GOVERNMENT COLLEGE GURDASPUR,

Trimmo Road, Gurdaspur, Punjab

Estd. 1954

Affiliated to

Guru Nanak Dev University, Amritsar Punjab

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-16

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

BENGALURU

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

PART – A

1. Details of the Institution

1.1 Name of the Institution

GOVERNMENT COLLEGE GURDASPUR

1.2 Address Line 1

Trimmu Road

Address Line 2

Trimmu Road

City/Town

Gurdaspur

State

Punjab

Pin Code

143521

Institution e-mail address

govtcollegegsp@gmail.com

Contact Nos.

89683-89784

Name of the Head of the Institution:

Prof. S.P. Singh

01874-241057

Tel. No. with STD Code:

89683-89784

Mobile:

Name of the IQAC Co-ordinator:

Prof. Buta Ram

Mobile:

89683-89784

IQAC e-mail address:

govtcollegegsp@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   PBCOGN11139

1.4 **NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/32/130,Dt : July 18,2016

1.5 Website address:

www.gcgurdaspur.com

Web-link of the AQAR:

www.gcgurdaspur.com/aqar/15-16

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details`

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.5	2004	2008
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   20.07.2012

1.8 **AQAR for the year** (for example 2010-11)   2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR 2013-14 Submitted to NAAC On 08/10/2014
  ii. AQAR 2014-15 Submitted to NAAC On 08/08/2015
  iii. AQAR 2015-16 Submitted to NAAC On 15/09/2016
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

  University   State ☐ Central ☐ Deemed ☐ Private ☐

  Affiliated College   Yes ☑   No ☐

  Constituent College   Yes ☐   No ☑

  Autonomous college of UGC   Yes ☐   No ☑

  Regulatory Agency approved Institution   Yes ☐   No ☑

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education ☑   Men ☐   Women ☐

                         Urban ☑   Rural ☐   Tribal ☐

  Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

                     Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.11 Type of Faculty/Programme

  Arts ☑   Science ☑ Commerce ☑   Law ☐   PEI (Phys Edu) ☐

  TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

  Others   (Specify)   Computer Science, PGDCA & M.A (Eco.)

1.12 Name of the Affiliating University *(for the Colleges)*

Guru Nanak Dev University, Amritsar,PUNJAB

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   01   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes   03

2. IQAC Composition and Activities

2.1 No. of Teachers   04

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

community representatives   01

2.7 No. of Employers/ Industrialists   01, Principal Secretary Higher Education, Govt. of Pb.

2.8 No. of other External Experts   01

2.9 Total No. of members

| 14 |

2.10 No. of IQAC meetings held   2 per Annum.

2.11 No. of meetings with various stakeholders: No. | 14 | Faculty | 07 |

Non-Teaching Staff Students | 5 | Alumni | 2 | Others | nil |

2.12 Has IQAC received any funding from UGC during the year? Yes [ ]   No [✔]

If yes, mention the amount | N.A |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [ ] International [ ] National [ ] State | 1 | Institution Level | 1 |

(ii) Themes   Career counseling, Research Methodology, Phonetics and spoken English, Drama,
Art & Craft, Makeup, Short Story Writing, effective use of social networking,
Photography, Dance

2.14 Significant Activities and contributions made by IQAC

- International Design & performing Arts Week
- Faculty Development programme under the aegis Entrepreneur Development Council of India
- Workshop on research methodology
- Workshop on Drama, Art and Craft, Makeup, Photography
- Seminar on phonetics and spoken English, Short Story Writing
- Career counselling for the students of 12th Class
- Orientation programmes for new admissions
- Visit to Pingla-ghar
- Charity Show to promote education to girl child
- Celebration of World Physiotherapy Day, Rashtriya Ekta Diwas and World Dance Day
- Celebration of M.F. Hussain's Birthday
- Tech-Fest
- Diwali Mela
- Kavi Darbar
- Teacher's Day
- Yoga Workshop
  - Tree Plantation Drive
- Seminar on effective use of social networking

2.15 Plan of Action by IQAC/Outcome

  The plan of action chalked out by the IQAC in the beginning of the year towards

  quality enhancement and the outcome achieved by the end of the year *

Faculty members are encouraged to write, present and publish research papers at International Conferences organised in the college and in other Institutions. Papers presented by faculty at conferences organised by the college are published with ISBN number. Participation/Presentation fee is waived in case of faculty.

Seminar/Workshop/Conference/FDP invitations as well as research related notifications are brought to faculty's attention. Students are guided to work on topics and present posters at conferences organised by the college. At the IQAC initiative FDP's are organised in the college for faculty development. Faculty are encouraged to write and publish papers in peer reviewed journals. Research club organises research related programs.

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management ☐   Syndicate ☐   Any other body ☐

  Provide the details of the action taken

> The various recommendations of the IQAC were sent to the governing body for their approval.

PART – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01	-	-	-
UG	04	-	03	06
PG Diploma	01	-	01	-
Advanced Diploma				
Diploma	-	-	-	-
Certificate	05	-	-	-
Others				
Total	11	-	04	06

Interdisciplinary	03	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☐   Students ☑
   (On all aspects)

Mode of feedback: Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The faculty of the college has the membership of the board of studies and various other academic councils of GNDU, Amritsar. Every year these faculty members are invited by the University for Meetings, in which they give their recommendations regarding the syllabus. On their recommendations university revises the syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

A new programme Bachelor of Vocation (B. Voc.) was introduced this year. It has the following specializations:

- E-Commerce and Digital Marketing
- Contemporary form of Dance
- Theatre
- Contemporary form of Dance
- Punjab Finishing School (ITFT)

The Career potential for this course is online business; setup professional theatre; Sound Technician; Freelancing; Film Industry and TV etc.

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others

2.1 Total No. of permanent faculty	69	35	20	02	12 (Self Finance)

2.2 No. of permanent faculty with Ph.D.   08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
35	-	19	01	02	0	12	-	68	01

2.4 No. of Guest and Visiting faculty and Temporary faculty   15   10   12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	08	08
Presented papers	-	11	-
Resource Persons	02	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Seminars, Workshops, Lectures, and exhibitions were organized
- Industrial visits
- Assignments given to the students and later discussed in classrooms
- Faculty Development programmes
- Smart boards and LCD Projectors used for UG / PG Classes

2.7 Total No. of actual teaching days during this academic year   160

AS PER GURU NANAK DEV UNIVERSITY GUIDE LINES

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development   02   02   02
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   82%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	368	-	73	27	26	34
B.Com	72	-	30	6	4	56
B.Sc.	157	-	50	17	15	52
M.A	24	-	20	02	01	96
BCA	20	-	15	3	0	90
PGDCA	37	-	24	9	3	97
B.A (Hon.)	11	-	10	01	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : IQAC takes feedback from students, parents & alluminies etc, It examines results and keeps the records of students during Higher Education and get employement.

- The IQAC at the start of the session conducts a meeting with all the faculty members so as to give its programme and agenda for the coming session.

- The IQAC encourages and supports its faculty in their research work by providing them all the necessary information it acquires for various workshops seminars and conferences

- It also provides its faculty information about refresher courses, summer schools and other such faculty development programmes organized within the region.

- To facilitate the learning process smart boards were introduced and faculty was encouraged to take up their lectures with them.

2.13 Initiatives undertaken towards faculty development   5

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	

1.	Staff training conducted by other institutions	
	Summer / Winter schools, Workshops, etc.	
	Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	01	-	-
Technical Staff	17	10	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The institution regularly organises lectures in which experts from different fields are invited.

- Faculty is encouraged to present their research work in various national and international conferences, seminars and workshops. Duty leave is also provided for the same.

  Faculty is encouraged to work in various major and minor research works

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	03	03
Outlay in Rs. Lakhs	40,000	-	40,000	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		7	
e-Journals	5		
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average ✔   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015	PTA	40000	40000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   9   Chapters in Edited Books   02

ii) Without ISBN No.   0 4

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   -

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			01		
Sponsoring agencies			CRRID		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations   International [01] National [01]   Any other [   ]

3.14 No. of linkages created during this year   [01]

3.15 Total budget for research for current year in lakhs : YEAR IN LAKH

From Funding agency [PTA]   From Management of University/College [1,50000]

Total [1,50000]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
02					01	01

3.18 No. of faculty from the Institution who are Ph. D. Guides   [-]

and students registered under them   [-]

3.19 No. of Ph.D. awarded by faculty from the Institution   [-]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [04]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level | 04 | State level | 22

National level | 02 | International level |

3.23 No. of Awards won in NSS:

University level | 02 | State level | 02

National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | 04 | State level | 12

National level | 03 | International level |

3.25 No. of Extension activities organized

University forum | | College forum |

NCC | 04 | NSS | 03 | Any other | 03

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Charity show for education of girl child

- Celebration of Rashtriya Ekta Diwas and world dance day

- Yoga Camp

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13,39,505 SqFt.			13,39,505 SqFt.
Class rooms	52050 Sqft.			
Laboratories	50500 Sqft.			
Seminar Halls	2500 SqFt.			
No. of important equipments **purchased (≥ 1-0 lakh)** during the current year.		Computer software,Air Conditioner,Auditorium,,SoundSystem, Books ,computer,other labs,	RUSA, PTA, Self-Finance	
Value of the equipment purchased during the year (Rs. in Lakhs)		5,08,324	RUSA, PTA, Self-Finance	5,08,324
Others				

4.2 Computerization of administration and library

The existing software has been upgraded to facilitate the day to day functioning of the college like collection of fee, examination record and computerisation of results.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35501	10645300	350	110000	35851	10755300
Reference Books	5135	1531500	80	33000	5215	1564500
e-Books	-	-	-	-	-	-
Journals	18	8000	2	2000	20	10000

e-Journals	5000	11500	-	-	5000	11500
Digital Database		-		-	-	-
CD & Video		-		-	-	-
Others (specify)		-		-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	1	10	1	0	5	5	
Added	10	0	3	0	0	0	0	
Total	80	1	13	1	0	5	5	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The college campus is fully Wi-Fi and fully automated. The department of computer science manages internet access round the clock to the various departments in the college including library. Secured and personal access to internet is provided to both students and faculty members. They can access internet services on their personal devices including tablets, laptops

  and mobile phones.

- Free computer classes are conducted for the faculty members of the college to help them

  enhance their computing skills and remain updated.

- The complete database of the college is centralized and all the departments can access the

  related information through secured login ids. There is provision for common data sharing.

4.6 Amount spent on maintenance in lakhs :

i) ICT   3 Lac (Appx.)

ii) Campus Infrastructure and facilities   71,04,796

iii) Equipments   5,08,324

iv) Others

Total :   79,13,120

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All candidates who apply for admission are given handouts about student support services.
- Student support services of the institution are widely publicised.
- An orientation program is organised for the first semester students.
- The Director of Studies, Principal, Vice Principal and IQAC Co-Ordinator apprise students about Services.
- Students and their Parents/Guardians are invited to this program
- The College has published an attractive handbook titled, ETHOS, about our student support services
- Display boards/Hoarders are put up across the city highlighting the student support service
- The college website, articles, write-ups and interviews in the press enhance student awareness about student support services.

5.2 Efforts made by the institution for tracking the progression

- Advertisements in news paper, call them by their given contact numbers & collect information during alumni meets.

- Holding regular class tests

- Mid Term Exams

- Distributing assignments and projects on different subjects

- Power Point Presentations by students on the topics assigned to them

- Parents Teacher Meet

- Alumni meeting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2241	108		

(b) No. of students outside the state

03

(c) No. of international students

02

	No	%		No	%
Men	726	31	Women	1623	69

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1189	587	-	472	05	2253	1465	563	-	313	08	2349

Demand ratio 783:793   Dropout 9%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

In-house competitive exam coaching cell, placement and counselling
cell guides the students for competitive exams.

No. of students beneficiaries   220

5.5 No. of students qualified in these examinations   179

NET   01   SET/SLET   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   1   UPSC   01   Others   176

5.6 Details of student counselling and career guidance.

- At the start of the session and also before the start of the session the faculty visited various schools of the city to extend career counselling to the students and moreover at the time of admission also students are properly guided so that they can choose the subjects as per the field of their interest.

- Free Counselling is also provided by the psychology department.

No. of students benefitted   150

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	250	156	23

5.8 Details of gender sensitization programmes

- Educate daughter save daughter (Arrange Lectures in Villages & City)

- Avoid Dowry (Lectures & Rallies)

- A stage play – YUVA

- Seminars

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [✔]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [92]   National level [01]   International level [ ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [04]   National level [02]   International level [1]

Cultural: State/ University level [10]   National level [-]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	17200
Financial support from government	327	11,05,260
Financial support from other sources		
Numberofstudentswhoreceived International/ National recognitions	25	3 Lac per Annum.

5.11 Student organised / initiatives

Fairs   : State/ University level   `01`   National level   `-`   International level   `-`

Exhibition: State/ University level   `01`   National level   `-`   International level   `-`

5.12 No. of social initiatives undertaken by the students   `08`

5.13 Major grievances of students (if any) redressed: __None_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To become the center of academic excellence in the area of education by providing quality education programmes at par with the national and international standards to the rural women, inculcating in them our culture, heritage and values along with complete education.

Mission

Serving the humanity.

Continue the legacy of women's empowerment.

To prepare the socialized Human capable of responding to the global demands and meeting the challenges of life.

To rejuvenate the teaching – learning process with ICT and value embedded education in the context of modernization and social change.

To address to the ever emerging issues and problems of Society and individual and to discover the remedial measures.

To ensure the contribution of all stakeholders in all sustainable development of the society.

Be the torch bearers of our cultural heritage and ethos

To assimilate features of modem culture while upholding the rich heritage of our land.

To initiate programmes to uphold individuality, self esteem, patriotism and leadership qualities and promote eternal values of life.

6.2 Does the Institution has a management Information System

- Computerization of admission record
- Examination
- Attendance
- Library
- Salaries
- Public Address System
- CCTV

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is planned by the university. The college implements it in strict accordance with the existing rules and norms. Faculty are members of board of studies and various faculties in the university. They actively participate in the meetings of these bodies and contributes immensely towards upgradation of syllabi.

6.3.2 Teaching and Learning

The college has well qualified faculty who are well updated about the latest in their field of knowledge. Besides imparting the knowledge related to curriculum they also provide information about the changes in their fields. To facilitate and enhance the learning process the college has smart boards well equipped computer labs, language lab, video conferencing room audio visual aids access to printed journals and e-journals, INFLIBNET.

6.3.3 Examination and Evaluation

The college by being affiliated to Guru Nanak Dev University, Amritsar abides by its academic calendar. Under this classes with semester system have to appear for mid semester exams in the month of October and April. About 95% of the syllabus is covered for these exams, after the exams students are given their answer sheets with suggestions by the teachers. Moreover the result is prepared and the report cards are sent to their parents.

6.3.4 Research and Development

- The faculty is encouraged to apply for major and minor research projects
- They are encouraged to attend workshops, seminars and conferences
- The college also invites experts from different fields to impart latest in their field to the faculty

- The college has four research journals to its credit

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library and administrative block are fully computerized.
- The library is upgraded with N-List and e-journal facilities.
- Class rooms have ICT Facility.
- CCTV is installed.

- New website has been created and updated.

6.3.6 Human Resource Management

The college management and the principal believe in the most efficient utilization of its human resources. The college always encourages its staff to upgrade its academic qualification and involves itself in research activities.

6.3.7 Faculty and Staff recruitment

The recruitment of teaching and non-teaching staff is done on the basis of UGC guidelines. The vacancies are advertised and are determined by requirements as prescribed by DPI, UGC and as well as the work load of individual departments.

6.3.8 Industry Interaction / Collaboration

The students every year visit important industries to have a deeper understanding of their working.

6.3.9 Admission of Students

Advertisement in news Papers, Admit Students according to Ment & Govt. Policy. Being a Government institute catering to the needs of students from a rural background, the college follows an open door policy as far as admissions are concerned. Passing the qualifying examination is the sole condition for admission. Over the years the college has augmented its intake capacity based on increased demand and available infrastructure. The college offers basic graduation degree in the faculties of Arts, Science and Commerce. The students are counseled during admission on the selection of courses depending on their capabilities. Almost 65% are lady students which emphasizes the fact that the college is playing a major role in women empowerment through education.

6.4 Welfare schemes

Teaching	Pension scheme,employement to the dependent,incase premature death.General insurance.Compensation in case handicape during job.
Non teaching	Pension scheme,employement to the dependent,incase premature death.General insurance.Compensation in case handicape during job. Give festival advance, Uniforms etc.
Students	Free Education for SC, ST, OBC, Free Books to Weakers, remedial classes, remittance of fees & PTA etc.

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	Audit depdt of Punjab Govt.	Yes	Burser of the College

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ✔   No ☐

For PG Programmes   Yes ✔   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As per the guidelines of GNDU

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> NIL

6.11 Activities and support from the Alumni Association

The college has established strong linkages between institution and its alumni. They have been appointed as faculty in the institution. They are also invited as judges, resource persons in various events.

6.12 Activities and support from the Parent – Teacher Association

The college organises Parent – Teacher Meet every year. Parents show immense enthusiasm for such meets. They attend them so as to have knowledge about the progress of their child.

6.13 Development programmes for support staff   NIL

Group Gratuity Scheme, Group Mediclaim Insurance & Personal Accident Policy, ESI Coverage, Maternity Benefits & PF.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Recycling is encouraged
- Tree plantation drives
- Well lit and ventilated classrooms for less energy consumption.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations

- The entrepreneur development cell was constituted in the college to impart entrepreneurial skills to the students .

- Examination Supervision is made more effective by modifying the Supervision forms. Presently the forms have been devised in such a way that the Supervisor has minimum writing work and his/her entire attention can be devoted to supervision. Seating arrangement has been modified to minimize the work of actually writing numbers on the

  desk everyday, thus, ensuring more efficient use of manpower.

- The College has taken initiative to start a cyber cafe in its premises with the help of the

  Department of Information Technology, Govt. of Goa, to provide internet facility to staff and students at a nominal cost. Photocopying and printing facilities are also available.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Online placement brochure is published highlighting the practical work of design and arts students. It serves to be an effective tool to showcase the research based projects of

  students and the original indigenous art work by the students.

- Documentation centre is strengthened with digital aids for storage, reprography,

  scanning and relevant software for college administration.

(please see the format in the NAAC Self-study Manuals)

- Department of computer Sc. , design and commerce have published research journals and are in the process to make them online and indexed.

7.3 Give two Best Practices of the institution

- Digitization of all important college records
- Academic mechanisms for teachers and students
- Institutional Collaborations and Linkages with National and International bodies.
- Entrepreneurial Development Cell

7.4 Contribution to environmental awareness / protection

- Plantation of trees
- Maintenance of lawns and gardens
- Recycling of waste material
- The buildings in the campus have been constructed to ensure adequate normal lighting and ventilation to reduce the energy requirement
- EVS Course
- Students working in the Chemistry Laboratory are educated not to dispose of hazardous chemical waste in the sink.
- The College campus is plastic free.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- Very good infrastructure

- Resourceful and dedicated teaching faculty

- Only institute of Higher Education in this locality and has a strong brand presence.

- Being a Government Institute, finances are not a problem.

- Information Technology driven systems been implemented.

Weakness:

- Teaching staff inclined only to teach and not inclined towards research.

- Being a Government Institute, recruitment procedures are tedious and time consuming.

- Utilisation of funds is difficult due to stringent procedures.
- Rigid University system precludes introduction of new courses and pedagogy in general.

- Opportunities: To become a top class hub of Higher Education in this locality with Post Graduate courses and other skill enhancement courses.

- To play a pivotal to better the society in general by playing a greater role in day to day lives.

- To cater to the demands of the job market.

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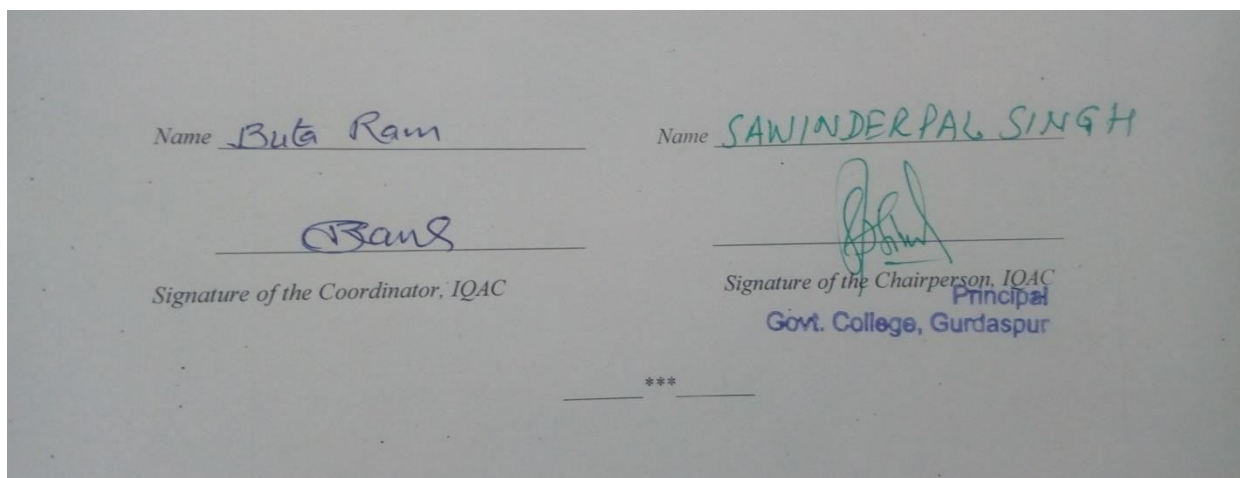- To cater to the demands of the job market.

Challenges:

- Improve financial resources.
- Efforts to change the mind set up of students and parents
- Improve upon communication skill of students.
- Enhancing student enrolment for basic Sciences and Humanities.

- To overcome the complacent mind set of the teachers and motivate them towards activities other than basic teaching e.g research and social responsibilities.

- To create a desire for learning among students, specially first generation learners.

- To change mindset of the Government towards higher education in general.

8. **Plans of institution for next year**

- To start a mentoring system of students from the academic year 2016-

  17.

- To sign MoUs with like-minded institutions and colleges to

  further academic and research interests.

  - To become a top class hub of Higher Education in this locality with Post Graduate courses and other skill

  enhancement courses.

- To play a pivotal to better the society in general by playing a

  greater role in day to day lives.

- To cater to the demands of the job market.

Name Buta Ram   Name SAWINDERPAL SINGH

Bans   _[signature]_

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_
                                       Principal
                                       Govt. College, Gurdaspur

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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