Pt. Mohan Lal S.D.College For Women, Gurdaspur

IQAC(AQAR)
2015-16

The Annual Internal Quality Assurance Report (AQAR) of the IQAC for the year 2015-16.

Part – A

1. Details of the Institution

1.1 Name of the Institution

Pt. Mohan Lal S.D.College For Women

1.2 Address Line 1

Kahnuwan Road

Address Line 2

-

City/Town

Gurdaspur

State

Punjab

Pin Code

143521

Institution e-mail address

ptmlsd@gmail.com

Contact Nos.

01874-502027, 242953

Name of the Head of the Institution:

Dr. (Mrs.) Neelam Sethi

Tel. No. with STD Code:

01874-502027

Mobile:

09855440665

Name of the IQAC Co-ordinator: Mrs. Daljinder Kaur

Mobile: 08054403235

IQAC e-mail address: iqac.sd@gmail.com

1.3 NAAC Track ID   PBCOGN13930

1.4 NAAC Executive Committee No. & Date:

1.5 Website address: ptmlsdc.ac.in

Web-link of the AQAR: http://ptmlsdc.ac.in/iqac.aspx

1.6 Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	2nd Cycle	A	3.03	2016	5 years

1.7 Date of Establishment of IQAC :   **DD/MM/YYYY**   14-07-2008

1.8 AQAR for the year *(for example 2010-11)*   2015-2016

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

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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 ☑

Semi-Urban ☑   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 and Applications And Add-On-Courses

1.12 Name of the Affiliating University *(for the Colleges)*   Guru Nanak Dev University, Amritsar

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 | - | DST-FIST | - |

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

UGC-COP Programmes | ✓ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 01 |

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 | 02 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. 10   Faculty 03

Non-Teaching Staff 02   Students 02   Alumni 02   Others 01

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

If yes, mention the amount   -   ☐   ☑

2.13 Seminars and Conferences (only quality related)

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

Total No's. 06   International -   National 02   State -   Institution Level 04

(ii) Themes:

- A National seminar on "Rural Development for Inclusive Growth in Punjab" was organized sponsored by Indian Council of Social Sciences Research.
- A National seminar on "The Crisis of Multiple Identities in the Contemporary World" was organized sponsored by Indian Council of Philosophical Research.
- Seminar on "Beti Bachao".
- Seminar on "Rights of Women & Women Empowerment".
- Seminar on "Art of Conversation"
- Seminar on "Disaster Management".

2.14 Significant Activities and contributions made by IQAC

1. Proposals for workshops/seminars, conferences were prepared.

2. Strategies for further improvement in sports, academics and cultural activities were designed.

3. Execute various faculty development programs for the betterment of faculty members.

4. The members of faculty were motivated to present research papers in national/International seminars, conferences and workshops to promote research in the college.

5. Activities aimed to carry toward the cultural legacy and promotion of heritage were prepared.

6. Designed programmes to show case the talent of the students.

7. It was ensured that all the grants received from UGC were utilized within the stipulated time efforts were made for getting more grants for the development of college.

8. Empowerment of women through various means; holding seminars, awareness programmes, skill building through workshops, exhibitions etc.

9. Welfare scheme for students including aid, incentives, scholarships and concessions.

10. New strategies for development of faculty and motivation to staff for Research projects.

11. Purchase of new books and journals for Library.

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.

Plan of Action	Achievements
The IQAC planned to purchase new books for library.	Books were Purchased
To make the strenuous efforts for getting the college re-accredited from NAAC and get highest Grade.	Accomplished
Efforts are being made to construct new and widely spaced Cafeteria in College	Accomplished
To motivate the faculty members to apply for minor and major research projects.	Highly Motivated.

* Academic Calendar is attached as Annexure (i).

2.16 Whether the AQAR was placed in statutory body Yes ☑ No ☐

Management ☐ Syndicate ☐ Any other body | Academic Council of College |

Provide the details of the action taken:

The AQAR for the year 2014-15 was approved by the academic council of college.

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	03	-	03	-
UG	08	-	08	-
PG Diploma	01	-	01	-
Advanced Diploma	07	-	-	07
Diploma	07	-	-	07
Certificate	07	-	-	07
Others	-	-	-	-
Total	33	-	12	21

Interdisciplinary	07	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	21

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

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

* Analysis of the feedback from stakeholders in the Annexure (ii)

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

> Syllabi is prepared and revised by members of board of studies of university.

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

> Not any

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal
28	30	-	-	01

2.2 No. of permanent faculty with Ph.D.

05

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
28	-	-	-	-	-	-	-	28	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

08		14		-

2.5 Faculty participation in conferences and symposia:

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No. of Faculty	International level	National level	State level
Attended	-	04	-
Presented	04	39	-
Resource Persons	-	01	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT enabled Classrooms
- Free Internet Access for faculty and students.
- Counsellor training programmes
- Seminar/Workshops and extension lecture
- Educational trips and Industrial Visits.

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

192

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

Double Valuation

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

11	-	02

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I %	II %	III %	Pass %
BA-I	112	0.8	40.1	13.3	4.46	100
BA-II	63	0.4	31.7	22.2	-	91.5
BA-III	89	0.40	42.6	5.61	5.61	97.1
B.Sc.-I	138	1.0	36.2	21.7	2.17	93.7
B.Sc.-II	143	2.2	34.9	53.1	-	88.5
B.Sc.-III	137	2.1	36.4	26.2	-	100
BCA-I	31	-	9.6	9.6	-	94.5
BCA-II	28	-	-	28	-	97.2
BCA-III	28	-	78.5	7.14	-	100
B.Com-I	31	-	32.2	29.3	-	100
B.Com-II	10	-	80	-	-	91.6
B.Com-III	7	6.4	71.4	-	-	100
B.Com(P)-I	10	-	40	40	-	100
B.Com(P)-II	26	-	57.6	19.2	7.6	100
B.Com(P)-III	31	8.1	48.3	32.2	-	100
Dip in S & T	32	100	100	-	-	100
PGDCA	18	21.1	100	-	-	100
M.Sc.(Comp. Sc.)-I	19	7.3	100	-	-	100
M.Sc.(Comp. Sc.)-II	28	0.6	71.42	14.2	-	100
MA-I	40	7.8	75	22.5	-	98.9
MA-II	52	4.6	57.6	15.3	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

➢ Workshops, Tutorials and training programmes for the faculty and students.

➢ Visits to Industrial and Corporate world.

➢ Counselor training programme for the faculty and students.

➢ Personality development programmes are organized to improve soft skills of the students.

➢ Mock Interviews, Placement & Employability Tests are organized.

- ➢ Peer teaching and remedial coaching & Internal Improvement Examination for slow-learners & weak students.
- ➢ Efforts are made by the faculty to evaluate the students through monthly tests, assignments, group discussions, projects and extension lectures.

- ➢ To improve the performance of the faculty, the feedbacks from the students are obtained.
- ➢ The college organises workshops/seminars/conferences in all departments.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	-
HRD programmes	01
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	05
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	07	-	-	03
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

The College believes in enhancement of faculty in their career by pursuing research projects and by attending seminars, symposia's, workshops, conferences:

-The teachers are updated regarding the various fellowships schemes provided by UGC, and facilitated in applying for the same.

-The institution regularly organized conferences, seminars and workshops in which eminent erudite scholars -   interact with faculty and students.

-The faculty members frequently contribute to peer-reviewed national and international journals.

-The college also provides special study leave for pre-PhD Course.

There were certain facilities made available to support research projects:

-Internet facility

-Overnight issue of reference books

-General/Departmental/Virtual Library

-CD Library

-Audio-Visual resources available in Library

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	33	

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(2)	-	-	-	-
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. | - | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

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 | UGC |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	02	-	-
Sponsoring agencies	-	-	ICSR	-	-

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

3.13 No. of collaborations   International | - | National | 07 | Any other | - |

3.14 No. of linkages created during this year | 08 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | - |

Total | - |

3.**16No. 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
-	-	-	-	-	-	-

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 | - | SR | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 100 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | ...national level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level [-] national level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   national level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [27]

NCC [-]   NSS [11]   Any other [-]

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

-Seminar on "Disaster Management".
-'Grow Green and save planet Earth' under this slogan plantation Drive was performed thrice in the campus during Rainy season.
-Plantation Drive by Environment Association and Scholars'club of the college.
-Red Ribbon Club also Creates awareness against social evils such as AIDS and Drug Addiction etc.
-7 Day NSS camp was organized in which 200 volunteers participated.
-Seminar on Traffic Rules was organized in which more than 300 students got information.

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	3 Acres	-	College own funds	3 Acres
Class rooms	25	-	College own Funds	25
Laboratories	14	3	College,UGC	17
Seminar Halls	01	-	College own Funds	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	482	10	College,UGC,DBT	492
Value of the equipment purchased during the year (Rs. in Lakhs)	5,511,458/-	582,330/-	UGC, DBT, College	6,093,788/-

4.2 Computerization of administration and library

> Administrative office and College Library is fully computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	3434	687,242/-	226	4,4961/-	3660	732,203/-
Text & Reference Books	5023	679,691/-	245	9,6164/-	5268	775,855/-
e-Books	-	-	-	-	-	-
Journals/ Magazine	19	1,3431/-	3	6370/-	22	1,8801/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD's	236	Free with books and journals	10	Free with books and journals	246	Free with books and journals

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	103	05	80	03(Internet Lab)	PG Dept of Computer Science & IT	Yes	21	Girls' Hostel
Added	-	-	-	01	-	-	-	-
Total	103	05	80	04	-	-	21	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
- 6-Day Workshop on "Internet and its uses".
- Workshop on E-Scholarships for students.
- Software development Module-Demo Classes.
- Seminar on effective use of e-books.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   277,250/-

   ii) Campus Infrastructure and facilities   658,581/-

   iii) Equipments   582,330/-

   iv) Others   143,461/-

               Total :   1,661,622/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

-Free Education for meritorious, sports persons and economically weaker students.
-Extra Curricular and Co-curricular activities like Sports, Games, Quiz Competitions, Debate and Discussions, Cultural activities, NSS etc
-Facilities for students with disabilities.
-Medical Assistance to students.
-By providing information to students through Prospectus about various students support systems in college.
-By organizing meetings with various Clubs and societies.
-Remedial coaching classes for slow learners.
-By putting up various notices in the information corner about the various scholarship schemes.
-Student Helpdesk and Counselling Cell.

5.2 Efforts made by the institution for tracking the progression

- Fee Concessions to needy and meritorious students and sportspersons.

- Moral and social education is imparted in the tutorials to make students good citizens.

- Facility for degree classes to join the hobby classes and Add-on course in various subjects to enable them to "earn while they learn".

- Extension lectures by experts in various fields are organized to let the students know the range of career opportunities. The teachers in the classrooms also talk about opportunities for higher education and employment in their specific fields.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1105	154	-	-

(b) No. of students outside the state

02

(c) No. of international students

-

No	%	
0	0	Men

No	%	
1259	100	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
907	158	0	231	02	1298	808	192	0	259	02	1261

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

No. of students beneficiaries | 225 |

Various career counselling programmes were organised by the career and guidance cell of the college.

5.5 No. of students qualified in these examinations

NET | 03 | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | thers | 19 |

5.6 Details of student counselling and career guidance

Keeping in mind, the importance of career guidance in the life of students, the college guidance committee systematically regulates the functioning of the entire set up.

- The college prides itself on associating with highly intelligent, inspired and hardworking personalities and experts of their respective fields, who visited our college from time to time.
- Seminar on effective Communication Skills.
- Workshop on "Art of Conversation".
- Seminar on Motivation and career guidance by Dr. Harjot Kaur.
- Adaptive test AMCAT was organised in collaboration with Aspiring Minds Pvt. Ltd. through students were shortlisted directly for jobs in top IT industries and corporate world and BPO's.
- Workshop for students of Home Science, Cosmetology and IT college in which they were given vocational training to get jobs in related fields.

No. of students benefitted | 385 |

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
02	345	35	110

5.8 Details of gender sensitization programmes

-To promote college motto, Seminar on Women Empowerment was organised.

-Seminar on "Save Girl Child"-Beti hai to kal hai.

- Poster Making Competition on "Female Foeticide" and "Women Empowerment".

-Workshop on "Women Safety".

-Poster making and Slogan writing on "Beti Bacho Beti Padhao".

5.9 Students Activities

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

State/ University level | 30 | National level | 04 | International level | -

No. of students participated in cultural events

State/ University level | 57 | National level | - | International level | -

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

Sports : State/ University level | 23 | National level | 04 | International level | -

Cultural: State/ University level | 27 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	79	1,875,040/-Approx
Financial support from government	79	7,179,16/- Approx
Financial support from other sources	113	9,0300/- Approx
Number of students who received International/ National recognitions	03	30,000/- Approx

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students [05]

5.13 Major grievances of students (if any) redressed:

For the proper management of complaints, the institute has provided with suggestion box on in the college campus. The complaints of students are received through suggestion box. For teachers, there are periodic meetings and for stakeholders also various programmes are conducted. The complaints are solved out through grievance redressal cell. The needed improvements are made with the co-operation of staff and student committees. The grievances of any kind like regarding fines, non-receipt of scholarships, Bus-Pass, teaching style of some teachers, transport problems of students from remote areas, late declaration of results are quickly redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Pt. Mohan Lal S.D. College For Women, Gurdaspur was established in 1995 with mission to promote 'Women Education' named after an immortal luminary, Pt. Mohan Lal Ji, Former Home, Finance and Education Minister, Punjab.

Our Vision: To flourish as leading and most preferred institute with endeavour to empower women, broadening their mental horizons and incorporating global perspective in them through excellent vocational and competitive education to withstand the tests of time.

Our Mission: To mould, shape and chisel our girls into model specimens of liberated Indian Womanhood with harmonious personalities adept in meeting the global challenges of the technological world. The focus remains in making them self dependent and responsible citizens contributing to the development of the society.

6.2 Does the Institution has a management Information System

The institution has a well-organized Management Information System with the top management, G.G.D.S. College Society, Chandigarh. The Accounts office of the college is using customized software for accounting related activities such as for fee deposit, summary

generation and report purposes etc.

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

6.3.1 Curriculum Development

The various academic bodies of GNDU, Amritsar develop the curriculum and the college opts out of the wide range of programme options offered by the them. The curriculum includes application-oriented, skill-based papers and Interdisciplinary electives along with core courses. Two faculty members Mrs. Pardeep Kaur and Dr. (Mrs.) Sukhwinder Kaur, are members of Board of studies of university. They play a colossal role in changing and updating concerned syllabi.

6.3.2 Teaching and Learning

The College's forte is innovative teaching and unique student connect methods in order to transform pupils into leaders, achievers and winners.

- Interactive and collaborative learning among the students was provided through audio visual aids, remedial coaching, LCD projector and computer based teaching learning methods and smart ICT enabled classrooms, well furnished laboratories and reading rooms.

- Efforts are made by the faculty to evaluate the students through monthly tests, assignments, group discussions, projects and extension lectures.

- Workshops, Tutorials and training programmes for the faculty and students.

- Counselor training programme, Mock Interviews, Placement & Employability Tests are organized.

- To improve the performance of the faculty, the feedbacks from the students are obtained.

- Peer teaching and remedial coaching & Internal Improvement Examination for slow-learners & weak students.

- Free Internet access for faculty and students.

- Public – Private partnership model to promote employability, small entrepreneurship model, and social responsibility among the youth.

6.3.3 Examination and Evaluation

House examinations are conducted twice to monitor the performance of the students. Answer sheets are shown to students and results of students along with lecture statement are shown to parents in parent-teacher meetings which are held after every examination. In addition to these, assignments and monthly tests are also given in all the courses. Group discussions, viva-voce, seminars, mini-projects etc were also organized.

6.3.4.   Research and Development

In order to develop research, new strategies were made for development of faculty and they were also motivated for taking up Research projects. They were also stimulated to present papers in seminars and symposium. The institution regularly organizes conferences, seminars and workshops in which eminent researchers visit the campus and interact with teachers and students.

6.3.5. Library, ICT and physical infrastructure / instrumentation

- The college is equipped with well-stocked library. The library also has an advisory committee that decides the library budget department wise and recommends books to be purchased. Advisory committee suggests the faculty members to purchase high quality catalogues for the library. It helps the faculty members to purchase reference books for the library. It suggests the librarian to purchase good journals, magazines etc. The Library notice board displays all activities for its users.

- The college makes all sincere efforts to provide information through various information networks. Easy access and free Internet facility is available to all. Staff and students use this facility for increasing their knowledge on various subjects. New equipments like Laptops, LCD, Laser jet, 3D-LED, LCD Projector, Printers were procured.

- The College has well equipped classrooms, seminar hall, edifice laboratories, a centrally located computerised administrative block, well stocked library and eco-friendly botanical gardens add to the basic infrastructure. To make teaching learning systematic and organised, classes are run in separate departments.

6.3.6 Human Resource Management

The college ensures that human resources are encouraged and their potential is properly utilized in the overall growth of the college. Such members are honoured in the main college functions so that they could work efficiently to the maximum of their capacity. The following are some of quality improvement strategies adopted for Human Resource Management. The following measures were adopted:

- The review of the academic results was made.
- Recognition and awards from management.
- Various Community service schemes with the help of Rotaract Club.
- Financial assistance like Loans to the staff, in time of need.

6.3.7 Faculty and Staff recruitment

The recruitment of staff is based on the interview conducted as per the norms of university. The posts are advertised in reputed national and regional newspapers. The applications are invited from eligible candidates satisfying UGC / GNDU norms. The recruitment if, is on adhoc basis, it

is done through Local Managing Committee. Along with the qualification various other aspects like practical knowledge, skill, work experience and other abilities are also assessed. As far as retention of faculty is concerned, the institution provides various facilities, attractive salary and good professional relations to retain its employees.

6.3.8   Industry Interaction / Collaboration

- Industrial and Educational Visits to IT Sector & Corporate world is a regular practice in the college.

- MOU is signed with various bodies.

- Students of our college were given vocational training by Cosmetology Department/Home Science Department.

6.3.9 Admission of Students

Admission of students is made as per norms set by university. The college made all sincere efforts to promote admissions through advertisement, admission campaigns in nearby schools and organizing Admission Mela's etc. The students from low socio-economic regions are attracted by various scholarship schemes. Special incentives are provided to sport persons and meritorious students.

6.4   Welfare schemes for:

Teaching/ Non teaching	Contributory Provident Funds Scheme, Loan facilities, Medical leave for Teaching/Non teaching, Maternity leave for women staff, casual leave for the teaching & Non teaching staff.
Students	Student Welfare Fund, Book Bank Facility, Scholarships and Freeships, Health Facilities, Financial aids for Minority Communities and Sportspersons

6.5 Total corpus fund generated:

Rs. 1,06,33,036/-

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Yes, Administrative Audit is done by management regularly. Also University make periodic inspections for academics and administrative process.

Audit Type   External   Internal

	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GNDU	Yes	From Local auditors and auditors sent by GGDSD College Society Chandigarh
Administrative	Yes	GNDU	Yes	From Local auditors and auditors sent by GGDSD College Society Chandigarh

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?

To streamline the evaluation process, the university initiates different reforms as and when required.

-Table-marking has been introduced to ensure fair evaluation system.

-An external invigilation system has been introduced.

-Viva-voce and Project Modules for UG and PG classes.

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

Abiding by the rules of university, the college enjoys autonomy throughout the year.

6.11 Activities and support from the Alumni Association

The college has alumni association which acts as a platform for the old students to get in touch and interact with each other. An effort was made by the college to put together all our alumni under the roof of the college. Alumni who have attained eminent positions in the society are awarded. Suggestions of the alumni are noted down and efforts are consistently been made to put the suggestions into action. Current office bearers are:

President: Miss Rajwant Saini

Vice President: Mrs Kamlesh

Alumni Association meet is organized twice a year in which views of old students were taken for developmental activities of the college. Alumni association also financially helps the needy students.

6.12 Activities and support from the Parent – Teacher Association:

Parent teacher meet is organised twice in the session which helps in obtaining feedback from the parents for better functioning of the College. The parents are also guided about their ward's performance in academics, extra co-curricular activities and their class behaviour.

6.13 Development programmes for support staff:

Various welfare measures have been taken for support staff:

-Efforts were made to promote studies along with their employment.

-Health facilities and other medical aids.

-Appreciation to good work done by the staff members.

-Free accommodation to various staff members in the campus .

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

One of the major concerns of the college is to make campus green, ecofriendly and imparting education for green future. For this college has taken various steps to reduce overall energy consumption:

• Students and Staff are prohibited to use any electronic item during their stay in the college. Students and teachers are strictly instructed to switch off the lights and fans when not in use. Teacher in charges and Class Representatives see to it that these rules are duly followed.

• "Grow Green and Save Planet Earth" under this slogan plantation drive was performed by Environment Society in campus during rainy season.

• The college has well placed eco friendly mechanism for the requisite disposal of hostel, kitchen, college mess and lab wastage.

• Flower show Chrysanthemum is organised in college campus in collaboration with Garden Lovers Association and Environment Protection Society, Gurdaspur. The day adds richness and colour in campus. On this occasion various competitions like flower show, rangoli, painting, fresh flower and dry flower arrangements are organised in which different colleges from nearby areas participate enthusiastically.

• The environment association remains active throughout the year. The College has initiated efforts to create e-waste awareness to make the campus eco-friendly.

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.

The college has introduced several innovations in academics, administration and other levels of the college's functioning to foster global competencies among the students.

- Additions of new vocational courses.
- Workshops, Tutorials and training programme's for the faculty and students.
- Counsellor training programme for the faculty.
- Personality development programmes are organized to improve soft skills of the students.
- Mock Interviews, Placement & Employability Tests are organized.
- Customized software's were purchased for the efficient functioning of the General office and Accounts offices.
- The College installed particular software in the system for the smooth functioning of Library.

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

- Introduction of new interdisciplinary courses in core and elective at UG Level.
- New Books and Journals were purchased for the Library.
- New equipments were purchased for science laboratories.
- The efforts were made to further upgrade technology by developing and purchasing latest accounting and statistical software.
- Extension activities are carried out by the college such as voting awareness camps, traffic rules awareness and promotion of culture and language through celebration of various national and cultural festivals.
- Hostel is well furnished with ultra modern amenities and is built with an aim to provide best environment conducive for studies to girl students hailing from far off villages.

7.3 Give two Best Practices of the institution

See Annexure (iii)

7.4 Contribution to environmental awareness / protection

See Annexure (iv)

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

One of the major concern of the college is to make campus green, ecofriendly and imparting education for green future. The institute's target is to promote the students interest in environmental sustainability and social justice, including those students seeking careers within an environmental, economic, and social sustainability. College has organised environment association to maintain a clean and green campus. This association conducts green audit and

various measures are taken up as follow up of these audits. For this environment association of the college regularly checks campus environment so that various efforts can be taken to make campus green and ecofriendly.

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

SWOT Analysis

Strengths:

1. The institution is well known in the region for Women Education at a low cost.
2. The College has good infrastructure.
3. Learning resources of the departments - library, computers, laboratories and other resources. Modern teaching methods practiced and use of ICT in teaching – learning.
4. Uniforms, Stationary, Liberal fee concessions, scholarships and stipends to the meritorious and needy students.
5. The college has highly dedicated, devoted and committed teaching and non teaching staff.
6. Participation of teachers in academic and personal counselling of students.
7. We support and strengthen neighbourhood community through community service programmes under active involvement of the NSS unit and various clubs and societies like Rotaract club etc of the college.
8. Publication of college magazine Amar Samriti, regularly.
9. Organizing personality development programs, Value Added Add on courses & pre placement training program for the students.

Weaknesses:

1. Transportation problem for students coming from border area and remote regions.
2. Admission strength is affected with the growth of unauthorized institutions.

Opportunities:

1. To organize seminars/conferences and workshops at national and international level.
2. Strategic alliances and partnerships at national levels.
3. To launch more vocational courses and short term courses from coming sessions.

Threats:

1. Competitions and growth of unauthorised education institutions.
2. Financial Challenges.

8. Plans of institution for next year

The institution has the following plans for the year 2016-17

-To purchase of new equipments for science laboratories.

-To improve the present infrastructure and add new one to meet the requirements of the college.

-Computer department is planning to organize workshop on Skills Development.

-To initiate new courses in the college as per the needs and requirements of students, preferably with an inter disciplinary approach.

-To execute various faculty development programs for the betterment of faculty members.

-To purchase new books and subscribe for journals and magazines for the purpose of library up gradation.

Name *Mrs. Daljinder Kaur*   Name *Dr. (Mrs.) Neelam Sethi*

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

_____ *** _____

Principal
Pt. Mohan Lal S.D. College for Women
Gurdaspur

Annexure-I

Academic Calendar of the college for the year 2014-15

July 2014

- IQAC interaction with staff
- College Admissions
- Inaugural Staff Meeting
- Holy Hawan Yajna
- Installation of College Central Association

August 2014

- Tutorial Organized
- Independence Day Celebrated
- Van Mahautsav
- Career Guidance and Personality Development seminar
- Death Anniversary of Pt. Mohan Lal ji.

September 2014

- Teachers day was celebrated.
- Hindi Diwas Celebration
- Talent Hunt Programme
- Alumni Meet
- Ist terminal Examination conducted.

October 2014

- Parents Teacher Meet
- Seminar on Traffic Rules.
- Youth Festival of GNDU
- IT Fair
- Seminar on 'Women Empowerment'
- IQAC meeting

November, December 2014

- Punjab Day Celebration
- IQAC Meeting
- University Examination
- 10 days NSS camp

January 2015

- Educational tour by computer department.
- Parents Teacher Meet
- Celebration of Lohri Festival
- Science Fair
- Celebration of Republic Day

February 2015
- Seminar on Career opportunities by placement cell
- Workshop on 'Internet & uses'
- Seminar on 'Effective Communication Skills'

March 2015
- International Women Day celebration
- Annual Convocation
- IInd Terminal Examination

April , May 2015

- IQAC meeting
- Farewell of UG and PG Classes
- University Exams

Annexure (ii)

Analysis of Feedback from Stakeholders

Students, parents, teachers, Management and Alumni are important stakeholders. The cooperation from various stakeholders is ensured through the meetings and seminars conducted for them regularly. The representation of various groups of stakeholders are called upon to have a proper analysis of development of students, considering the cultural and co-curricular activities, community orientation and personal/spiritual development of students. During the parent-teacher meeting views are taken from parents regarding various aspects of the institution. The Alumni contributes a lot in this aspect. These representatives along with teacher representatives from the joint committee, work in the same direction to achieve the predetermined goals. Stakeholders are involved in planning, implementing and evaluating the academic programme through feedback system. This is done through Staff Meetings, Tutorials, Management meetings, Alumni meetings and Parent-Teacher meetings.

The key factors to attract students and other stakeholders towards the institution involve:-

- Conducive Environment for holistic development of Students
- Good infrastructure facilities
- Good rapport in the society
- Good academic results
- Personal attention by teachers to every student

During tutorial group meetings the teachers strive to create a sense of civic responsibility among students by making them serve to the needs of the preserving environment, obeying traffic rules and discipline. Tutorials, seminars and quiz contests are held to inculcate the qualities of cooperation among the students and make them good and responsible citizen of India. In future, we anticipate having better options for public concern and involvement in various programmes and operations. The residents of the town and other eminent personalities are involved in the various programmes like Public Awareness Programmes, Social tasks etc. In future also we look forward for more energetic and active participation of public.

Annexure (iii)

Best Practise-I

Title: "Instructional Skill Workshop"

Objective of the Practice:

The objectives of "Instructional Skill Workshop" are :

- To recognize the importance of positive learning.
- To practice a variety of instructional strategies and techniques in classrooms.
- To increase participatory learning concepts.
- To experience the diversity of contemporary classrooms
- To connect and work closely with colleagues from range of disciplines to improve each other's teaching through Objective Feedback.

The Context:

Instructional Skills Workshop (ISW) Programme is a comprehensive three-tiered instructor development program that serves as the foundation for several professional development activities. The Instructional Skills Workshop is offered within a small group setting and is designed to enhance the teaching effectiveness of both new and experienced educators. Our GGDSD College Society has taken a first ever unique initiative offering opportunity to faculty members to participate in 'Instructional Skill Workshops' (ISW). This workshop is an internationally recognized FDP. Several Faculty members from our college have already taken the advantage by participating in these Workshops during recent months.

The Practice:

During the 5-6 day workshop, participants design and conduct three "mini-lessons" and receive verbal, written and video feedback from the other participants who have been learners in the mini-lessons. Using an intensive experiential learning approach, participants are provided with information on the theory and practice of teaching adult learners, the selection and writing of useful learning objectives with accompanying lesson plans, techniques for eliciting learner participation, and suggestions for evaluation of learning. The workshop encourages reflection and examination of one's teaching practices with feedback focused on the learning process rather than on the specific content of the lesson. Effective feedback skills, practiced in the workshop, are useful for educators in the classroom and also as they conduct their regular institutional business. The ISW engenders participatory learning and the building of community that can transfer back into the classroom and the institution. Participation in a workshop creates an opportunity for new faculty to learn about the unique culture and value system of the organization and can also be a renewing and revitalizing activity for more seasoned members. Added benefits are a sense of collegiality, team building, self-discovery, and learning new approaches to working with others.

During the central days of the workshop, each instructor prepares and conducts three 10-minute "mini-lessons." The instructor then receives written, oral, and video feedback from the other participants on the effectiveness of the lessons, and then sets new performance objectives. Participants are encouraged to engage actively as learners while the other participants teach, and to give and receive honest, helpful, non-judgmental feedback. Participants are strongly supported in their efforts to experiment with different teaching techniques, and to teach from different learning domains, to different learning styles.

Workshop Goals

By the end of the workshop learners will be able to:

- use instructional objectives to inform learners about what they are expected to learn and write a useful, practical lesson plane
- evaluate what has been learned in relation to your instructional objectives use simple techniques during your lessons to test learningconduct a highly participatory classroom session
- use the common instructional aids
- use good questioning techniques during a classroom session
- give objective feedback
- feel more competent and confident as an instructor

Evidence of success:

Faculty from various departments have already attended these workshops to enhance their teaching-learning skills. In this workshop, each participant takes on the roles of both 'Instructor and Trainer'. During 'Ten-minute Mini-lesson', every participant acted as Instructor and get positive feedback from learners about the effectiveness of the lesson at the end of the lecture. Faculty members are enthusiastically using 'BOPPPS' model and other models in their classrooms to improve and strengthen their classroom environment and make their lectures more innovative and participative.

Best Practise-II

Title: "Altruism Drive: Adoption of Three Villages"

Objective:

The objective "Altruism drive of the college is to inculcate the spirit of Volunteerism among the students through the community interaction. "Be the Change you want to see in the world", said Mahatma Gandhi, the preeminent leader of the Indian Independence Movement and the father of the Nation. And we are

proud to say that Pt. Mohan Lal SD College for Women, Gsp is a private degree college promoting Public service.

The Context:

The college has three units of NSS comprising 300 volunteers. Advising them to form a living contact with the community, students are suggested to do "Something positive so that the life of the villagers might be raised to a higher material and moral level. **Ergo, three villages 'Babowal, Kothe and Zafarwal' have been adopted by Pt. Mohan lal SD College for Women over the past ten years.**

The Practice:

The units have been organizing activities related to social problems of these villages widely.

Specifc programmes relate to:

A. Environment:
   i. Plantation Activities
   ii. Cleanliness Drives.
   iii. Plastic Elimination Campaign.
B. Health and Hygiene: Workshop and Seminars by prestigious personage on various issues of society such as:
   i. Seminar on 'Personality Development'.
   ii. 'Each One Teach One' Programme about Infectious disease.
   iii. AIDS
   iv. Drug abuse
   v. Maintenance of Personal Hygiene
C. Education: Instillation through programs such as
   i. Importance of Girls and women Education.
   ii. Awareness of Fundamental Rights and Duties.
   iii. Perspicacity of Government Policies.
   iv. Preponderance of Voting.
D. Small scale Enterprise: Villagers are drilled to organize and operate a business venture through camps in which rustics/churls are learned:
   i. Various Recipes
   ii. To Make Products from waste materials.
E. Camps: One Day camps and one week camps are organized time to time in the college campus. In relation to these camps, NSS Units usually render in respective villages to donate
   i. Woolen Clothes
   ii. Eatables
   iii. Stationery to needy children

F. Cavalcade: NSS Units organize Periodic marches on various issues and events.
   i. Deter Copying
   ii. Beti Bachao Beti Padhao
   iii. Swachta Abhiyaan

Evidence of Success:

Our student volunteers are highly active to organize various activities to aware villagers about several social and economical issues. They are able to:

- Understand the community in which they work.
- Understand themselves in relation to their community.
- Identify the needs and problems of the community and involve them in Problem Solving.
- Develop a sense of social and civic responsibility
- Gain skills in mobilizing community participation.
- Practice national integration and social harmony.

Annexure (iv)

Environmental awareness / protection

Energy conservation

One of the major concern of the college is to make campus green, ecofriendly and imparting education for green future . For this college has taken various steps to reduce overall energy consumption :

1. Proper care is taken to check the unnecessary enegy consumption by deputing adequate personnels
2. Proper placement of windows and skylights as well as use of architectural features that reflects light into college and hostel building has reduced the need for artificial lighting.
3. Renovation of older electrical equipment and gadgets .
4. Lights are switched off when they are not in use . Written directions are given on electicity boards to switch off the light .

Water harvesting

❖ Drainage of rain water is planned in such a way that all outlets of Rain water comes directly to gardens .In gardens there are borewells and the rain water of building is allowed to enter these borewells for ground water recharging .
❖ The College has uncemented area including gardens and play ground which allow rain water to percolate. In hostel a storage tank has been made in which rain water is stored and used for watering plants, cleansing floor etc.

Efforts for carbon neutrality

❖ College campus is full of flora as these plants helps in reducing atmospheric CO2 .
❖ CFL are installed in college which help in carbon neutrality
❖ Lights are switched off when not in use.
❖ Computers, printers and all equipments are switched off and disconnected when not in use.
❖ The college hostel uses the LPG instead of using firewood so that emission of carbon can be reduced

PLANTATION
❖ "Grow Green And Save Planet Earth" under this slogan plantation drive was performed by Environment Society every year in campus during rainy season .

❖ Many outside bodies like Rotaract , Forest deptt , lions club, Bharat vikas parishad , Chinmaya mission , Innerwheel Club have been collaborated with college for plantation .

❖ A well planned botanical garden and lush green lawns is thebeauty of college including so many medicinal, economical , ornamental ,sacred and wild plants

❖ Environment Day was celebrated in college to make students aware about the environment . lectures ,debates , discussions on the burning issues in environment concern are delievered on this day to the students .
❖ Meritorious students are honoured by giving them plantlets .

- ❖ A vegetable patch has been grown in hostel
  .
- ❖ The students of environment society are given responsibility of particular plants under " Plant adoption scheme" .

Hazardous waste management

- ❖ **Solid waste management :** Vermicoposting has been adopted in the college . A unit has set up in the college campus for the waste management . Leaf litter from college is used for vermicomposting . The organic manure obtained from vermicompositing is used in the college gardens and vegetable garden .
- ❖ Dress designing department of the college use the waste material and make the decorative articles which are exhibit time to time for purchase.
- ❖ Waste chemicals in the labs are disposed by dissolving them water .

E-waste Management

The College has initiated efforts to create e-waste awareness to make the campus eco-friendly. Electronic equipments, office electronic equipment are put to optimum use; the minor repairs are set right by the staff and the Lab attendants; and the major repairs, by the professional technicians, and are reused. Electronic goods like UPS Batteries are recharged / repaired / exchanged by the suppliers or local dealers. The waste equipment like compact discs are used by students for decoration and participation in competitions on 'Art from Waste'.