AQAR 2016-17
Govt. College, Phase-VI Sahibzada Ajit Singh Nagar (Mohali) Punjab.

Contents

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution   **Government College, Phase-VI, SAS Nagar (Mohali)**

- Name of the Head of the institution : Mrs. Komal Broca

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.: 0175 -2225164

- Mobile no.:   9872359878

- Registered e-mail: principal.gcmohali@gmail.com

- Alternate e-mail : principal.gcmohali@gmail.com

- Address   : Government College, Phase-VI, SAS Nagar (Mohali)
- City/Town   : Sahibzada Ajit Singh Nagar (Mohali)

- State/UT   : Punjab

- Pin Code   : 160055

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women :- **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)

- Name of the Affiliating University: Punjabi University, Patiala
- Name of the IQAC Coordinator :   Mrs. Kulwinder Kaur
- Phone no. :   9815901013

  Alternate phone no.   9815901013

- Mobile:

- IQAC e-mail address: principal.gcmohali@gmail.com

- Alternate Email address: principal.gcmohali@gmail.com

3. Website address: www.gcmohali.ac.in

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

4. Whether Academic Calendar prepared during the

year?, ...   Yes

(Annexure-1)

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

Weblink: https://gcmohali.ac.in/Articles/aqar

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
				From	to
1st	B+		2004	16-02-2004	16-02-2009
2nd	B++	2.79	2016	16-09-2016	15-09-2021

6. Date of Establishment of IQAC: 15-07-2002

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/beneficia ries
- To discuss impending NAAC peer team visit to the college. - To implement suggestions received in student feedback performa regarding drinking water facilities and electricity shortage.	Oct, 2016	Total strength of the college
Whats-app group were created for the head of the departments and faculty.	Nov, 2016	Total faculty
Library to update e-journals	Dec, 2016	All students
National seminars and workshops to be organized	Jan, 2017	Total faculty and Post graduate students
Dengue prevention steps to be taken	March, 2017	All students

To streamline the process of evaluation and examinations for the students weak in studies.	April, 2017	250 students.
To chalk out programme for Annual function	June, 2017	All 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
Nil	Nil	Nil	Nil	Nil

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

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on theinstitutional website   Yes

https://gcmohali.ac.in/Articles/aqar

11. Whether IQAC received funding from any of the funding agency to support itsactivities during the year?   No

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

- Faculty members were made aware of some methods of online teaching and admissions.
- Plans were made to prepare and motivate the students for the forthcoming examinations.
- Cleanliness campaign by every dept. periodically.
- Initiation of the concept of Plastic free campus.
- It was decided by the IQAC members to provide knowledge about latest skill development, literature and creative writing to enhance the overall performance of the students.

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

Plan of Action	Achievements/Outcomes
It was decided by the IQAC unanimously to make the campus comfortable for students by providing facilities like drinking water and electricity	Steps were taken to provide these facilities
It was decided to upgrade the library	e-journals and more library resources were added
National seminars and workshops to be organized to enhance the creativity of the students. Leadership and personality development workshops to be organized for faculty and students.	Various workshops were organized for the faculty. AD. Shroff Elocution contest were organized for the students of all streams.
A programme was chalked out to celebrate sports day and days of National and International level	Punjab State 50th year was celebrated on 12th Oct, 2016. National Education Day was celebrated on 11th Nov, 2016. Independence Day and Republic day was celebrated.

	International Women's Day was celebrated on 8th March by organizing various lecture.

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 toassess the functioning?   No

16. Whether institutional data submitted to AISHE: Yes

   Year:2017   Date of Submission: 23-01-2017

17. Does the Institution have Management Information System?
   Yes, the college has partial Management Information System. Online admissions have started this year only. All other information is provided to the faculty, students and their parents through notices. Student's admission is done strictly according to the norms of Punjabi University, Patiala. Merit lists are prepared according to the norms of the Punjabi University. E-challans are granted by the college. College supports and encourages the students for extra-curricular sports, cultural activities and competitions. The teaching faculty has also created whats-app groups to post updates and news related to academics and official documents. Examination branch is computerized. Information regarding examination date sheets, practicals, results and other relevant information are uploaded on college website. College library is automated. Various committees are formed for smooth functioning who from time to time is active to improve the functioning of the college. College committees like College Council, Examination Committee, lecture shortage, Environment, cultural, Red Cross etc. carry out their activities. Office provides the list of Roll nos, lecture shortage, date sheet, change of subjects, marks lists and details from time to time which are updated on college website.

Name of the items	Nature of automation (Fully/Partial)	Version	Year of automation
E-Granthalaya	Partial	eG 3	2016-17

Library services

	Existing		Newly added		Total	
	No.	Value in INR	No.	Value in INR	No.	Value in INR
Reference Books	**21291(2016-17)**		219	70531	21510	70531
E-books						
Journals						
Digital database	N List (2016-17)	5700				5700
CD & video						
Library automation						
Weeding (hard & soft)	99 (2016-17)	10415				10415
Others (specify)	• ILL facility with District Library, SAS Nagar • Wi-fi facility for faculty • Free internet facility for students • Library services also being provided to students of Higher Education Societies of GCMSIP and HATS					

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 institution prepares the academic calendar in the beginning of the session and adheres to it. Innovative processes are adopted by the institution in teaching and learning. Book banks are provided to the faculty. Teacher divides the curriculum prepared by the university in the beginning of the session. Class tests are being conducted. Teacher evaluates them. Assignments are taken on time. Class seminars, MST, university exams and internal and external assessments are being maintained from time to time. Lectures are being conducted to guide the students about choice of careers. Staff meetings are held with Principal from time to time for betterment of the students and the institution. Extension lectures are organized from experts. Field visits are conducted. Seminars are held. Book fairs are organized.

The institution has special arrangement for students weak in studies. To enhance their learning skills remedial classes are held. Registers are maintained by the college depicting the student's progress academically.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name ofthe 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)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

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
Drug Abuse Problems and Preventions		All students of B.A., B.Sc., B.Com, Semester-II
Environment and Road Safety		All students of B.A., B.Sc., B.Com, Semester-IV

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Nil	Nil

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
Yes	Yes	Yes	Yes	Yes

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

Our college obtains the feedback from different stake holders. Students, teachers, alumni and parents participate by

offering suggestion and recommendations for the overall progress of the institution. Students are encouraged to give feedback about infrastructure, academics, faculty and other areas according to their needs. The student feedback is seriously considered by the college principal and special efforts are made to work in a way to fulfill the needs of students. They may also use the suggestion box to leave their feedback or complaints anonymously students may give feedback to their allotted tutors during tutorial group meetings. Feedback is also taken from faculty members to help in the formulation of academic calendar, improvement of departmental working, infrastructure and student-teacher relationship. Faculty members may address their feedback to the principal directly, to the college council or staff secretary. The college council and Principal together assess the feedback and chalk out the plan of action for better academic planning and devise pedagogical strategies based on the experience of faculty members. The meeting of staff council further deliberates upon the decisions taken to fulfill suggestions in the feedback. Faculty members who are members of board of studies carry the feedback related to curriculum revision to the university.

These mechanisms help to decide the options or new programs that the college may offer. The feedback from the parents is regularly received through the parent teach association. The parent teacher association has periodic meetings that are attended by the parents and the principal. Parents take this platform to give feedback regarding the problems faced by the wards. Positive involvement of the parents helps to plan initiatives to incorporate all suggestions of parents. The feedback system forms the backbone that helps to create a harmonious relationship among the various stakeholders of the college.

Research climate is being introduced in the institution. Elocution Contest like A.D. Shroff Memorial in English Dept.is being conducted for the creative writing and spoken English skills of the students. Examination and evaluation related reforms are also being introduced in the institution. Seminar, talks are being organized by various departments related to physical health and emotional health of the students. Innovative processes are adopted by the institution in teaching and learning.

CRITERION II -TEACHING -LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.-I	550	800	345
B.A.-II	550	381	228
B.A.-III	550	388	258
B.Com-I	138	190	141
B.Com-II	138	175	124
B.Com-III	138	152	125
B.Sc. Med. –I	35	200	36
B.Sc. Med. –II	35	80	20
B.Sc. Med. –III	35	50	16
B.Sc. Non Med-I	35	170	33
B.Sc. Non Med.-II	35	57	26
B.Sc. Non Med.-III	35	47	35
B.Sc. C.A.-I	35	49	17
B.Sc. C.A-II	35	31	15
B.Sc. C.A.-III	35	33	27
M.A. English-I	30	30	19
M.A. English-II	30	30	19
M.A. Fine Arts-I	20	30	10
M.A. Fine Arts-II	20	30	18
Total	2444	2923	**1512**

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 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 teachersteaching both UGand PG courses
2016-17	1512	66	42	11	11

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 usingICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICTenabled classrooms	Number of smart classrooms	E-resourcesand techniques used
41	33	36	Nil	Nil	04

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

Mentoring system is an integral part of the institution. It plays an indispensible role in bridging the gap between the mentor and students. It creates good atmosphere in the college where students can speak to their teachers for career as well as personal guidance. The college organizes orientation programs for the students to familiarize them with the institution curricular and co-curricular activities, facilities rule and regulations etc. Before the commencement of classes, the different requirements of the students are identified and addressed at the earliest by the way of a strategic approach. Every year students are given training on communication skills personality development, time management and motivational session. In order to motivate the students workshops and seminars are organized to enhance their skills. Guest lectures are arranged for the students to help them gain theoratical and practical knowledge from the experts.

Advanced learners-
- High performing students are identified on the basis of internal assessment, university examination, involvement in classrooms, and performance in practical sessions.
- Advising to participate in group discussion, technical quizzes to develop analytical and problem solving abilities in them and thereby to improve their presentation skills
- Various activities are conducted by the departments in the respective areas to mould the students in the corresponding fields.
- Bright and diligent students are motivated and inspired to get university ranks.
- Students are encouraged to take up competitive exams.
- Toppers and university rank holders are encouraged with certificates and prizes by the institution.

Slow learner-
- The institute practices a robust students' academics counseling process.
- The counselor monitors academic performance frequently to understand and assist any student with issues that affect their ability to learn.
- A set of students (mentee) are assigned to a faculty and personal and academic care of students is taken by the corresponding mentor.
- Care is taken by the faculty in monitoring the performance of slow learners.
- Departments conduct remedial classes, provide courses notes for students specially those students who are on the verge dropping out.
- Such students are given regular class test in order to improve their performance in university examination.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1512	41	28:1

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
41	41	Nil	Nil	15

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognized 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			

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	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	I	I	19-11-2016	15-06-2017
B.A.	I	II	21-04-2017	06-09-2017
B.A.	II	III	19-11-2016	12-05-2017
B.A.	II	IV	21-04-2017	01-09-2017
B.A.	III	V	19-11-2016	06-05-2017
B.A.	III	VI	21-04-2017	30-06-2017
B.Com	I	I	19-11-2016	20-05-2017
B.Com	I	II	21-04-2017	14-09-2017
B.Com	II	III	19-11-2016	15-06-2017
B.Com	II	IV	21-04-2017	05-09-2017
B.Com	III	V	19-11-2016	15-05-2017
B.Com	III	VI	21-04-2017	23-08-2017
B.Sc.	I	I	19-11-2016	10-06-2017
B.Sc.	I	II	21-04-2017	03-11-2017
B.Sc.	II	III	19-11-2016	22-06-2017
B.Sc	II	IV	21-04-2017	08-12-2017
B.Sc.	III	V	19-11-2016	26-05-2017
B.Sc.	III	VI	21-04-2017	10-10-2017
M.A. English	I	I	19-11-2016	04-06-2017
M.A. English	I	II	20-06-2017	26-09-2017
M.A. English	II	III	19-11-2016	08-06-2017
M.A. English	II	IV	20-06-2017	21-08-2017
M.A. Fine Arts	I	I	19-11-2016	30-06-2017
M.A. Fine Arts	I	II	20-06-2017	25-10-2017
M.A. Fine Arts	II	III	19-11-2016	22-06-2017
M.A. Fine Arts	II	IV	20-06-2017	27-08-2017

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation system involving assessment of the student's performance is an integral part of teaching and learning process. The college is affiliated to Punjabi University, Patiala and syllabus prescribed by the university. Number of methods are carried out for continuous internal evaluation system at the institutional level. This allows students to understand each concept individually as well. The students are given the syllabus in detail with the exact

segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, tutorials, seminars, practical sessions, poster presentation, and quiz are conducted. Teacher's takes a detailed discussion about the topic as per University question format and gives the students a clear understanding of the content. Students are made aware of the evaluation process by orientation programme at the beginning of the session. An academic calendar with continuous internal evaluation (CIE) dates is
displayed on the college as well as departments notice boards. These tests allow teachers to continuously assess the students to track their progress and to identify slow and advanced learners. Evaluation is done both in theory and practical examination. The assessment remains impartial and accurate. The performance. Of the student is monitored by the head of the department and the necessary feedback is given to principal and concerned faculty members. The Principal conducts review meetings, dept. wise to discuss the improvement of student's performance. Progress reports are sent by the academic office of the parents after each internal examination. Remedial classes are conducted for the slow learners, absentees and the students who participate in sports and extra-curricular activities.

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

The institution ensures effective time management timeliness. It receives the university given timeline and adheres to it. In the academic year, academic calendar is published by the institution which gives a time plan for the curricular as well as extra-curricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to focus on their teaching and learning and regular assessment of the same. The college conducts assessments of the students in three different components theory, practical and viva voice, assignments. The patterns and the marks distribution of all the components is as per university format. The students are given plenty of time before the examination to prepare and practice their concept. The academic calendar along with activity calendar is prepared which consists of examination, zonal and inter-zonal youth festival, conferences, seminars, workshops and many national level days. In any condition, the academic calendar is followed by the teachers of all the departments

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 web link)   https://gcmohali.ac.in/Articles/aqar

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/yearexamination	Pass Percentage
	B.A-III	258	93	36.05
	B.Com	125	110	88
	B.Sc. Med/Non-Med/CA	77	45	58.44
	M.A English	15	09	60
	M.A. Fine Arts	15	06	40

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 web link)- https://gcmohali.ac.in/Articles/aqar

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 organizations-

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 compulsoryby 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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Painting workshop on mask making and sculpture	Fine Arts	03-06-2017 (15 days)
Computer basics workshop for different age groups	GCMSIP	03-06-2017 (21 days)
Environment and its conservation by Dr. Amarjeet Kaur	Environment Committee	05-06-2017

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
Nil	Nil	Nil	Nil	Nil

No file uploaded

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

No file uploaded

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

No file uploaded

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

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

Name of the Department	No. of Ph. Ds Awarded
English Dr. Inderjit Kaur	03 students pursuing research for Ph.D. degree under supervision

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	Mathematics	01	-
Inter-national	Mathematics	01	6.1

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
English	01
Botany	01

Research Publications-

Dr. Mandeep Kaur, Associate Professor (Botany)

Publication in Journal Punjab Academy of Sciences. Jan-Dec 2015-16, Vol. 15 & 16 No. 1 & 2

Dr. Inderjeet Kaur , Associate Professor (English)

Completed Research project MRP 2017-19 on Oliver Twist by Charles Dickens.

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Title of thepaper	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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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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	2	3	2	1
Presented papers		2	-	-
Resource Persons	3	3	2	-

Seminar, Workshops, Talks and Conferences

Dr. Jaspal Singh, Professor (Geography)

1. Presented his research paper entitled "Civic Amenties: A key indicator of Quality on Urban Living in Punjab" in 17th APG Meet and National Conference at SCD Govt. College, Ludhiana on dated 04-05November, 2016.
2. Chaired the second technical session on the theme Urbanization and Sustainable Development in 17th APG meet and National Conference at SCD Govt. College, Ludhiana on dated 05 November, 2016.

Dr. Inderjeet Kaur , Associate Professor (English)

1. Presented research paper on Oliver Twist in an International Conference held at Chandigarh in 2017.
2. Attended and presented research paper on Effects and Affects: Visual Representation of War Lit held at Mohindra College, Patiala on 16-17 November, 2016.

Mr. Pardeep Rattan (Librarian)

1. 6-7 Sept. 2016: As Resource Person delivered talk on "need of lib. Automation" and as a panelist discussed the issues related to library professionals practice at district library, Rupnagar during a training programe on Information Technology Applications in libraries and motivational aspect in library professionals.
2. 21 January 2017: "Marketing as a public relation tool for enhancing library readership" research paper publishd in international research conference on 'leveraging digital technology' organized at Guru Nanak Institute Of Management Studies, Mumbai.

3. 6-7 April 2017: "E RESOURCES: Rajiv Gandhi National University of Law Library, Punjab **Linking Education To Society**" paper presented at 6th International Library And Information Professionals Summit 2017 AT IISER S.A.S. Nagar (Mohali).

3.4 Extension Activities

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

Title of the Activities	Organizing unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
HIV AIDS Awareness	Red Ribbon	06	41

National Service Scheme
1. One day NSS Camp was organized on 05-12-16
2. NSS Seven days camp was organized from 28-03-2017 to 03-04-2017
3. One day NSS Camp was organized on 10-02-2017.

National Cadet Corps.
1. Total 11 cadets passed 'C' certificate exam out of 13 cadets.
2. 03 cadets attended All India Thal Sainik Camp (AITSC) held at D.G.N.C.C.
3. 09 cadets attended Army attached Camp (A.C.C.) Patiala.
4. N.I.C International Integration Camp attended by 12 cadets.
5. Full NCC paltoon attended 15 August parade at State Level Program.
6. Full NCC paltoon attended 26 Jan parade at State Level Program.

Youth Red Cross Unit and Red Ribbon Club
Activities for awareness
- Guest lectures
- Poster competition and Slogan Writing
- Rally in the college campus with distribution of informative booklets.

De-Addiction-
- Guest Lectures
- Poster competition and Slogan Writing
- Rally in the college campus with distribution of informative booklets.

Blood Donation Camp-
Two camps were organized and about 100 units were donated. One camp was held by PGI and other by GMCH Sec-32 Chandigarh. Donars were college awarded. College faculty also participated in blood donation camps. Faculty donors were Prof. Kanwar Rajinder Singh, Prof. Ghansham Singh and Prof. Gurmet Anand and ex-student of college Sumit Dhawan also donated blood. He donated for sixteen times.

Organ Donation
- A rally was organized on Organ Donation Day. 12 faculty members and students enrolled for organ and body donation. Students performed a skit to aware about the organ donation.

First Aid Training and Home Nursing
On March 2016, Training under Punjab State Red Cross Unit annual feature. First Aid Volunteers 30 and Home Nursing 17 were trained. Certificate awarded by St. John's Ambulance.

Social Work Camps-
In September and March, camps were organized by Punjab State Red Cross. Male volunteers participated in these camps attending to the injured in Hola Mohalla

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
Nil	Nil	Nil	Nil

3.4.3 Students participating in extension activities with Government Organizations, Non-Government Organizations 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** suchactivities	Number of students participated in suchactivities
Swachh Bharat camps organized in campus	NSS	Cleanliness of Campus	06	100
Mime Play for Gender Sensitization (Nanhi Jaan)	Fine Arts Dept.	Gender Sensitization	04	30
HIV/AIDS awareness rally taken out by the students	NSS	HIV/AIDS awareness	40	200

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,

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
Rs. 112.15 Lacs	Rs. 5.18 Lacs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	28.70 Acre	
Class rooms	24	
Laboratories	08	
Seminar Halls	02	
Classrooms with LCD facilities	03	
Classrooms with Wi-Fi/ LAN	Nil	
Seminar halls with ICT facilities	03	
Video Centre	Nil	
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 2,00,400/-	
Others		

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

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21291		219	Rs. 70531/-	21510	Rs. 70531/-
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database	N-List			Rs. 5700/-		Rs. 5700/-
CD & Video						
Library automation						
Weeding (Hard & Soft)	99	Rs. 10415/-				Rs. 10415/-
Others (specify)	• ILL Facility with Distt. Library SAS Nagar • Wi-Fi Library • Internet Facility for Students.					

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGB PS)	Others
Existing	33	01	Yes	01			Computer Applications	8Mbps	
Added		Nil				Nil			Printers-05 Laptop -03 Camera-01 LCD/Projector-03
Total									

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

8 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
Nil	Nil

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
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 onacademic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

Nil	Rs. 32202/-	Nil	Nil

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)   https://gcmohali.ac.in/Articles/aqar

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		336	Rs.4556116/-
Financial support from other sources			
a) National	Sikh Minority, Dr. Ambedker	48	Amount Transaction into students account
b) International	Nil		

5.1.2 Number of capability enhancement and development schemes such as Soft skill development,Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial coaching		100	Science Department
Language Labs (English)		50	English Department
Yoga meditation	Yoga and Meditation sessions are held in the month of June.	100	Physical Education Department
Personal Counseling	During whole session	150	Psychology Department
Mentoring		100	By the teachers of all Departments

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

Year	Name of the scheme	Number of benefited students by Guidancefor Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2016	Excel Callnet	-	25 students	-	13
2016	Jetking	-	45 students (05shortlisted)	-	03
2016	Career Launcher Educate limited	-	150 students	-	-
2016	SGTP automobiles	-	10 students of B.A. final	-	-
2017	I.B.S. Pvt. Ltd. Workshop	-	-	-	-
2017	Tata Strive workshop	-	90	-	-

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
02	02	07

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
Standard Chartered Bank	200	-	-		
Infosys	185	-			
ICICI Bank	200	--			
Idea Telecom	600	03			
Excel Callnet	1300	13			
Jetking	1000	05			
Frankfinn	200	01			
Dominos	400	02			
Coca cola	100	-			
SGTB Automobile	120	-			
Rythmz consultancy	800	04			

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
2016-17	15	B.A.	Govt. College, Mohali	Govt. College, Mohali	M.A. English
2016-17	02	B.A.	Govt. College, Mohali	Govt. College, Sec-42 Chd.	M.A. History
2016-17	04	B.A.	Govt. College, Mohali	Govt. College, Mohali	M.A-Fine Arts

5.2.3Students 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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

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

Cultural Activities

Activity	Level	Participants
Fine Arts	Zonal	11
Fine Arts	Inter zonal	9
Fine Arts	State	9
Folk Dances	Zonal	32
Classical Dance	Zonal	1
Classical Dance	Inter zonal	1
Literary items	Zonal	4
Theatre	Zonal	21
Music vocal	Zonal	16
Music instrumental	Zonal	02
Physical Education (Sports)		
Weight lifting	District	01
Athletics	University	03
Football	University	24
Gatka	State	01

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/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

The college does not have a student council or any other permit this. The students are given representation in the editorial board of the college magazine as students editors of English, Punjabi and Hindi. The creative potential of the students is channelized. They are constantly guided by the teacher editors about the nuances of creative writing which hones their skills. Some departments of the college have a student's council or similar body which helps in various academic and administrative duties like student editors, English literary society, environment clubs, legal literacy cell, Red Cross Unit, N.S.S, NCC, Science Society.

5.3 Alumni Engagement

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

YES

5.3.2 No. of enrolled Alumni: Nil

5.3.3 Alumni contribution during the year (in Rupees) **: Nil**

| 5.3.4 Meetings/activities organized by Alumni Association : |
| Need based meetings held by the Principal. Old Student Association organized a special activity in the session 2016-17 i.e. OSA park was inaugurated by the Principal. One swing was also donated. |

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)

Ours is a Government College that provides decentralization and participative mode of management. Autonomy is given to the college in day to day running under the norms of state government and affiliating University. Different committees, clubs and associations are formed at college level for the management of various aspects of the college.
First, The college Principal as Head of the college along with the college council assume the leadership role for the smooth functioning of the college. The college council comprises of senior most members of the faculty who have a long experience in academic and non-academic areas of the management of the college. The decisions taken by the college council under the guidance of the Principal are final.
Second, the college Principal constitutes various committees for the conduct academic and non-academic programmes for the development of the college. Each committee is constituted for one complete session. The members work along with the convener after regular meetings to update the Principal about the conduct of their committee. Committees like university examination, tutorial, prospectus, college magazine, student welfare etc. have been working for participative management.

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

Partial. The college has an excellent system of management. Permanent committees consisting of faculty members are made for the whole session to help in smooth functioning of the college. The convener of each committee is assisted by members who help to carry out the duty according to the needs of the students. The non-teaching staff of the college also assists in the non-academic duties.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each)**:**

- ❖ **Curriculum Development**
  The curriculum is developed and revised by the affiliating university. The institution follows the curriculum prescribed by Punjabi University, Patiala. The college plays an important role by having its teachers as members of board of studies. The faculty members of the college plays an important role in curriculum development by attending syllabus revision meetings held by the university.

- ❖ **Teaching and Learning**
  Computer-Aided methods of teaching using projectors are employed by the teachers for better and easy understanding of texts by the students. Well-equipped laboratories and digital library provides students with better learning experience. Teachers are encouraged to regularly participate in faculty development programs. Frequent seminar and extension lectures are being held by different departments of the college for better academic exposure to the students.

- ❖ **Examination and Evaluation**
  The college conducts mid-semester tests for internal assessment of the students. The class tests and practical examination are conducted by the department to evaluate the students academically. The semester examinations are conducted by the Punjabi University, Patiala.

- ❖ **Research and Development**
  The teachers of the college are encouraged to attend conferences seminars and workshops. Faculty members from different departments are actively involved in-writing research papers. The faculty of the college provide their services as resource persons, subject expert. Duty leaves are provided for this. To inculcate the spirit of research among the students different projects and assignments are given to them.

- ❖ **Library, ICT and Physical Infrastructure / Instrumentation**
  The library is updated with university reference books, recent journals and magazines. The college

	library has access to N-Lists data. The ICT facilities are sufficiently available in the college for better academic performance.
❖	**Human Resource Management** To increase the skills of the teachers' the college organizes conferences, seminars, workshops and extension lectures.
❖	**Industry Interaction / Collaboration** The college has experts from corporates, industries, banks to deliver extension lectures to the students. Placements, career and counseling cell of the college organizes industrial training, workshop and youth development workshops for HATS students. HATS students were sent to different hotels (like Taj, Mount View, JW Marriot etc.) for industrial training for the period of six months.
❖	**Admission of Students** The admission of the students to different courses is strictly according to the norms of Punjabi University, Patiala. Admissions are held by different committees which follows the norms of Punjabi University, Patiala. Care is taken to check eligibility of each student. Admission committees provides guidance to the students regarding student-aid and scholarships available.

6.2.2 :	Implementation of e-governance in areas of operations:
❖	**Planning and Development** Every possible effort is made to apply e-governance in different area of the operation like administration, finance and accounts, student admission and support, and examination.
❖	**Administration** The major offices of the college are computerized. The circulars and notices are received and communicated using E-mails and Whats-apps. The college staff uses latest technology for administration purposes such as use of smartphones with in-built apps like G-mail and Whats app through which they share notes, assignments with students.
❖	**Finance and Accounts** The salaries of the regular staff is transferred from government treasuries to their respective bank account. The financial statements containing revenues and expenditures are audited by the government auditor and C.As engaged by the college. The funds of the college are subject to audit by the audit team of the Punjab Government. The state audit team visits college annually for the funds and grants received.
❖	**Student Admission and Support** Student's admission is done strictly according the norms of Punjabi University, Patiala. Merit lists are prepared according to the norms of the Punjabi University. E-challans are granted by the college. College supports and encourage the students for extra-curricular sports, cultural activities and competitions. The teaching faculty has also created whats-app groups to post updates and news related to academics and official documents.
❖	**Examination** The examination branch is computerized. The college examination committee conducts mid-terms and semester examination smoothly. The sitting arrangement of the students for examination is made computerized. Information regarding examination date sheets results and other relevant information is uploaded on the college website.

6.3 Faculty Empowerment Strategies

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

Ans- No grants received for the purpose from UGC and RUSA. Faculty members attended conferences/ workshops on their personal expenditure.

Year	Name of teacher	Name of conference/ workshop attended for which financial support	Name of the professional body for which membership fee is provided	Amount of support

		provided			

<div align="center">Not Applicaple</div>

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 fornon-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	Pidilite Industries Ltd. Workshop (Painting)	----	08-11-17 to 09-11-17	20	10
2017	Divinity Club organized meditation camp for the faculty with maha yogikaran	-----	21-06-2017	30	20

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)
------	-----	-----

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

Ans- Faculty and staff recruitment is done purely by Punjab Public Service Commission. Guest faculty is recruited according to UGC guidelines.

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
--	--	--	--

6.3.5 Welfare schemes for

Teaching	Medical Allowance, Mobile allowance, House rent, Maternity Leave, Child Care Leave
Non-teaching	Medical Allowance, Mobile allowance, House rent, Maternity Leave, Child Care Leave
Students	Student-Aid Fund, Post Matric Scholarships, Minority Scholarships, Bus fare concession for students

6.4 Financial Management and Resource Mobilization

Institution conducts internal and external audits regularly. The funds available in PTA amalgamated funds, the college fees along with the grants received from center and state government are subject to financial audit every year.

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

The internal audit of PTA and society for ICT promotion is conducted by the Chartered Accountant annually and account of unspent amount is maintained and carried forward for expenditure in the next financial year. All interest income is also carried forward for expenditure in the next financial year after the audit. All financial expenditure is subject to internal audit. Utmost care is taken to carry out the expenditure as per as CSR rules of state government and central funding agencies.

The external audit- the funds of the college are subject to external audit by the audit team of state and central government annually. Each expenditure is made must be justified in front of the audit team before finalization of account for the said financial year.

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/ Grants received in Rs.	Purpose
P.T.A.	Rs. 49,01,749	For student welfare

6.4.2 Total corpus fund generated

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	Yes	DPI Colleges, Punjab	Yes	Principal
Administrative	Yes	Punjab Govt. Auditor and CA's	Yes	Bursar

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

Every year at the beginning of the new session Parent Teacher Association by selecting members from teachers and parents unanimously with principal as a chair person. Meetings are frequently held to assess the funds and expenditures occurring for the development of the college.
The expenditure is mainly for the payment of salaries of guest faculty and other staff of the college. Other payments are made for the purchase and installation of the equipment for repair work. It is also used for needy and meritorious students to give books etc.

6.5.3 Development programs for support staff (at least three)

College Supporting staff is trained from time to time for particular duty assigned e.g. scholarship scheme, Voter ID card etc. College clerical staff is updated via online and offline trainings. SLAs/LAs are trained by companies to run the equipment used in different labs of the college.

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

6.5.5

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 activity	Duration (from to------)	Number of participants
2016	Feedback proformas regarding drinking water facilities shortage from students was collected	1st Oct	1st Oct to 16th March	500
2016	Creation of Whats-app group for the Head of the dept. and faculty	5th Nov.	5th Nov to 10th Nov	Total faculty
2017	To streamline the process of examination in the college	2nd April	2nd April to 10th April	All students

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the program	Period (from-to)	Participants	
		Female	Male
Teej Celebration	August, 2016	450	300

| Flower Arrangement | Oct, 2016 | 25 | 25 |
| Recipe competition | Jan, 2017 | 35 | 15 |

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.

Declaration of Plastic Free Campus Van-Mahotsav celebrated Celebrated and environment friendly plants were grown	All students of the college were involved

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities- Ramps	Yes	4
Provision for lift-	NA	
Ramp/ Rails-	Yes	
Braille Software/facilities	NA	
Rest Rooms	Yes	
Scribes for examination	NA	
Special skill development for differently abled students	NA	
Any other similar facility	NA	

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 takento engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addres sed	Number of participatin gstudents andstaff
2016	Visited slum colonies to make them aware about dengue and other water borne diseases	02	August,2016	Visited effected people	Help the people effected by the disease	100
2017	Yoga day	01	June, 2017	National Yoga d/ay was celebrated as per the directions of Prime Minister.	Made aware the people about the health benefits of the Yoga	150
2017	Visited the flood effected area	02	July, 2017	Helped the people affected by floods	Distributed clothes, food, medicines etc.	200

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

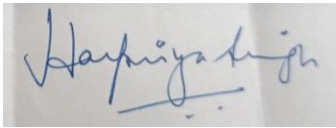| Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus	July, 2016	The institution has its own prospectus in hard copy mode. This year college council/IQAC decided to publish it in online mode as measure to stop the wastage of paper and go to eco-friendly. The college prospectus provides information about the college, the infrastructure, admission process, fees structure, different departments, and scholarships available and various other clubs and organization working in the college for the skill development and empowerment of the students. The information about the reservation policy, examination rules, academic calendar and other rules and regulations of the college is provided.

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	**Duration**	**Number of participants**
1. Shri Sukhmani Sahib Paath followed by *Langar* was organized to provide universal values and ethics.	One day	All College Students and staff
2. A visit to old age home was organized to promote universal values and ethics. Students were provided opportunity to interact with the elderly people.	One day	100
3. A visit to orphan house at *Prabh Asra* was organized to instill ethics in the students under the MRP (English) sponsored by UGC.	One day	50
4. World Mental Health Day is celebrated in the college to sensitize the students about the importance of mental health.	One day	400
5. A seminar on usage and abuses of mobile phone was organized to make the students aware about the dangers of too much use of mobile phone	One day	100

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

1. Van Mahotsav day is celebrated every year.
2. Flower show/arrangement competition was organized.
3. Cleanliness of campus is maintained from time to time by NSS/NCC volunteers of college.
4. The college Botanical Garden has many ornamental/medicinal herbal plants/trees.
5. A compulsory subject on Environment and Road Safety has been introduced by University. For this the college organizes different seminars/awareness programs from time to time.

7.2 Best Practices

Describe at least two institutional best practices

1. Shri Sukhmani Sahib Paath followed by *Langar* was organized to provide universal values and ethics. Students organized community kitchen and distributed food among the needy.
2. Every year students collect funds and articles and distribute among the slum children in nearby areas.
3. College faculty members provide assistance to the needy students who are unable to pay their fees.

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

The college has highly educated and dedicated staff to interact with the students to provide counseling and guidance apart from academics. The college has incorporated technology in classrooms to prepare the students for upcoming challenges. The college has Eco-friendly campus located in semi-urban area to cater to the needs of privileged and under-privileged. Apart from this college has playgrounds for in-field training and provides atmosphere for students from socially and weaker sections, physically challenged, minority and girls. The college has clear-cut transparency in admission, examination and fund management services. The financial audit is done as per government rules. The college has boys' hostel also. Women Empowerment and Sexual Harassment Cell, Anti-Ragging Cell, PTA, HEIS, Self-Finance committee, College Academic Committee for the better college management.

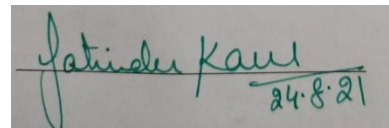## 8. Future Plans of action for next academic year (500 words)

- To complete the process for starting Post Graduation in Chemistry and Mathematics.
- To update seminar room in computer room.
- Buy new books for library.
- To buy new printers/projectors for different departments.

Name- Mrs. Harpriya Singh   *Name- Dr. Jatinder Kaur*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*