissioner Office	Activity involved various institutions of Amritsar 24 Jan 2019	2	50
Boot Camp	Govt. Of Punjab under Start up India Campaign	Self-Employment awareness 24 Jan 2019	2	23
Man Ki Baat 29 Jan 2019	Govt. Of India	A discourse on Examination 29 Jan 2019	2	100
Martyrdom of father of nation	Govt. Of Punjab	Prayer meet 30 Jan 2019	4	200
30 th Road Safety Week	Govt. Of India	Lecture by Police Personnels	2	200

		04 Feb-10 Feb2019		
I Vote I Lead	Deputy Commissioner office and Initiator of change-NGO	Discourses to make students aware about the right to vote 14 Feb 2019	4	100
Two days Youth Festival	Director Youth services Punjab	22-23 March 2019	11	500

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
----		-----	----	----
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-To)	Participant
---	----	----	----	----
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
<ul style="list-style-type: none"> MoU's are signed with industries, business setups, hotels, hospitals etc. for on- the- job training of students enrolled in vocational subjects of Functional English, Functional Hindi, Hindi Journalism and Clinical Nutrition and Dietetics and BCA. <p>During the session 2018-19 new MOU's were not signed but students underwent training at the places with which MOU's are already signed.</p>				
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
		----	----	----

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	
----	-----	
There was no budget at the institutional level however instalments of RUSA grants released during the academic session has been used for Infrastructure augmentation.		
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	14.62 acres	-----
Class rooms	21	---
Laboratories	06	----
Seminar Halls	Multimedia Hall	-----
Classrooms with LCD facilities	LCD is installed in Audio Visual section of Library	----
Classrooms with Wi-Fi/ LAN	---	----
Seminar halls with ICT facilities	14 Smart Classrooms	-----
Video Centre	----	----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	----	---
Value of the equipment purchased during the year (Rs. in Lakhs)	----	----
Others	---	The RUSA grant which was released under phases the construction of Academic Block started and the proposed purchase of equipments as per RUSA-DPR will be undertaken.

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			
Orbit	Partially	-----	2007			
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books and Reference Books	52685	----	1278	----	53963	-----
e-Books	--	-----	-----	-----	---	----
Journals	21	-----	----	-----	21	---
e-Journals	Access to N-list Programme of INFLIBN-ET	---	----	-----	----	----
Digital Database	---	----	----	-----	-----	-----

CD & Video	---	----	----	---	----	-----
Library automation	Yes partial	----	----	----	----	---
Weeding (Hard & Soft)	---	----	----	----	----	---
Others (specify)						
Audio –Visual services are provided to students in the IT section of the Library.						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	153	6	4 labs equipped with internet facility	---	----	14	28	3.0 MBPS	---
Added	-----	-----	----	----	----	----	-----		
Total	153	6	4 labs equipped with internet facility			14	28	3.0 MBPS	

4.3.2 Bandwidth available of internet connection in the Institution (Leased line) : 3.0 MBPS

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
-----	-----

4.3.4 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
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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
----	Expenditure incurred only on Salary component	None	AMC of IT approx. 2,00,000

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 College has an efficient team for maintenance and repair of Infrastructure facilities and equipments. There is a full fledged team of LA's, JLA's, SLA's, Gardeners, Watchmen, permanent and temporary squad of peons and sweepers. Regular maintenance of the facilities is undertaken under the supervision of committees. To attend to minor faults, repairs of electricity and sanitation the college hires expert workers on daily basis as per norms.

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	Alumni Association Fund	11	5000 each
	Each One Educate One	05	5000 each
	Principal's Association Fund	05	2000 each
	Student Aid Fund	04	3000 each
	Red Cross Fund	10	3000 each

Financial support from other sources

a) National	Post matric Scholarship Scheme	130	Money is transferred through DBT
	Central Sector of Scholarships for College and University Students	17	
b) International	-----	-----	-----
c) State	Ashirwaad scheme	523	Money is transferred through DBT

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.,

Functional English students yield the facility of Language Lab. where they undergo practice sessions in spoken and written English

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
-----	-----	-----	-----

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

2018-19	Guidance and Placement Cell Seminar by Mr. Ajay, Director Abhimanu IAS Study center, Amritsar	200	Approx. 500 -700 students were present in following events <ul style="list-style-type: none"> National Industry Targeted Aptitude Test(NITAT) in collaboration with NIIT Amritsar 	-----	03 students were placed
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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	No. of grievances redressed	Average number of days for grievance redressal
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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
			Amritsar College of Engineering and Technology, Asr		Amazon-02 Muskan Makhija Kajal Wipro(WILP)-01 Diksha Vasudev

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018 - 19	270	BA/ B.Sc. /B.Com	From College	Various institutions	UG to PG,PG to MPhil or PhD

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)
NIL

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Teej Celebrations Aug 14,2018	Institution	Department of Youth Welfare and students
Independence day Celebrations		
Slogan writing competition Aug.25 2018	Institution	Students of Department of Hindi
Debate Competition Aug 29, 2018 on the topic Social Media- a boon or a bane	Institution	Students of the Departments of Physics and Mathematics
Seminar on the Power of Subconscious mind	Institution	Students of Department of Psychology
A talk on Stereo Chemistry by Dr. MS Batra Sep 17,2018	Institution	Students of Department Of Chemistry
Guest lecture on the teachings and history of Namdhari Movement Sep, 15 2018	Institution	Students of Department of History
Talent Hunt 20, Sep- 22 Sep 2018	Institution	430 students participated in different competitions
Advertisement making competition FAB and AD	Institution	Department of Commerce
Poster and Essay writing competition 31 Oct 2018	Institution	Department of Economics
A campaign to make campus Polythene free 9 Oct 2018	Institution	Department of Botany
Guest lecture by Dr. Jasveen Kaur HOD, UBS, GNDU, Asr 30 Oct 2018	Institution	Department of Commerce
Literary poster making Competition 9 Oct 2018	Institution	Department of English
Poster making Competition on Voter Day	Institution	Department of Political Science
Showcase of Movies	Institution	Departments of English,Commerce, Psychology
Paper reading Competition on AIDS	Institution	Department of Zoology and Botany
Guest Lecture by Dr. U B Gill	Institution	Department of English
Nukkad Natak	Institution	Department of Youth Welfare
Ortho Camp	Institution	Department of Home Science

Tutorial meets	Institution	All the departments and students of the college.
Field Visits	Visit to Waste Management Centre	Department of Botany
	Dr. Bhatia Neuropsychiatric Hospital	Department of Psychology
	Alpine Public School, Naushera - Majitha Bye pass for Nutrition Education programme	Department of CND
Educational Trips	Jange-Azadi Memorial, Kartarpur	Department of Commerce.

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)

- During the session 2018-19 our player Komalpreet Kaur has done the institution proud by being the part of Indian team which won overall 2nd position in International Basketball Championship held in Nepal.
- Our players Sukhpreet, Jobanjeet, Rupinder, Amandeep, Gurmeet and Muskan were part of team that stood second in International Football Championship held in Nepal.

Year	Name of the award/ medal	National/ International/ State/ Local	Sports	Cultural	Student ID number	Name of the student
2018-19	First Position	National Championship organised by Youth Game and Sports Association, India	Basketball	---		Shikha, Harpreet, Ashu, Kawaljeet, Amandeep
	2 Silver medals and a bronze medal	National Boxing Championship organised by Youth Game and Sports Association, India	Boxing	---		Ravinder, Dilpreet and Shweta
	Bronze	All India Intervarsity Boxing Championship	Boxing			Palwinder
	Gold Medal	State Boxing Championship	Boxing			Palwinder
	Silver Medals	Inter College Boxing Championship	Boxing			Sania, Navdeep
	Bronze Medal	Inter College Boxing Championship	Boxing			Pooja
	Bronze medal	North Zone Boxing Championship	Boxing			Sania
	3 Silver Medals and a bronze	Inter College Championship	Taekwondo	---		Anchal, Akwinder,

						Neetu and Mandeep
	A Silver Medal and 2 Bronze medals	GNDU inter college Championship	Judo			Mandeep, Navdeep and Gurminder
	2 bronze	GNDU inter college Championship	Karate			Ashu and Muskan
	5 Bronze Medals	GNDU inter college Championship	Wushu			College Team
	A Gold, 3 Silver and a bronze medal	Senior State Kick Boxing Championship	Kick Boxing			Sunita, Dilpreet, Simranjit, Diksha and Sukhpreet
	Selected at State Level	State Youth Parliament Festival organised by Ministry of Youth Affair and Sports	----	Cultural	-----	Tanvi Sharma

Achievements in Extra –Curricular Activities

- College bagged Overall Third position in the Zonal Youth Festival of GNDU for Government/ Constituent/Associated colleges.
 - Director of Youth Services Punjab in collaboration with the college organized Two days Youth Festival on 22 and 23 March in which different institutions of the district participated
- NCC**
- 31 cadets of NCC Army Wing completed ten day ATC camp at Mai Bhago Polytechnic College, Amritsar on Aug 6, 2018. The cadets won laurels in different competitions held during the camp.
 - 10 NCC cadets attended CATC camp at Tibri Cantt, Gurdaspur from 10 March to 19 March 2019.
 - Savleen Kaur, Senior Under Officer, was presented a certificate of Best Performer by ADG(Punjab, Haryana, Himachal Pradesh and Chandigarh)

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- Student Body is an important link between the students, the principal and the staff.
- Maintaining proper discipline during college hours and during functions.
- The body is an instrument in resolving and addressing problems and difficulties faced by the students.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

5.3.2 No. of registered enrolled Alumni: no new alumni was enrolled during the session

5.3.3 Alumni contribution during the year (in Rupees) : Rs. 89895/-

5.3.4 Meetings/activities organized by Alumni Association : None

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 institution has established various Clubs, Committees and Societies- the sole authority of which is delegated to the Convener. The different units are provided autonomy to accomplish the tasks assigned to them in the best possible way. The college facilitates their job by providing them finance, infrastructure, manpower and any kind of assistance as per their demands.
- College Council comprising five senior most teachers, turns out to be the highest decision making body of the college.
- Cumulative and comprehensive management approach empowers the participants, heightens their sense of duty and responsibility, thus catalyzing the success of institution's working. The college has a well structured set up with various functional committees.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:

College Management System of college for session 2018-19 includes following modules:

a) STUDENT MANAGEMENT SYSTEM:

This module deals with retaining basic data of students like heir fee details, fines if any, personal and academic details, admission and examination returns.

b) ACCOUNTING MANAGEMENT MODULE:

This deals with day to day dealing of accounts of office. It includes options for sanctioning, bill submission, salary bill generation, account balances of all major heads.

c) LIBRARY MANAGEMENT SYSTEM:

This modules deals with library functioning like accession register, computer based issue return, cataloguing and identity card printing of students.

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):

❖ Curriculum Development

Heads of the Departments chalk out individual Time Table of teachers, unitization of Syllabus, Guest Lectures and other activities to ensure quality teaching- learning.

❖ Teaching and Learning

The learning experiences of the students are enriched by adopting innovative and interactive teaching methods. Faculty is encouraged to stay aware of the recent educational trends through seminars, workshops and training.

❖ Examination and Evaluations

Class tests, Assignments and House Tests monitor the performance of the students.

❖ Research and Development

❖ Faculty of the college is encouraged to undertake research and to participate in the seminars, workshops and training.

❖ Library, ICT and Physical Infrastructure / Instrumentation

The College has Smart boards, well equipped labs, Audio Visual and IT sections in the Library.

❖ Human Resource Management

The college is sensitive to the significant role of human resource management for its smooth and effective functioning. Rationalization plan is chalked out at the end of each academic year to

calculate future manpower keeping in view the need and growth of the institution.

❖ Industry Interaction / Collaboration

MOU's are signed with various establishments for the benefit of vocational students.

❖ Admission of Students

The college adheres to transparent admission process. The merit is displayed in the college website.

6.2.2 Implementation of e-governance in areas of operations:

❖ Planning and Development

❖ Administration

Most of the communication with DPI(c) and Affiliating University is done through email. The College administration block is equipped with internet facility and adequate Computer Systems.

❖ Finance and Accounts

Salary Bills of permanent staff are submitted online and bills are also entered on Computer System.

❖ Student Admission and Support

STUDENT MANAGEMENT SYSTEM:

This module deals with retaining basic data of students like their fee details, fines if any, personal and academic details, admission and examination returns.

❖ Examination

As per the directions of Affiliating university practical marks sheets are uploaded online and all the Examination related communication is also conveyed online.

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
	-----	-----	-----	----

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	Special Demo Session on Usage of Smart Boards	-----	--	All the Departments of the college participated	----

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	Date and Duration (from – to)
Faculty Development Seminar	3	15-16 Oct 2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary	
No new recruitment was done during the session.				
6.3.5 Welfare schemes for				
Teaching		Facilities are provided as per the service rules laid by govt. of Punjab		
Non teaching		---do---		
Students		Schemes for the students are already mentioned.		
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
<ul style="list-style-type: none"> The Internal Audit of the college is administered in the form of internal check of the Bursar. The administrative staff under the supervision of the Superintendent is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them. Govt. Grants and funds are subjected to external audit conducted by the Audit department of the state govt. And same is audited by the Accountant General, Punjab. 				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)- Nil				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose	
-----		----	--	
6.4.2 Total corpus fund generated PTA Rs. 73,78,178 HEIS Rs.15,10,240				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	*	----
Administrative	No	----	Yes	Bursar
<ul style="list-style-type: none"> The College audits its academic performance through class tests, house tests and university exams. 				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Recruitment of Guest faculty, suggestions for the progress of the college and smooth functioning.				
6.5.3 Development programmes for support staff (at least three)				
There is no formal mechanism for the development of the support staff. Those who are recruited by the government norms and regulations benefit from government schemes.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> Improvement and Strengthening of Infrastructure. Audio- Visual Aids to enhance learning facility. Student support facilities. 				
6.5.5				
a. Submission of Data for AISHE portal : (Yes√ /No)				
b. Participation in NIRF : (Yes /No√)				
c. ISO Certification : (Yes /No) NA				
d. NBA or any other quality audit : (Yes /No)NA				

6.5.6 Number of Quality Initiatives undertaken during the year - Already mentioned in Part-A of report				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----to-----)	Number of participants

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-to)		Participants		
				Female	Male	
Lecture by Ms. Parminder Kaur, HOD Botany		4/11/19		100	----	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
The Institution has an internal green audit mechanism which ensure that the carbon footprint on the campus does not exceed beyond permissible limit, thus contributing towards maintaining the ecological balance. Measures undertaken are:						
<ul style="list-style-type: none"> • Maintaining a green cover consisting of 300+ trees, well kept lawns, including one aesthetically designed botanical garden. • Segregation of bio-degradable from the non—biodegradable waste. • Use of Chemical fertilizers and pesticides is forbidden. • Dumping of the garden waste in pits for natural decomposition which yields green manure. 						
7.1.3 Differently-abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			-	-		
Provision for lift			-	-		
Ramp/ Rails			The college has a Ramp	-		
Braille Software/facilities			-	-		
Rest Rooms			-	-		
Scribes for examination			Yes	01		
Special skill development for differently-abled students			-	-		
Any other similar facility			-	-		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
		Written Examination for the post	17/2/19	Written Examination for the post of	Exam successfully conducted	504 students appeared

		of SA/Exe. (Tier-I) in IB		SA/Exe. (Tier-I) in IB		Around 25 members of staff were on duty
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7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		NA
Title	Date of Publication	Follow up (maximum 100 words each)
-----	-----	-----

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Lectures on Values and Ethics organized by NSS Unit	09/01/19 to 15/01/19	200

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

- The students are continuously sensitized towards healthy green environment through the activities of Environment Club.
- CFL's and tubes are installed in the campus.
- Rain Harvesting Unit is installed in the campus. 12 big chambers (8'x5') and 6 small chambers have been constructed.
- Use of Chemical fertilizers and pesticides is forbidden.
- Van Mahotsav is celebrated every year and new saplings are planted.

7.2 Best Practices

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

I

- 1. Title of the practice: Each One Educate One**
- 2. Goal:**
S.R. Government College for Women, Amritsar- the model Government College of the region, not only admits girls from economically backward sections of society but also facilitates their higher education and broadens their career prospects by a way of job oriented teaching approach. Fully realizing our institutional responsibility and objective of empowering our girl students, Each One Educate One was introduced on February 13,2006 thus taking up the cause of 'education for all' on a war footing. The main objective of initiating this unique, noble endeavour was to reach out to the students belonging to deprived, disadvantaged sections of society.
- 3. The Context:**
Being the deprived gender, a vast majority of our students were unable to continue with their studies due to extreme paucity of resources. To overcome this financial hurdle, our staff members extended help in the form of tuition fee, books and uniforms etc. to needy but meritorious students, though on an informal basis. To channelize their magnanimity and thoughtfulness in a systematic way, the Principal and the council members decided to launch this innovative social welfare Program Each One Educate One. Word spread in a

short while and the right thinking, responsible, philanthropic Samaritans of the city made contributions towards this noble cause.

4. The Practice

By constituting, Each One Educate One, the help towards meritorious needy students became systematic organized and effective.

- The college by implementing this practice became the first government college of Punjab to extend financial aid to deserving needy students. It also engages the community to extend help to the students.
- To ensure proper functioning and streamlining of this healthy practice we have the following office bearers- Principal is the President of the EOEO. It also has vice-president, secretary, treasurer and members.
- The applicants are interviewed by the members of EOEO and decision regarding financial assistance is made on the basis of merit, economic conditions and family circumstances of the students concerned.
- The information of the beneficiaries is intimated to the donors for their perusal. Meetings of those students are also arranged with their donors in the Principal's office.
- Bank account of Each One Educate One funds is maintained in the Indian overseas Bank, Rani Ka Bagh Branch, Amritsar.

5. Evidence of Success:

- This scheme is being implemented successfully since 2006 and there has never been paucity of funds.
- Records are well maintained and a substantial number of needy students have benefitted, who otherwise would have discontinued their studies due to extreme financial constraints.

6. Problems encountered and resources required

The practice started at college level by the contributions of the staff members. To involve the community we had to approach the responsible citizens and sensitize them to extend financial help to the poor girls.

II

1. Title of the Practice: Women Empowerment

2. Goal:

- Strengthening the mindsets of the girl child by ensuring their physical, mental and spiritual wellbeing.
- Encourage them towards achieving economic independence.
- Reminding them of their constructive role in building national character.
- To make them aware of their social and legal rights.

3. The Context

Sensing the threats and challenges faced by women in the contemporary set up, a strong need to empower the girl child emerges as one of the major agenda of a 'women institution, especially if that institution like our own is catering to young girls from socio- economically deprived section of society and also girls from a rural background. In 2007 under the motivation and guidance of the then Principal the vision of empowering the girl child took a shape and our college became a pioneer institution in

Punjab to reach out to the girls through the Women Empowerment Week. The primary focus of our institution in this regard was to build confidence in the young girls by building their self-esteem.

4. The Practice

- Every year, the programme is planned in which issues related to gender discrimination, sexual harassment, mental and physical abuse are addressed through posters, lectures, discussions.
- The girls are apprised of the legal consequences of any kind of atrocity inflicted upon them.
- Training in self-defence is an important part of week long programme.
- Self-dependent students are honoured to motivate others to develop entrepreneurial skills for economic independence.

5. Evidence of Success

The feedback collected from the students in tutorial meets clearly reflect that they gained confidence of facing problems in society. Many girls got opportunities of self employment and thereby continued with their studies on their own.

6. Problems encountered and resources required

- Great difficulty in liberating the students from the shackles of a discriminatory upbringing, irrational thinking and the closed mindset of the parents.
- Academicians, Bureaucrats, Professionals from various fields and even politicians have extended their whole hearted support to the cause.

7. Notes(Optional)

The college is proud to have produced) renowned personalities excelling in different areas of life like Dr.Kiran Bedi First Woman IPS officer, Ritu Kumar, Fashion designer, Deepti Naval, Actress, Neelam Mansingh, Theatre Personality and many more.

7.3 Institutional Distinctiveness

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

With an objective towards developing sensitive, responsible and progressive citizens, the institution contributes meaningfully towards nation building as follows:

- We strive to impart quality education to our students so as to equip them to compete globally in academics, sports and co-curricular activities.
- We ensure equity in higher education by providing adequate opportunities to underprivileged section of society by strict adherence to the reservation policies of the State Government.
- We nurture a feeling of social responsibility through various awareness programmes organized by different clubs set up by the institution.
- We preserve socio- cultural heritage and tradition through various cultural/ co-curricular activities.
- We strive to create a conducive learning environment where teachers are facilitators and students the prime beneficiaries.
- We help to inculcate critical acumen among our students through guest lectures, seminars and

field visits.

- We promote a vibrant sports culture by offering various facilities as 200m track, basketball court, gym etc. thus enabling the students to participate and excel in various national and international tournaments.

8. Future Plans of action for next academic year (500 words)

- NAAC related awareness lectures for the faculty
- Extension services
- Teaching and Non- teaching faculty to undertake research and trainings respectively
- Student Support activities in the field of health and hygiene.



Dr. Khushpal Sandhu
Signature of the Coordinator, IQAC

Ms. Nutan Sharma
Signature of the Chairperson, IQAC

ANNEXURE-I

Annual Calendar

MONTH	ACTIVITY
JUNE	Online Admission Process
JULY	Assembly for New Students Regular classes start PG online admissions
AUGUST	Regular Classes of all the courses Unitization of Syllabus Sports participation Independence Day Celebrations Departmental activities
SEPTEMBER	Talent Search Youth Festival as per University calendar Class tests and assignments
OCTOBER	House Test in the first week Result and Regular Classes Departmental activities Sports Participation NCC, NSS, Red Cross Activities Youth festival inter- zonal as per university calendar
NOVEMBER	Regular Classes in the 1st week and revision for Semester Exams University Semester exams from 3 rd week
DECEMBER	Semester Examinations (Theory and Practicals) Winter Break 4 th week of Dec, to 1 st week of Jan
JANUARY	Regular Classes for 2 nd , 4 th , 6 th Semester of UG and PG classes Departmental activities Sports Participation 26 th January celebrations Unitization of Syllabus
FEBRUARY	Annual Sports Meet Regular Classes Class Test and assignments Women empowerment Activities
MARCH	Annual Prize Distribution Function Convocation Regular classes Sports participation
APRIL	Regular Classes and Revision Farewell Functions in the third week
MAY	University Semester exams Online admission process started

ANNEXURE II

IQAC meetings

The Principal chaired the first IQAC and council meeting on 12 July 2018. The agenda of the meeting was the key areas earmarked at the end of session 2017-18 for quality sustenance. Dr. Khushpal Sandhu, IQAC coordinator proposed that along with the optimal use of the grants that will be received from RUSA the college should focus on Women Safety measures along with the empowerment. Her proposal was appreciated by the principal as well as the members. The coordinator also informed the members that AQARs of the sessions 2016-17 and 2017-18 have been submitted to NAAC in the month of December 2017.

A strategic plan was chalked out for the quality sustenance areas which were as follows:

- *Infrastructure up gradation under RUSA.
- * Regular Tutorials focusing on Morals and Values
- * Awareness Campaigns for students regarding De- addiction
- * Faculty to be encouraged for research, seminars and workshops etc.

Members

Chairperson	Principal Ms. Nutan Sharma
Council Members	Mr. Kulwant Singh
	Dr. Savita Sachdeva (Registrar)
	Mr. Satnam Singh
	Dr. Geeta Sharma
	Mrs. Sukhwinder Shergill
IQAC Coordinator	Dr. Khushpal Sandhu
PTA in-charge	Mr. Sachin Kalra
Bursar	Mr. D.S. Sohal
External Members	Dr. S.P. Singh, Former VC, GNDU, Asr Dr. R.K. Bedi, Former Controller Examination, GNDU, Asr
Superintendent (Office)	Ms. Jagbir Kaur
Head Girl	yet to be elected

On 15th November 2018 IQAC meeting was held in the Principal's office. The meeting was chaired by Principal Ms. Nutan Sharma. Dr. Khushpal Sandhu, IQAC co-ordinator informed the members that various departments of the college have organized wide array of activities and guest lectures for the students. She also informed the members that internal academic audit was also held by her in the month of August in which she asked the Heads/Nodal Officers of different departments to focus on quality sustenance. She also informed that the construction of new Academic Block is in progress with the release of RUSA grant. The Principal and the members expressed their satisfaction over the progress of action plan.

Members

Chairperson	Principal Ms. Nutan Sharma
Council Members	Mr. Kulwant Singh
	Dr. Savita Sachdeva (Registrar)
	Mr. Satnam Singh
	Dr. Geeta Sharma
	Mrs. Sukhwinder Shergill
IQAC Coordinator	Dr. Khushpal Sandhu
PTA in-charge	Mr. Sachin Kalra
Bursar	Mr. D.S. Sohal
External Members	Dr. S.P. Singh, Former VC, GNDU, Asr Dr. R.K. Bedi, Former Controller Examination, GNDU, Asr
Superintendent (Office)	Mr. Parampal Singh
Head Girl	Miss Simran Tandon

On 10th March 2019 IQAC meeting was held in the RUSA office. The agenda of meeting was the review of the action plan chalked out at the beginning of the session and the proposals for the new session. Principal Ms. Nutan Sharma expressed her satisfaction at the completion of the targets and asked the members to give proposals for the quality initiatives for 2019-20. IQAC coordinator also informed the members that RUSA grant of 53 lacs has been received by the college which will be a boost to the quality measures aimed by the institution. An hour long meeting involved hectic discussion about the future proposals. The meeting culminated with the unanimous decision on the following action plan for the next session:

- NAAC related awareness lectures for the faculty
- Extension services
- Teaching and Non- teaching faculty to undertake research and trainings respectively
- Student Support activities in the field of health and hygiene.

Chairperson	Principal Ms. Nutan Sharma
Council Members	Mr. Kulwant Singh
	Dr. Savita Sachdeva (Registrar)
	Mr. Satnam Singh
	Dr. Geeta Sharma
	Mrs. Sukhwinder Shergill
IQAC Coordinator	Dr. Khushpal Sandhu
PTA in-charge	Mr. Sachin Kalra
Bursar	Mr. D.S. Sohal
External Members	Dr. S.P. Singh, Former VC, GNDU, Asr Dr. R.K. Bedi, Former Controller Examination, GNDU, Asr
Superintendent (Office)	Mr. Parampal Singh
Head Girl	Miss Simran Tandon

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