Yearly Status Report 2018-19

Part – A

1. **Data of the Institution**	
Name of the Institution	Government College, Phase- VI, 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	0172-2225164
Mobile no	9872359878
Registered e-mail	principal.gcmohali@gmail.com
Alternate e-mail	gcmsip@yahoo.com
Address	Phase VI, Sahibzada Ajit Singh Nagar, Punjab, 160056
City/Town	Mohali
State/UT	Punjab
Pin Code	160056
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	Dr. Kanwal Sanjeev Inder Dev Kaur
Phone no	7986821120
Alternate phone no	-
Mobile	7986821120
IQAC e-mail address	principal.gcmohali@gmail.com
Alternate Email address	-
Website address	www.gcmohali.ac.in
3. Web-link of the AQAR: (Previous Academic Year)	https://gcmohali.ac.in/Articles/aqar
4. Whether Academic Calendar prepared during the year (Link)	Yes 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/beneficiaries
Popularization and up gradation of courses	2018-19	IQAC members
Installation and maximum utilization of ICT resources	2018-19	IQAC members & faculty members
To organize activities for skill development of students	2018-19	IQAC members & faculty members

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
Institution	NA	UGC	NIL	NIL
	NA	RUSA	2018	Rs.6735000/-

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

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

   The minutes of IQAC meeting and compliance to the decisions have been

uploaded   on the IQAC website…….   No

11. Whether IQAC received funding from any of the funding agency to support

   it during the year?   No

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

   - IQAC monitored the proper implementation and analysis of all the college activities planned for the session.
   - IQAC worked for improving learner-centric environment by adopting participatory teaching learning process.
   - It ensured maximum utilization of infrastructural facilities and available ICT resources.
   - Extension and up-gradation of classrooms and laboratories.
   - Organized seminars, workshops and other activities at different levels.

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
Admission- 1. To popularize various courses being carried out in the college. 2. To add Postgraduate courses	1. Improvement in admission than previous year. 2. Postgraduate courses in Punjabi started in session 2018-19
Academic- 1. Regular teaching was enriched by various extension lectures and students were introduced to use of online resources for academic enrichment. 2. Installation of digital teaching devices in classrooms and labs.	Reached set targets as per action plan
NSS, NCC and cultural activities- Besides academics, students were provided opportunities to develop their other skills.	Opportunities were provided to the students in the college to develop various skills.

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?   No

16. Whether institutional data submitted to AISHE: Yes

        Year: 2018   Date of Submission: 27-02-2019

17. Does the Institution have Management Information System?   Yes

College has actively operational website. Information regarding academic activities, management of college and other communications can be easily accessed anytime. This information can be shared with authorized users, records can be easily searched and reports of these records can be easily generated.

Application is highly customizable and scalable as per organizational requirements and configuration. It is hosted on our fast, secure and reliable web servers and provides independent access from almost all devices i.e. computer, mobile, tablets on all operating systems- windows, android, ios etc. Quick information, events, circulars can be sent to registered members, staff, students and parents in few clicks with integrated transactional SMS gateway. Report generation is also quick and as per requirement.

Software modules currently operational are-
1. Organization profile (Details of college, courses, contacts etc.)
2. Staff profile (Name, qualification and contacts)
3. Student profile (Online student registration, academic record and rank list etc.)
4. Admission module (Counseling, course and subject selection, fees etc.)
5. Challan based fees collection with bank.
6. University internal assessment module
7. Students university registration return reports
8. Mid-term house examination module (marks entry and result preparation)
9. Record of final university exams of all classes.
10. Students daily attendance module (Class wise, subject wise daily absentees)
11. Uploading documents, contact such as timetable, circulars etc. on website.
12. Fee accounts module
13. Students ID card generation

14. Student's scholarship records with bank details
15. Registration and management system for alumni
16. SMS gateway for sending important notices, messages via sms.
17. Auto allocation of university registration no.
18. University roll no upload
19. Name stuck off and readmission
20. Hostel fee collection
21. Module level permission/restriction for each user.
22. Students compiled photo sign download.

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 college ensures effective curriculum delivery through a well-planned and documented process.

All the programs taught in the institution are affiliated to Punjabi University, Patiala and follows the curriculum prescribed by the university. Our academic calendar is based on the timeframe provided by the university. The timetable committee headed by the Principal and a senior faculty member draws up a detailed timetable which efficiently deploys time for academic and co-curricular purposes such as theory, practical, tutorial, life-skill, add-on classes and value education thereby ensuring a balance between different types of engagements for the student. The academic committee strategizes the best methods to successfully implement the curriculum. The heads of all departments prepare policies and guidelines after discussing all parameters. Effective delivery of the curriculum is ensured by the active implementation of the time plan. Faculty members take utmost care to complete the syllabus in time. Before the start of the academic year, faculty members are encouraged to prepare an active plan for their classroom teaching of the entire year. Department heads are directed to ensure the same. Preparation of such a plan helps in equal and effective distribution of syllabus in the whole year and all faculty members are actively engaged in teaching process. This distribution of curriculum helps in timely completion of the course well before the start of the final examination at the end of the session. Class tests, mid-semester tests, internal assessment and tutorials/projects comprise the formal evaluative processes, but students are encouraged to meet faculty members beyond classrooms hours for any doubts. Remedial classes are also conducted for weak students before university examination. Periodic meetings of IQAC take stock of the progress of teaching learning, among other things. Regular meetings of HOD's with Principal monitored the delivery of curriculum and necessary corrections are initiated.

The college is well-equipped with smart classrooms, virtual classrooms, audio-visual and other ICT facilities which are extensively used by teachers in day to day teaching to make delivery of curriculum attractive to students. To promote interactive teaching, students are encouraged to participate in group discussions, quizzes and seminars. Eminent scholars are also invited to deliver special lectures relevant to curriculum to further intensify students's learning experience.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year				Nil
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**
-	-	M.A. Punjabi	2018
-	-	B.Sc. Biotech (Hons.)	2018

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.   N.A.

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
Spoken English (Certificate Course)		Nil
Instrumentation (Certificate, Diploma and Advance Diploma Courses)		Certificate-17 Diploma-Nil Advance Diploma-Nil
Early Childhood Care and Education	2009	Nil
Hotel House Keeping	2009	Nil
Tourism and Hospitality Management	2009	Nil
Pharmaceutical Chemistry (Certificate, Diploma and Advance Diploma Courses)	2009	Certificate-18 Diploma- 21 Advance Diploma-18
Diploma in Food Production	2012	33
Diploma in Food and Beverages Services	2012	Nil
Diploma in Accommodation Operation	2012	Nil
Diploma in Bakery and Confectionery	2012	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Dept. of Botany 1. Field study of flora 2. Study of wood yielding trees and medicinal plants	19 23
Dept. of Zoology 1. Insect collection 2. Visit to clinical lab	23 19
Dept. of Geography 1. Socio-economic survey of village project	40

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)

College has a well-developed feedback system accommodating various stake holders including students, staff and parents to improve the performance and effectiveness of individuals and the institution as a whole. Feedback is taken at departmental level and institutional level in which teaching methods, college schedules and student assessment outcomes are discussed and improvement measures are taken.

Students of all programs/courses are evaluated through class tests, mid-semester tests and by conducting extempore lectures and seminars. All internal examinations are conducted similar to the pattern of university examination. Question paper pattern and environment provided to students is similar as in final examination to build their confidence and enhance their learning outcomes. All the internal examination marks are analyzed by the concerned subject teacher and all efforts are made to clear their doubts and improve the outcomes. Remedial classes are also conducted for students in extra hours to improve their progress.

The student feedback on faculty is obtained at the end of the chapter and term and about department at the end of the semester. When feedback on any faculty member is not satisfactory, a structured "Performance Improvement Plan" is there in the college with the help of which the concerned faculty is counseled by the head of department to improve their performance

Periodic meetings of all faculty members are conducted to discuss teaching learning process, the curriculum, extra curriculum activities, and research and extension activities and to improve the overall environment of the institution. The decisions are then forwarded to departments for implementation.

As an important stakeholder of the system, the Parents feedback is also obtained periodically and analyzed. Some of the parameters accommodated in the parents' feedback include quality of teaching, examination system, lab facilities, sports facilities, library and internet facilities, students discipline and transport etc. Students whose performance in the

continuous assessment test is poor are counseled individually and their parents feedback is given due consideration.

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	839	568
B.A.-II	550	323	297
B.A.-III	550	206	199
B.Com-I	138	265	140
B.Com-II	138	136	127
B.Com-III	138	116	113
B.Sc. Med. –I	35	78	41
B.Sc. Med. –II	35	18	18
B.Sc. Med. –III	35	23	23
B.Sc. Non Med-I	35	109	48
B.Sc. Non Med.-II	35	35	32
B.Sc. Non Med.-III	35	27	27
B.Sc. C.A.-I	35	49	28
B.Sc. C.A-II	35	18	18
B.Sc. C.A.-III	35	14	14
BCA-I	40	138	48
BCA-II	40	42	38
BCA-III	40	36	27
B.Sc. Biotech Hons-I	30	36	13
B.Sc. Biotech-II	30	09	09
B.Sc. Biotech-III	30	14	13
M.Sc. IT-I	30	24	19
M.Sc. IT-II	30	07	07
PGDCA	60	33	19
M.A. English-I	30	42	26
M.A. English-II	30	10	10
M.A. Fine Arts-I	20	11	9
M.A. Fine Arts-II	20	11	10
M.A-I Punjabi	40	39	35
Diploma in Food Production	30	44	37

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 availablein the institution teaching only PGcourses	Number of teachersteachingboth UGand PG courses
2018	1878	135	58 12(Self-financing)	Nil	20

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 andresources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resourcesand techniques used
58 12(Self-financing)	58 12(Self-financing)	23	05	01	Computers, Projectors, Power point Presentations

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

College has adopted and implemented a mentoring system as a student support measure. The system, though flexible, functions along well defined parameters. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. A teacher acts both as a friend and a role model who support and encourages students in his/her academic and personal growth. The mentor guides a student in his/her academic pursuits and emotional and psychological development. The mentor also guides his students how to achieve their goals. Each teacher is the mentor of a group of 35-40 students allocated to him/her by the Principal. Mentors meet their group of students on forthrightly basis which is incorporated in academic time table. During this meeting the mentors counsels, guides and motivates the students in all academic matters. They advise students in their career development/professional guidance and also contact their parents if situation demands e.g. negative behaviors, detrimental activities, academic irregularities etc. A register is maintained by each mentor with the details of his/her group of students and also keep record of all interactions and discussions with students. The Principal of the institution discusses mentoring related issues at a quarterly basis during meetings with all the mentors and revises/upgrade the mentoring system if required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2013	58 12(Self-financing)	1:30 (Approx.)

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.
59	58	01	Nil	13

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)

Year of award	*Name of full time teachers receiving awards from statelevel, national level, international level*	*Designation*	*Name of the award, fellowship, received from Government orrecognized 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/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year-endexamination
B.A.	I	I	18-11-2018	18-06-2019
B.A.	I	II	20-04-2019	23-10-2019
B.A.	II	III	18-11-2018	18-06-2019
B.A.	II	IV	20-04-2019	23-10-2019

B.A.	III	V	18-11-2018	18-06-2019
B.A.	III	VI	20-04-2019	23-10-2019
B.Com	I	I	18-11-2018	15-06-2019
B.Com	I	II	20-04-2019	08-11-2019
B.Com	II	III	18-11-2018	08-05-2019
B.Com	II	IV	20-04-2019	25-09-2019
B.Com	III	V	18-11-2018	03-06-2019
B.Com	III	VI	20-04-2019	08-07-2019
BCA	I	I	18-11-2018	10-06-2019
BCA	I	II	20-04-2019	15-11-2019
BCA	II	III	18-11-2018	19-06-2019
BCA	II	IV	20-04-2019	04-11-2019
BCA	III	V	18-11-2018	30-05-2019
BCA	III	VI	20-04-2019	11-07-2019
B.Sc.	I	I	18-11-2018	18-06-2019
B.Sc.	I	II	20-04-2019	23-10-2019
B.Sc.	II	III	18-11-2018	25-06-2019
B.Sc	II	IV	20-04-2019	07-10-2019
B.Sc.	III	V	18-11-2018	29-05-2019
B.Sc.	III	VI	20-04-2019	12-07-2019
M.A. English	I	I	18-11-2018	26-06-2019
M.A. English	I	II	20-04-2019	18-10-2019
M.A. English	II	III	18-11-2018	12-06-2019
M.A. English	II	IV	20-04-2019	21-08-2019
M.A. Fine Arts	I	I	18-11-2018	26-06-2019
M.A. Fine Arts	I	II	20-04-2019	18-10-2019
M.A. Fine Arts	II	III	18-11-2018	12-06-2019
M.A. Fine Arts	II	IV	20-04-2019	21-08-2019
M.A. Punjabi	I	I	18-11-2019	26-06-2019
M.Sc-IT	I	I	18-11-2018	16-05-2019
M.Sc-IT	I	II	20-04-2019	02-09-2019
M.Sc-IT	II	III	18-11-2018	16-05-2019
M.Sc-IT	II	IV	20-04-2019	02-09-2019
PGDCA	I	I	18-11-2018	16-05-2019
PGDCA	I	II	20-04-2019	02-09-2019

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

The college is affiliated to Punjabi University, Patiala and adheres to the syllabus laid down by the university. The institution believes firmly in continuous evaluation of the students for their sustained performance. Hence, a structured evaluation process has been designed and implemented. The students are given the syllabus in detail, segregated into various units. After completion of each chapter/unit students are assessed by conducting class tests, unit tests, seminars and oral examinations. The tests are prepared and conducted as per the university examination pattern. Students are made aware of the evaluation process by orientation programme at the beginning of the session. College has examination coordinator for smooth conduction of internal and university examinations. Continuous internal evaluation dates are displayed on the college as well as departmental notice boards. Evaluation is done both in theory and practical examination. The results of each test are declared within a specified time. The students can see their respective answer sheets and discuss their queries with concerned teachers. These tests allow the teachers to continuously assess the students to track their progress and to identify bright students and slow learners. Remedial classes are conducted for the slow learners, absentees and the students who participate in sport and extra-curricular activities. The performance of the students is monitored by the Head of Department and the necessary feedback is given to academic council and Principal. The Principal conducts review meetings with heads of all departments to discuss the various methods for the improvement of students' performance. Parents of students are also involved in this monitoring process. Progress reports are sent by academic office to the parents after each internal examination. Parents are advised to note the performance of their wards and take remedial measure if required. Whenever necessary, parents are recommended to meet the concerned teachers to discuss about the student's performance.

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

Institution prepared an academic calendar as per the schedule prescribed by the Punjabi University, Patiala for implementation of curriculum and participation of students in co-curricular and extra-curricular activities. Academic activity runs in college throughout the year as per university guidelines. In the beginning of session, college prepared an academic calendar to organize the curricular and extra-curricular activities in the institution. In academic calendar college adhered to available working days, holidays, summer and winter vocation, admission process, semester wise teaching plan class tests, mid semester tests, university semester examination for theory and practical, seminar activity, assignments timely submission of internal assessment work, guest lectures, celebration of various days such as National Science Day, World Health Day, Environment Day etc., plantation in college campus, educational tours, awareness programmes and rallies, organizing workshops/seminars departmental stock verification and ensures its effective implementation. As per academic calendar institution participated in the extra-curricular activities like participation in youth festival, inter-college sports competitions organized by the affiliated university. Institution also participated in some activities organized by the state government.

For undergraduate courses, the college conducts assessment of students in four components- theory, assignments, internal assessment and practical. The pattern and the marks distribution of all the components is as per university format. Every department of college prepares a plan to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective departments. The students are given enough time before examination to prepare and practice their concepts. The academic calendar is followed and implemented by all 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 weblink) https://gcmohali.ac.in/Articles/aqar

2.6.2 Pass percentage of students

Program Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A-III	199	109	54.7
	B.Com-III	113	79	69.9
	BCA-III	27	27	100
	B.Sc. Med/Non-Med/CA-III	64	45	70.3
	B.Sc. Biotech-III	13	13	100
	M.A English-II	10	05	50
	M.A. Fine Arts-III	10	10	100
	M.Sc.IT-II	07	07	100
	PGDCA	17	17	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)   Nil

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- **English**	2017-2019	UGC	57,500/-	Nil
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	2017-2019	UGC	57500/-	Nil

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)
Career options after graduation for science students	Botany and Zoology	30-10-2018
Genetically modified crops	Botany and Zoology	13-11-2018
DNA fingerprinting	Botany and Zoology	15-11-2018
Origin of Universe and Life	Science	28-02-2019
Voting rights of students	Economics	24-04-2019
Environment protection	Environment Committee	05-06-2018
Water conservation	Environment Committee	22-03-2019
Winning Hearts and Minds	Home Science	04-08-2018 to 05-08-2018
Entrepreneurship	Commerce, Home Science, Physics & Chemistry	27, 28, 29-08-2018
Drug Addiction/Drug Abuse	Youth Red Cross and Red Ribbon Club	26-06-2018
National Education Day	Public Administration	11-11-2018
Indian Constitution Day	Public Administration, Political Science	26-11-2018
Rangoli	Home Science	04-08-2018
First Aid	Home Science	12-09-2018
Fire Safety	Home Science	22-02-2019
Embroidery work	Home Science	04-04-2019
Self-employment opportunities in banking and financial sector	Commerce	01-11-2018
Voter Day	Home Science and Political Science	25-01-2018
Techfest 2K19	GCMSIP	9 to10-04-2019
Bakery workshop	HATS	23-09-2018
Salad workshop	HATS	21-11-2018
Coffee Day workshop	HATS	13-12-2018

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				

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

Incubation Centre	Name	Sponsored by
Nil		

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

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil		

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

Name of the Department	No. of Ph.Ds Awarded
Not applicable	

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	-	-	-

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
Nil	

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
-	-	-	-	-	-	-

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
-	-	-	-	-	-	-

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	-	04	03	-
Presented papers	-	01	-	-
Resource Persons	-	-	04	-

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community andNon-Government Organisations 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
Van Mahotsav	Botany & Zoology	02	50
Swachh Bharat Pakhwada	NSS	03	300
NSS Orientation of volunteers	NSS	03	300
NSS Day Celebration	NSS	03	300
15th Aug celebration	NCC & NSS	04	40
Environment Awareness Rally	Environment Committee,NCC & NSS	08	350
Sardar Vallav Bhai Patel Diwas celebration	Punjabi Uni. & NSS	03	300
National Youth Day celebration	Punjabi Uni. & NSS	03	300
7 Day NSS camp	NSS	03	300
Republic Day celebration	NCC	01	50
Blood Donation Camp	Red Ribbon Club & Youth Red Cross	05	50
International Women Day	Red Ribbon Club & Youth Red Cross	05	140
One day NSS camp	NSS	03	300
Seminar on World Water Day	Environment Committee	03	20

Sports Day Celebration (Annual Sports Athletics Meet)	Physical Education dept., NSS, NCC		05	350
World Environment Day	Environment Committee		03	70
Beti Bachao Beti Padhao	NSS		03	300
Earth Day celebration	NSS		03	300
Road Safety seminar	NSS		03	300
Seminar on Drug Addiction	Youth Red Cross and Red Ribbon Club, NSS		03	300
Yoga Day	Red Cross		03	300
Indian Constitution Day	Political Science		01	30
National Education Day	Public Adm.		01	25
Voter Day celebration	Home Sci., Pol Sci.		04	60
Seminar on voting rights of students	Economics		02	100
Techfest 2K19	GCMSIP		11	250

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	

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
Van Mahotsav	Botany & Zoology	Van Mahotsav	02	50
Swachh Bharat Pakhwada	NSS	Swachh Bharat Pakhwada	03	300
NSS Orientation of volunteers	NSS	NSS Orientation of volunteers	03	300
NSS Day Celebration	NSS	NSS Day Celebration	03	300
15th Aug celebration	NCC & NSS	15th Aug celebration	04	40
Environment awareness Rally	Environment Committee, NCC & NSS	Environment awareness Rally	04	350
Sardar Vallav Bhai Patel Diwas celebration	Punjabi Uni. & NSS	Sardar Vallav Bhai Patel Diwas celebration	03	300
National Youth Day celebration	Punjabi Uni. & NSS	National Youth Day celebration	03	300
7 Day NSS camp	NSS	7 Day NSS camp	03	300
Republic Day celebration	NCC	Republic Day celebration	01	50
Blood Donation Camp	Red Ribbon Club & Youth Red Cross	Blood Donation Camp	05	50
International Women Day		International Women Day		
One day NSS camp	NSS	One day NSS camp	03	300
Seminar on World Water Day	Environment Committee	Seminar on World Water Day		
Sports Day Celebration (Annual Sports Athletics Meet)	Physical Education dept., NSS, NCC	Sports Day Celebration (Annual Sports Athletics Meet)	05	350
World Environment Day	Environment Committee	World Environment Day		
Beti Bachao Beti Padhao	NSS	Beti Bachao Beti Padhao	03	300
Earth Day celebration	NSS	Earth Day celebration	03	300
Road Safety seminar	NSS	Road Safety seminar	03	300
Seminar on Drug	Youth Red Cross and Red	Seminar on Drug Addiction	03	300

Page 13

Addiction	Ribbon Club and NSS			
Yoga Day	Red Cross	Yoga Day	03	300
Indian constitution Day	Political Science	Indian constitution Day	01	30
National Education Day	Public Adm.	National Education Day	01	25
Voter Day celebration	Home Sci., Pol Sci.	Voter Day celebration	04	60
Seminar on voting rights of students	Economics	Seminar on voting rights of students	02	100
Techfest 2K19	GCMSIP	Techfest 2K19	11	250

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			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Nil				

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year   Nil

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil			

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
RUSA	-	Rs. 67,35000/-
PTA	-	Rs. 35407/-
GCMSIP	-	Rs. 29978/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	28.70 acres	-
Class rooms	24	-
Laboratories	08	02
Seminar Halls	02	-
Classrooms with LCD facilities	03	-
Classrooms with Wi-Fi/ LAN	Nil	-
Seminar halls with ICT facilities	Nil	-
Video Centre	Nil	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	37
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.3945550/-
Others	Nil	Nil

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
e-granthalaya	Partial		eG3	2018-19

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21363	-	525	74326/-	21888	74326/-
Reference Books	03	-	324	11408/-	324	11408/-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	N- List	5900/-	-	-	-	5900/-
CD & Video	-	-	-	-	-	-
Library automation	01	Free	-	-	-	free
Weeding(Hard Soft)	55	6927.80/-	-	-	-	6927.80/-
Others (specify)	• ILL facility with Dist. Library SAS Nagar • Wi-Fi facility for faculty • Free 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 (MGBPS)	Others
Existing	34 33(GCMSIP)	01 02 (GCMSIP)	01 02 (GCMSIP)	01 02 (GCMSIP)	01 01 (GCMSIP)	01 01 (GCMSIP)	11 02 (GCMSIP and HATS)	8Mbps	Printers -05 Laptops - 03+01(HATS) Camera-01 LCD Projectors-04 Headphones-04
Added	09 (GCMSIP)	-	-	-	-	-	-	-	Laptops-02
Total	76	03	03	03	02	02	13	-	-

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

8 MBPS Broadband

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media center and recording facility
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   Nil

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 on acdemic facilities	Expenditure incurredon maintenance of academic facilities	Assigned budget onphysical facilities	Expenditure incurred on maintenance of physical facilities
PTA	Rs. 9,00,000/-	Rs. 8,50,830/-	Rs.300000/-	Rs.2,98,485/-
GCMSIP	Rs. 15,00,000/-	Rs 1250688/-.	Rs.3,50,000/-	Rs. 319001/-
HATS	Rs. 3,00,000/-	Rs.2,62,297/-	Rs. 20,000/-	Rs. 13058/-

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

The college has an effective system to ensure proper maintenance and utilization of infrastructure- laboratories, classrooms, seminar halls, library, sports facilities and auditorium. Staff members are deputed to ensure maintenance of college campus. There are various committees like environment, canteen, library, sports etc. to ensure proper maintenance and upkeep. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college.

Laboratory – Each laboratory has lab staff for its upkeep and maintenance. The laboratory equipments, materials and other necessary chemicals are purchased by the office of the Principal and purchase committee as per requirements of the teaching departments of the college.

Library- The college has a well-equipped library rich in books, magazines and newspapers. The teachers and the students visit the library regularly to augment their knowledge. In the beginning of each academic session, the librarian hold orientation program for the students and acquaints them with library rules and library facilities. The library staff extends helping hand to all the students in searching library resources. All the students admitted to the college are eligible for library membership. All bonafide students are issued identity cum library card which they are supposed to keep with them and produce the same on demand. Books are issued for 14 days after which delay fine of Rs. 1/- per day per book will be charged. A library committee works regularly to oversee the functioning of the library and also enable the students to avail all the facilities provided by the college. Many departments also have departmental libraries where students and staff can get the books, they want.

Sports facilities- Physical Education department regularly maintain the sports ground, gymnasium, sports equipment and sports material. Sports material is issued to students as per schedule.

Computers and IT facilities- IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradation of the IT resources.

Classroom facilities- The cleanliness of classrooms is ensured by a group of grade-IV workers and sweepers. It is also ensured that all the classroom have adequate desks and benches. Regular monitoring of electrical appliances is done and repaired immediately.

In the college campus, there is a good environment for the benefit and welfare of the students. Various committees are in the college to support services, student welfare and to meet their needs. There is a canteen committee for maintenance of college canteen and to ensure the healthy and hygienic food for the students and staff members of the college.

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	PTA fee refund	-	7,47,500/-
	Student AID fund	13	26000/-
Financial support from other sources			
a) National and State	Dr. Ambedkar Post Matric Scholarship Scheme	390	Rs. 5529674/-
National	Sikh Minorities	-	Rs. 24000/-

b) International	-	-	-

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	2018-19	70	Mathematics Departments
Language Lab	2018-19	50	English Department
Personal Counseling Mentoring	2018-19	120	All departments
Yoga	2018-19	90	Red Cross Unit

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 Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	First Responder training	20	20	0	0
2018	Equal career opportunity program	30	30	0	0
2018	Investor awareness program	25	25	0	0
2018	Placement talk on career opportunities in Indian Air Force	40	40	0	0
2018	International Conference and Expo (oversees immigration employment and education)	30	30	0	0
2018	Training program on Human Rights	25	25	0	0
2018	Motivational lecture by District Bureau of employment office	60	60	0	0
2018	Industrial training for six months at Himachal Pradesh Tourism development Corporation Ltd.	04	04	0	0
2018	Industrial training for HATS students	15	15	0	0

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	05

5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			**Off Campus**		
International Job Fair 2018					
Name of Organizations Visited	Number of Students Participated	Numberof Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
ICICI Bank	90	02	Infosys Mega Placement Event	50	02
Idea	120	04	Job Fair for person with disabilities at National Institute of Technical Teacher's training and Research, Chd.	07	01
Max solutions	100	01			
SOFINEER	130	03			
OFFSUITE solutions	50	02			
ZESTGEER solutions	35	03			

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	25	B.A.	Arts	Govt. College, Mohali	M.A.- English
2018	02	B.A.	Arts	Rayat and Bahra College, Kharar	B.Ed
2018	05	B.A.	Arts	Punjabi University, Patiala	M.A.
2018	03	B.Sc.	Science	Private College	B.Ed
2018	12	B.Sc.	Science	Punjabi University, Patiala	M.Sc.
2018	27	B.Com	Commerce	Punjabi University, Patiala	M.Com
2018	03	B.C.A.	Computer Applications	Govt. College, Mohali	MSc. IT
2018	04	B.A.	Arts	Govt. College, Mohali	PGDCA

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)   Nil

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-

State Government Services		-	-
Any Other		-	-

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

Activity	Level	Participants
Teej Celebration	Institution	Students of all departments
Rangoli workshop	Institution	Students of Home Science
Talent hunt	Institution	Students of All departments
Poster Making Competition	Institution	Students of Fine arts
Quiz Competition	Institution	Students of Science
Tech Rangoli	Institution	Students of Fine Arts
Face Painting	Institution	Students of Fine Arts
Rangoli	Inter- College Competition	Students of Fine Arts
Face Painting	Inter- College Competition	Students of Fine Arts
TechFest	Inter- College Competition	Students of GCMSIP
On the Spot Painting	Zonal Youth Festival	Students of Fine Arts
Rangoli	Zonal Youth Festival	Students of Fine Arts
Clay Modeling	Zonal Youth Festival	Students of Fine Arts
Poster Making	Zonal Youth Festival	Students of Fine Arts
Collage Making	Zonal Youth Festival	Students of Fine Arts
Cartooning	Zonal Youth Festival	Students of Fine Arts
Installation	Zonal Youth Festival	Students of Fine Arts
Short film	Zonal Youth Festival	Students of Fine Arts
Gidha	Zonal Youth Festival	Students of all departments
Ludi	Zonal Youth Festival	Students of all departments
Sammi	Zonal Youth Festival	Students of all departments
Mime	Zonal Youth Festival	Students of all departments
Group Song	Zonal Youth Festival	Students of Music
Shabad	Zonal Youth Festival	Students of Music
Folk song	Zonal Youth Festival	Students of Music
Classical Dance	Zonal Youth Festival	Student of Science
Pakhi making, naala bunna, ino, piddhi, tokra making etc	Zonal Youth Festival	Students of Home Science
Poetic Recitation	Inter-Zonal Festival	Students of Arts
Western Solo Instrument	Inter-Zonal Festival	Student of Music
Mitti de Khidone	Inter-Zonal Festival	Students of Fine Arts
Tae-Kwando	Inter-college	Physical Education (Bronze Medal)
Handball	District	Physical Education (1st Position)
Wrestling	Inter-Zonal	Physical Education (1st Position)
Wrestling	Zonal	Physical Education (1st Position)
Volleyball	Zonal	Physical Education (1st Position)
Weight lifting	Zonal & District	Physical Education (1st Position)
Wrestling	U.T. Open	Physical Education (3rd Position)

Zonal Youth Festival
- overall first runner up trophy
- 1st Positions- 13
- 2nd Positions- 15
- 3rd Positions- 12

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)   Nil

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
			Nil			

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

Activity of student council

There is no student council or any similar body as university does not permit. But there is proper representation of students in various academic and administrative committees. Students form an integral part of the various subject societies such as Science Club, Commerce society etc. as their Presidents, Secretaries and members. The students are editors of the college magazine *Maulsari* and they also help in maintenance of the wall magazines of various departments.

5.4 Alumni Engagement

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

Alumni association of the college is a registered body. College Principal is it Patron in chief. Its function is to make a strong bond between college and its old students. It consists of 4 bodies-

- The Patron
- The Advisory Committee
- Cultural Executive body
- The General Body

The administrative body of the association comprises-The President, the general secretary and the treasurer. Other members of the faculty who are also old students of the college are its active members.

The administrative body holds meetings from time to time, evolve policies regarding the working of the association and make valuable contributions by interacting with students. Students are also sensitized to the needs of the institution and are also made aware of their responsibilities, towards the same.

5.4.2 No. of ~~registered~~ enrolled Alumni:	350
5.4.3 Alumni contribution during the year (in Rupees) **:**	**Nil**

5.4.4 Meetings/activities organized by Alumni Association **:**

Regular meeting is held every year.

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)

Internal Decentralization-

The Principal and the Vice-Principal along with the college council are given freedom to plan academic and administrative activities for the smooth functioning and continuous progress of the college.

IQAC has the freedom to formulate policies, and ensures their implementation in the several meetings conducted in the year. HODs of the departments have the freedom to plan, finalize and implement activities in view of the available resources by conducting departmental meetings.

Committee Meetings-

Drawing participatory action plans, implementation and reflection on the same for improvement and innovation under the leadership of the convener.

Staff meetings- Large no of issues are discussed during staff meetings giving the scope for collective thinking and decision making. Faculty members have contributed in a big way in internalizing quality policy due to openness in working at all levels and free access to the Principal and Vice Principal.

The college promotes a culture of participative management. The entire teaching faculty and members of the non-teaching faculty are made members of various committees for the all-round development of the college. Students are also involved as volunteers in all functions of the college. The members of the PTA, GCMSIP and Alumni are also kept in the loop about all the ongoing developmental projects and new projects to be started. Cumulative and comprehensive management approach empowers the participants, heightens their sense of duty and responsibility, thus catalyzing the success of institutional working. The college has well-structured setup with various functional committees.

Administrative Functioning

The office superintendent distributes, monitors, and handle the administrative responsibility of the college with other college authorities. Though budget preparation is an administrative responsibility, individual budgets are prepared at dept. level and final budget is prepared based on departmental inputs.

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

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)**:**

1. **Curriculum Development**- College follows the syllabi designed by Punjabi University Patiala. The curriculum is developed by the Board of Studies of the affiliating University. Several faculty members are the part of Board of Studies/University Bodies/Committee of Courses. These members convey feedback to the University regarding curriculum and changes solicited, if any. Each dept. outlines the syllabus for each term, prepare their academic calendar and notify the students about it. Tutorial groups are conducted at regular intervals to solve the grievances of the students if any.

2. **Teaching and learning**- College continuously improves its infrastructure and incorporates new technology, tools and aids to improve the teaching and learning processes. Classrooms and labs are well equipped. Student's performance is closely monitored through class tests, assignments and house tests. Teaching is supplemented with workshops, educational tours, laboratory visits, and field trips. For internal assessment, attendance, project work/assignments/ seminars and mid semester tests are taken into consideration. Student's performance is evaluated throughout the academic session by various class tests/oral tests and mid-term tests. Parents of the students are informed, if attendance of their ward is less than 75%. Students also participate in festivals, events and various activities organized by the college.

3. **Examination and Evaluation**- College follows the evaluation system of the affiliating university. During the exams college examination committee ensures that university norms are strictly followed. The process of granting internal assessment is very rigorous and transparent. Mid-semester tests are conducted, evaluated well before the specified time period. Answer sheets are shown to the students.

4. **Research and Development**- The college values relentless pursuit of excellence in imparting latest practical knowledge to substantiate the theoretical aspects. The college strives to provide the resources and other facilities to faculty members to uphold standards of scholarly excellence and professional development. Faculty members from different departments are actively involved in research work. Eminent resource person are invited for talks to provide exposure to students and to develop a critical acumen in them.

5. **Library, ICT and Physical Infrastructure/Instrumentation-**

   a. **Library-** As an institutional policy, the library encourages procurement of a large no of titles rather than a large no of volumes of a title. Presently there are 22,212 books in library and there are plans to add more books in future. New books are procured based on the recommendations from all the depts.,with a fair distribution across all specialties. The staff also has access to online journals.

   b. **ICT-** The college teaching staff is encouraged to use ICT resources such as computers, LCD projectors, for preparing and giving PowerPoint Presentations. These PPTs are often used in the classrooms. Movies are also showcased as per demand of syllabus to supplement the traditional method with ICT enabled pedagogy. A well-equipped computer lab, LCD/OHP's are available to the faculty for computer aided teaching. The faculty of GCMSIP is always available for any need based assistance in the use of ICT.

   In administration- ICT is based in library, admission, attendance, monitoring of students, examination and internal assessment.

   c. **Infrastructure and Instrumentation**- Institution upgrades the infrastructure from time to time in order to be at par with the emerging global trends in technology. Infrastructure as per regulatory body is established and maintained. Maximum utilization of resources is encouraged. At present 75 computers are operational, from which 52 computers are present in computer labs, used by students to access internet which makes teaching-learning effective. Departmental heads and faculty are responsible for maintenance and to give new requirements for labs. All labs such as Zoology, Botany, Chemistry, Physics, Geography, Home Science, English language etc. are renovated at regular intervals and latest equipment is purchased according to the requirement.

   d. **Human Resource Development**- The College manages the human resources available with it to satisfy the needs and goals of the institution. Recruitment and retention of the permanent staff is in the hands of the state govt. The college recruits only guest/contractual faculty against sanctioned posts lying vacant, and also for self-financing programs.

Faculty is appointed according to the direction from DPI office. A very transparent system of selection is followed and the best available faculty is recruited. Workload of the staff is allotted by their concerned department. The college also makes the fullest use of the faculty in sports, extra-curricular fields. Teaching faculty is also encouraged to participate in workshops/seminars/conferences organized by other institution for value addition to their intellectual capital. Faculty members are also encouraged to enrich their competence through various development programs.

e. **Industry interaction/Collaboration**- The College has not signed any MOU with industry. Interaction with some reputed industries, corporate entities etc. has helped in the academic growth of the staff and students. Students are provided with a platform for interaction with corporation/banks/industries and other public sectors through their talks organized by different departments of the college.

f. **Admission of students**- The admission process is online. The information regarding the course curriculum formation of various societies, availability of support system, dissemination of information regarding programmes and holidays, examination date sheets, exam results are uploaded on the college website and whenever required auto SMS are generated. Fair, transparent and merit based admission process is followed under the guidance of Punjabi University Patiala. Dedicated admission teams are also available which guides the students and parents throughout the admission process.

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

- **Planning and Development**- The College has a web based system by which collects and provide information regarding the upcoming events to be conducted and the past events to be stored. The students used the college website for applying online admissions and have been paying fee online. There are other e-governed systems such as iHRMS etc. which the College office use to keep service records of the employees of the college and prepare the salaries of the employees. College website is systematically updated with all the information required for admission, scheduling time table, examination dates, attendance of the students, calculating attendance monthly etc. The College has been using smart classroom for providing education to students and keep them up to date with education through networking. The college is planning to a Biometric system where teaching and nonteaching staff have to punch in and out while entering and leaving the Campus. This ensures punctuality and time management.

- **Administration**: The College office staff is maintaining the Student Data, Official records, General Administration, Admissions, Fees, etc. Student's data entry connected with software through web Portal. Government Scholarship Schemes are done through Government of Punjab portal.

- **Finance and Accounts** : The college uses its own and Punjab Government software/Portal for maintaining the records of Finance and Accounts The college conducts regular audit of annual books of accounts. The College Office maintains the Books of Accounts electronically and manually properly which helps in auditing procedure. All the financial transactions are done electronically using e-resources. Preferably net banking facilities are used for payments from the college's accounts.

- **Student Admission and Support**: The College has extended helping counter for the students which provides them several services such as admission form filling, examination form filling as well as scholarship form filling. Examination form filling as well as scholarship form filling has been done by students online and offline with the help of staff members of the college. College website contains all information related to the courses. The Admission Policy followed is as per the directives given by Punjabi University, Patiala. The Online Student Attendance Record maintains a quick and accurate record of attendance of students which can be viewed by students. Online registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. The student online database is also used for library transactions such as preparing identity cards etc.

- **Examination**
  The College has the separate Examination department with equipped ICT tools necessary for examination purpose. As per the requirement of Examination department all the necessary equipment's are provided by the college such as Store Room, Separate Desktop, and Internet. The affiliating university has implemented e-governance in examination system in a major way. Internal Assessment is uploaded on university Examination portal.

6.3 Faculty Empowerment Strategies

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

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

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)
			Nil		

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)
Skill Learning Workshop	01	29-07-2018 to 02-08-2018
Workshop on Mentoring Skills	01	19-09-2018 to 21-09-2018

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil	Nil	Nil	04

6.3.5 Welfare schemes for

Teaching	Staff Welfare Club
Non-teaching	Staff Welfare Club
Students	Dr. Ambedkar PMS, Youth Welfare, Student Aid Fund, Sikh Minority Scheme, Fee Concession From PTA

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

 The internal audit of all the students' funds is carried out by the Bursar of the college regularly. Being a Government institution the college complies with all the suggestions/objections of the auditors. The college on its own arranges the audit of all the PTA, GCMSIP and HATS funds which is carried out by the authorized Chartered accountant.

 The External audit of all government grants/other grants is carried out by auditor of the, AG Punjab. External audit of RUSA fund is done by State and Central government.

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
S. Balbir Singh Sidhu, MLA, Govt. of Punjab	Rs. 5 Lacs	To construct boundary wall of Girls' Hostel

6.4.2 Total corpus fund generated	Rs. 5 Lacs

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 College, Punjab	Yes	Principal
Administrative	Yes	Punjab Govt. Auditors and C.As	Yes	Principal /Bursar

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

- Regular meetings of PTA were held.
- PTA funds were used for academic, cultural and sports activities in the college.
- PTA also provided funds for the maintenance of physical facilities in the college.

6.5.3 Development programmes for support staff (at least three)

- Regular meetings of support staff were held.
- Honored at the annual athletic meet.
- Office staff attended training program from time to time to up-grade them.

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

- To upgrade college infrastructure.
- Strengthening of ICT resources.
- To start new courses in the college.

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 and duration	Number of participants
2018	Popularization and up gradation of courses	2018-19	IQAC members
2018	Installation and maximum utilization of ICT resources	2018-19	IQAC members & faculty members
2018	To organize activities for skill development of students	2018-19	IQAC members & faculty members

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
Teej Celebration	08-09-2018	250	50
Seminar organized on Rights of Women	14-02-2019	70	15
International Women /day	08-03-2019	150	20

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

- Environment Day was celebrated on 5th June, 2018. Dr. Jaspal Singh, Prof. (Geography) delivered a lecture on "Environment Protection".
- Plantation Drive was organized in college on 5th June, 2018.
- In Aug 2018, Van Mahotsav was celebrated by planting trees in college campus.
- A lecture by Dr. Mandeep Kaur, Associate Prof. (Botany) on the topic "Water Conservation" on World Water Day

- was delivered to the students.
- Solar Panel has been installed in the college campus.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	-	-
Provision for lift	-	-
Ramp/ Rails	Yes	02
Braille Software/facilities	-	-
Rest Rooms	Yes	02
Scribes for examination	-	-
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
2018	01	01	21-06-2018	Yoga Day	Physical Fitness	120
2018	01	01	26-06-2018	Rally & Lecture on Drug Addiction & Drug Abuse	Youth awareness	85
2018	01	01	04-08-2018	Seminar on First Aid	Health awareness	70
2018	01	01		Blood Donation Camp	Human Ethics	60
2018	01	01		Visit to Daun Village- A rally was organized to spread awareness among villagers about importance of cleanliness and importance of votes	Awareness	60
2019	01	01	03-02-2019	Road Safety week	Human Ethics	60
2019	01	01	22-02-2019	Fire Safety	Safety awareness	80
2019	01	01	08-03-2019	National Youth Day	Youth awareness	200

07.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus	June, 2018	The institution gets its prospectus published annually. From session 2016-17 it was decided by IQAC to publish the prospectus online as a measure to go eco-friendly. The prospectus has detailed information about- • The institution and its history • The faculty • Admission dates • Courses offered • Subject combination • Fees structure • Reservation policy • Examination rules • Financial aids and scholarships schemes

		• Hostel facilities
		• Sports services
		• Co-curricular/cultural and sports activities
		• General layout of college academic calendar
		• Do's and don'ts for the students
		The prospectus depicts a clear look into the soul of the institution.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Lunch for Akal Old Age Home	One day	30
Summer workshop(Aasra Orphanage)	One day	40
Seminar on Winning Hearts and Minds	One day	25
Seminar on Drug Addiction/Drug Abuse	One day	60
Seminar on First Aid	One day	50
Seminar on Fire Safety	One day	70
Rally to Daun Village to spread awareness about cleanliness	One day	60
Seminar on Environment Protection on Env. Day	One day	110
Participation of Teachers and students in Sikh Smalen	One day	85

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

- Installation of Solar Panel in college campus.
- Establishment of Guru Nanak Sacred Forest in the college campus.
- Tree plantation in the college.
- Use of organic manure.
- Maintenance of Botanical Garden in the college.
- Use of LED lights.
- NSS camps are organized to promote Swachh Bharat Mission to create awareness of cleanliness among students.

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

- College is running successfully 'Buddy Programme' initiated by state government. The Buddy Programme aims to educate youngsters about the ill-effects of drug abuse and generate positive peer influence. Through this programme students develop knowledge, right attitude and behavior to prevent drug abuse. All the students of the college are divided into buddy groups; each group has 5 students with a leader. Students in each group try to assess the situation of their buddies, whether a students or his any relative is taking drugs and sensitize them on how to combat drugs. This program goes a long way in battling against drug abuse and showing students way to healthy, drug-free life.
- College campus has large area under green cover. There are flowering plants, fruit-bearing plants, vines and medicinal plants. Every year new tree saplings are planted to increase the green cover of the campus. There is a Nature Park in college campus in which flora & Fauna are preserved in their natural environment. It has rich bio-diversity with different varieties of trees and a variety of birds specially peacock, snakes and some other animals. This year a sacred forest (Guru Nank Bagichi) is also planted in college campus. There are also solar panels installed in campus to generate electricity. College also has waste management system. Horticultural wastes are converted into compost manure and plastic wastes are sent for recycling.

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

By adopting proper planning and strategies, the College is delivering its best quality of education to students and managing the day to day functioning of the College. The vision of the College includes aims to provide knowledge of the highest standard and achieve excellence. To foster the spirit of love, compassion, universal brotherhood and patriotism through the ideal of tolerance of diversities within the society & power of truth and thus fulfill the institution's motto, "Aspire for Truth".

For the holistic development which includes sports activities, mental and spiritual wellbeing moral values are taught to the students in the College campus. It is an effective mechanism for maintaining discipline, nurturing leadership abilities, exposing hidden talents of the students.

Extra-curricular activities such as NCC, NSS, and Cultural etc. are conducted in the College which gives a platform to the students to display their talents and potentialities. For the welfare of the students, the college has been running Youth Red Cross and Red Ribbon Club. Career Guidance Council Cell is constituted in the College for the students which provide proper guidance to the students to getknowledge about the job opportunities.

There are many awards in the name of prominent personalities of the region which are given to the students who secure better positions in academic, sports, NCC and NSS activities. Financial help is also provided to deserving students who come from poor families. Various committees are constituted in the collegewhich looks after the welfare of the students and development works of the Institution. The close relationship formed between the students and the teachers which has helped the students to feel connected to the College as a member of the fraternity and not just as a mere student with a daily class routine.

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

- The college IQAC has worked out following action plans for next academic year-
  - To upgrade college infrastructure such as two seminar rooms in science block and two Zoology labs.
  - To construct permanent compost pits in the college campus for disposal off horticultural waste and obtaining organic manure.
  - Up-gradation of sports infrastructure.
  - To add more furniture for classrooms.
  - Renovation of washrooms
  - Installation of smart boards in all departments.
  - Strengthening of ICT resources.
  - Installation of more CCTV cameras.
  - Plantation of more trees to improve the environment of the college.
  - To start new courses in the college.
  - To provide career guidance/counseling to the students.
  - To encourage students to participate in community services.
  - To conduct educational tours for students.

Name _____   *Name* _____

_____   _____

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

Abbreviations:

GCMSIP - Government College Mohali Society for ICT Promotion

PTA - Parent Teacher Association

HATS - Hospitality and Tourism Society

****