



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		GIANI KARTAR SINGH MEMORIAL GOVERNMENT COLLEGE
Name of the head of the Institution		MRS RAJINDER KAUR
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01886222024
Mobile no.		8427998731
Registered Email		gctandaurmur@gmail.com
Alternate Email		waliashaifali@gmail.com
Address		GKSM GOVT. COLLEGE TANDA URMUR
City/Town		TANDA URMUR
State/UT		Punjab
Pincode		144204

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		MRS. TAJINDER KAUR			
Phone no/Alternate Phone no.		01886222024			
Mobile no.		9876277627			
Registered Email		gctandaurmur@gmail.com			
Alternate Email		waliashaifali@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://online.gctanda.ac.in/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://puchd.ac.in/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.40	2015	01-May-2015	30-Apr-2020
6. Date of Establishment of IQAC			15-Sep-2005		
7. Internal Quality Assurance System					
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		
Green diwali celebrations to promote environmental sustainability	17-Oct-2017 1		150		

cultural activities to promote quality culture	23-Aug-2017 1	22
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Prospective plan of development for 201718 was prepared and monitored from time to time. Feedback from parents, students, and alumni was obtained. Plantation drive was organised at a large scale to commemorate the Birth Anniversary of Giani Kartar Singh Ji, founder of the college. Installed net house in the agriculture field. Green boards have been installed in the class rooms.

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

Plan of Action	Achivements/Outcomes
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Planned to make the environment pollution free	Plantation drive was held in the college campus
Preparation to solve the problems of students	Tutorial groups were made
Career guidance	Seminars and extension lectures were conducted
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14. Whether 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:	No
17. Does the Institution have Management Information System ?	No

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 academic curriculum and its calendar are governed by Panjab university, its delivery involves careful introspection and sustained implementation of the planning and delivery process over the academic year. Assiduous planning by the college authorities is delivered by faculty members. Before the commencement of the academic year curriculum is discussed by all the faculty members with their head of departments respectively. College administration provides a well constructed time-table for each semester for both UG and PG classes. Number of classes for each paper is decided according to the syllabus and papers assigned to teachers by Head of Department. Departmental heads prepare the routine which is approved by the principal duly. Teachers prepare their lectures according to the syllabus allocated and classes available. Classes are held according to the schedule under the supervision of college administration. The college has rich library with open access system for the benefit of the students as well the teachers. A good number of books(Arts and Commerce, Science, Literature, Agriculture) is available for teachers and also for students. Computer embedded labs were established to enhance the technical capabilities of students which is the need of the day. Through these labs students actively enhance their technical level of knowledge. Well qualified staff is also appointed to conduct the professional course such as BCA. Micro teaching and seminars by the students related to curriculum are organised by the institution time to time. A new course related to practical field knowledge wiz.(Bsc. Agriculture) is also introduced in our college. This proved to be a milestone for the institution as well as for the area. Moral and physical education which is the integral part of the curriculum development of the college is of greater importance, especially these days when society is undergoing in a chaotic manner and for

the different lectures are organised. To touch the apex glory seminars, workshops, conferences on the respective subjects are hosted in the campus which help the teachers and students to remain in touch with the latest trends available. classroom teachings methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as: 1. Chalk and black board method. 2. Distribution of class notes by teachers. 3. Group Discussion among the students during the class. 4. Proper and adequate instrumentation facility is given to the students for their practical classes. 5. Seminars and special talk by experts are also arranged time to time on regular basis for the betterment of the teachers as well as the students. 6. Regular class test, Mid term examination, viva voce are done to keep track the improvement of the students in the area of knowledge. 7. Study tours, industrial trips and educational excursions are carried by different faculties and departments. Through these students get practical knowledge and amusement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

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
NIL	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

<p>Feedback Obtained</p> <p>The college encourages feedback from all the units of the college like students, faculty members, parents, alumni . The feedback is taken at various levels. This feedback is analyzed to develop the road map for the academic year and we listened to the suggestion and grievances of the students. Even the teachers also express their difficulties to the principal. Feedback is designed to incorporate relevant suggestions. Commitment, regularity, punctuality, syllabus coverage and ability to relate the course to real-life situations. Accessibility of teachers for clarification outside the class, ability to command and control the class including the ability to inculcate interest among the students so that they may grow holistically strong. Feedback is also collected from parents during parents teacher meeting. Suggestion and comments given by the guardians are also taken into consideration for further development. The different areas where improvements are required are discussed in different committees/departments. The proposals given by the different committees /departments are discussed for necessary actions. Strengths of the college are also taken into consideration for further up gradation.</p>
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CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HUMANITIES	1200	805	739
BCom	COMMERCE	210	205	176
BSc(Agriculture)	AGRICULTURE	80	95	78
BSc	SCIENCE	300	175	141
MA	POLITICAL SCIENCE	120	105	79
PGDCA	COMPUTERS	40	30	24
BCA	COMPUTERS	40	40	27

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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 fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

			courses	courses	
2017	1161	103	47	1	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
3	3	1	1	0	0
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The College always remains agile and active to motivate students and inculcate in them the values of life. A good rapport is built between the mentor and mentee. It is the mentor who comes as a guide and guardian to motivate the students to adopt the virtuous path where education becomes dominant. The mentors provide the needed counseling and guidance as and when needed. 1 Ours is a under graduate institution also offering MA in Political Science 2. It is the primary duty of the mentor to guide the students and enhance their capabilities. 3 Detailed information regarding the progress of the students is maintained by the tutor of every class and even discussed with their parents. 4 The different members of faculty are asked to guide the students regarding the activities of the youth where the talented students are selected to participate in the various cultural activities. The members of faculty give their time and guidance to make the students participate in the zonal and inter zonal youth festival. In addition to the members of the staff, different professionals from different fields are invited to come and train the talented faculty of students like traditional song, skit, Bhangra, folk song etc. 5 Sports day is organised to encourage the students to take part in activities that build confidence, higher self-esteem, leadership quality and for the promotion of personal growth and development. 6. Career guidance counseling cell provides guidance and knowledge to the students who want to go for different courses or degrees in their near future. 7. NCC, NSS and Red Ribbon club are our three units which constantly teach the students the quality of service to mankind, discipline, sincerity, cleanliness and AIDS awareness. Our teacher incharges organize Chart making, poster making, debate competitions and camps to inculcate the above written qualities among students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1161	47	1:25

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
49	47	2	0	2

2.4.2 – Honours and recognition 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 state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Shashi Bala	Associate Professor	Best paper award in International conference for UBS PU CHD
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARTS	7/2017	30/05/2018	Nill
BCom	COMMERCE	7/2017	30/05/2018	Nill
BSc	SCI	7/2017	30/05/2018	Nill
BSc(Agriculture)	SCI	7/2017	30/05/2018	Nill
MA	POL	7/2017	30/05/2018	Nill
BCA	COMPUTERS	7/2017	30/05/2018	Nill
PGDCA	COMPUTERS	7/2017	30/05/2018	Nill

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

The college follows the evaluation process laid down by the Panjab university. It is a transparent process. The institution follows the continuous evaluation system to achieve the learning outcomes of each course throughout the academic year. Evaluation in the form of class test, internal examination, internal assessment, assignments, group discussions, seminars and presentations by students are conducted. The main aim of teaching and evaluation of courses is to improve students' learning outcomes. The students are continuously evaluated throughout the year on the basis of their class performance in the tests, house examinations, attendance, behavior pattern, participation in extra curricular activities etc. At the very beginning of each year they are informed about the continuous comprehensive evaluation process designed by the university. The evaluation scheme is made available to the students and explained along with their curriculum. Records of all these are maintained by the respective faculty. In every semester house examination or class test are conducted, the students' papers are evaluated. If need arises the parents are also called to the college and their wards performance is discussed with them. The date sheet of the semester examination is decided by the university and conducted by the college. The registrar office staff maintains all university marks scored by students of all the academic sessions.

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

Our college prepares academic calendar according to the norms of Panjab University Chandigarh at the beginning of each year and the whole working of the college runs accordingly. The academic calendar contains the yearly schedule of the college ranging from the beginning of the college where dates are given for normal admission for ongoing and new classes. The dates of late admission, with late fee are also given in it. The provision of admission with the special permission of Vice Chancellor from university is also available. The date of commencement of teaching for the session 2016-2017 is mentioned according to which classes begin. The academic calendar further sheds light on end semester examination of both the semesters to which the college strictly adheres. The detailed list of holidays (gazetted, restricted) is also given by the Panjab University each year, which is followed by our college. Besides, dates of winter break and summer vacation are also given in the academic

calendar. Apart from this, a detailed time table is prepared in advance of each semester and displayed on the notice board for teachers as well as students.

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://online.gctanda.ac.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0	BA	ARTS	211	203	96.2
0	BSc	SCIENCE	28	28	100
0	BCom	COMMERCE	46	45	97.8
0	BSc(Agriculture)	SCIENCE	34	34	100
0	BCA	COMPUTERS	7	7	100
0	MA	POL	49	49	100
0	PGDCA	COMPUTERS	24	22	91.6

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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)

<https://online.gctanda.ac.in/>

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 organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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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
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Department of English	6	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of English	1
Department of Commerce	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
TREE PLANTATION	NCC GOVT COLLEGE TANDA	4	85
EARTH DAY	NCC GOVT COLLEGE TANDA	6	160
ANTI DRUG DAY	NCC GOVT COLLEGE TANDA	4	320
EDUCATIONAL TOUR	SCIENCE DEPARTMENT	7	89
AIDS DAY	RED RIBBON CLUB GOVT COLLEGE TANDA	4	140
SEMINAR (SANKAPL SE SIDHI)	DEPTT. OF COMMERCE	7	125

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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	Number of students Benefited
NIL	NIL	NIL	0

No file uploaded.

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

No file uploaded.

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	0	0	0

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant
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		with contact details			
NA	NIL	0	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

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
12265574	8252941

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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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
NIL	Nil	NIL	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nil	44500	0	0	0	44500	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	1	5	30	0	10	1	2	0
Added	10	1	0	10	0	0	0	0	0
Total	40	2	5	40	0	10	1	2	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6470000	6285589	266000	244260

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution consistently endeavors to upgrade its learning facilities by enhancement of exiting infrastructure alongside optimum utilization of pre existing resources. Renovation and maintenance of class rooms, Girls' common room, activity room, seminar halls and canteen is being monitored on regular basis. Toilets and washrooms are well sanitized and well maintained. A separate committee has been constituted for renovating and upgrading furniture. A number of committees chalk out and implement the various policies regarding all the infrastructure to make institute well equipped and technology enabled to cater to all aspects of modern education.

<https://online.gctanda.ac.in/>

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	NIL	0	0
Financial Support from Other Sources			
a) National	POST MATRIC	463	6963889

	SCHOLARSHIP SCHEME FOR SC		
b) International	NIL	0	0
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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
YOGA	15/07/2017	52	BUDDY GROUP
MEDITATION	15/07/2017	35	BUDDY GROUP
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CAREER COUNSELLING LECTURES	2	20	2	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	Nil	0	0
No file uploaded.					

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	38	B.SC AGRICULTURE	SCIENCE	COLLEGES / UNIVERSITIES	M.SC
2018	75	BA	ARTS	COLLEGES / UNIVERSITIES	MA / B.ED
2018	55	B.COM	COMMERCE	COLLEGES / U	M.COM / MBA

				NIVERSITIES	
2018	63	B.SC	SCIENCE	COLLEGES /U NIVERSITIES	M.SC/B.ED
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS	INSTITUTIONAL	22
CULTURAL ACTIVITIES	INSTITUTIONAL	60
LOHRI CELEBRATION	INSTITUTIONAL	20
COMPETITION ORGANISED BY DEPTT OF FINE ARTS	INSTITUTIONAL	25
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	Nil	Nil	Nil	NIL	NIL
No file uploaded.						

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

Institute provides various facilities to students to participate in various co curricular and extra curricular activities likewise NSS, NCC, Youth festivals ,literary societies and awareness campaign etc. NCC aims at developing characters, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens .The youth festival aims to propagate the concept of national integration, brotherhood, courage and adventure amongst the youth by exhibiting their cultural abilities in a common platform. Literary societies are to develop self-efficiency and confidence and would help to enhance the general knowledge base. The aim of an awareness campaign include reaching out to the public regularly, measuring that outreach accurately and motivating the public to take action.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni association of college organizes Alumni Meet on regular intervals. . For the session 2017-18, the meeting was held in february 2018. Nearly 120 old students enrolled for the meeting. They were provided platform to share their experiences and emotions attached to their Alma mater. A big number of Alumni of the college are doing job in various fields. where as few of them are

working in the same institute. They also shared how the habit of hard work and discipline imbibed while in college, is helping in their working places.

5.4.2 – No. of enrolled Alumni:

30

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

Decentralization: Admission: The institute has adopted an admission process which fosters participative management and encourage decentralization of power. All matters relating to admissions are sub delegated to the admission committees which comprise of all heads of department with the principal as the Chairman. The sub committees implement all the existing rules. The committee also fixes the time for completion of admission process. Help desk are made available for the prospective students. Teachers who are appointed for duty at the help desk give a proper guidance to interested applicants and provide them with details of admission procedure and the time allotted for admission interview. Once the applications are received the sub- committees conduct the interview. The sub- committee prepare the list of successful candidates and put it up for display on the college notice board.

Participative management: The institution also promotes the culture of participating management at various levels like: 1. Strategic level-the principal ,college council, and other committees are involved in defining and framing guidelines, policies and procedures with regard to admission, examination, discipline, grievance ,finance etc. 2. Functional level-faculty members share their knowledge amongst themselves, students while working for a committee. 3. Operational level-the principal interacts with government and other external agencies and faculty members on regular basis to make its working more effective. Students and non teaching staff also join hands for effective execution of different academic, administrative extension, and extra curricular activities.

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

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	College practices examination system as per university guideline. The college evaluation system is divided into two segments ie, internal and external. Internals are based on class room evaluations by course instructors on the basis of class room participation in the form of assignments, project work,

	<p>presentations and monthly tests evaluations. The Principal and the Heads of the various Departments monitor the performance of the students by making a thorough analysis after every internal test and end semester examination. For External evaluations, Panjab University has established three examination centres in the college and an evaluation centre of the university was also established.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The college has full-fledged library in which we have a rich collection of books, journals, magazines, news papers etc. Near about 90 students visit the library daily.</p>
<p>Teaching and Learning</p>	<p>Head of department along with faculty members take numerous steps to strengthen teaching processes. • The regular feedback from the students enables the teachers to keep improving their teaching strategies. New methods are developed to make learning more interesting and stimulating. • Monthly class tests, oral tests and group discussions are held on regular basis to keep track of students' performance. Competitive and talented students are awarded in Prize Distribution ceremony at end of session. •</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>The college administration block has all the centralized information and further distribute same to different departments. Also centralized student database is maintained at the office level and available to faculty members.</p>
<p>Finance and Accounts</p>	<p>The College has semi computerized office and accounts section. To ensure the availability of data and long storage of records, accounts department of college is digitising all the records. To make this more convenient, the accounts section is using MS office as per the needs of institution.</p>
<p>Administration</p>	<p>For streamlining and enhancing effectiveness of college administration, the college authorities has initialized the digitization of all database and records.</p>

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	NIL	NIL	NIL	0
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
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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	From Date	To date	Duration
Refresher Course	1	23/11/2017	13/12/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	37	22	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Dispensary, G.I.S, G.P.F, Gratuity, Pension to permanent employees, sick leave	Dispensary, G.I.S, G.P.F, Gratuity, Pension to permanent employees	Scholarship for SC students, minority students and merit scholarship.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal financial audits of govt. funds through college bursar and office superintendent. Local audit is done by CAs for non govt funds such as PTA, HEIS . The external audit is done by Punjab govt. from time to time.

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/ Grnats received in Rs.	Purpose
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PTA, HEIS	4805923	Salaries, Repair and maintenance
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N	Yes	PRINCIPAL
Administrative	Yes	Govt. Auditors	Yes	CA

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

The institution has an active PTA (Parent Teacher Association) which involves students and their parents through PTA meets. The association is a valuable asset and is instrumental in suggesting the solutions for the institutional challenges. PTA is associated with the working and administration of the college lending financial assistance to the various activities held in our college. During session 2017-18, PTA has spent in total in meeting up various institutional requirements like salaries of teachers and class IV employees, organisation of college functions improving infrastructure and many more.

6.5.3 – Development programmes for support staff (at least three)

To encourage and motivate support staff, efforts are made to acknowledge their contribution in smooth running of college. They participate in many activities like sports day, Independence Day, Republic day celebration and during camps organised in the premises etc.

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

1. Post Accreditation Initiative Fostering Leadership :- The college aims at making its students proactive by fostering leadership qualities in them. The underlying aim of the college is to impart the requisite skills and competencies needed to succeed. Alongside other major events like the welcome function, farewell etc organised by the students only. The students while managing these events get a chance to polish their leadership skills. The college follows the practice of appointing a Campus Ambassador and a Gender Champion from among the students. Every year the college students participate in Panjab University's Youth Leadership Camp, wherein they showcase their leadership acumen by winning prizes. 2. Post Accreditation Initiative II :Community Service outreach Community service helps students to mature by developing social skills, doing outreach or public relations tasks. The main goal of this practice is to ensure the cultivation of the spirit of active involvement in service to the community among students, thereby building trust and relationships. The college enrolls its students to be volunteers in various community specialised cells viz. NSS, Red Cross Society , Anti drug campaign, Environment Swachh college Abhian etc. identifying the needs of the community. The students of the college through the dedicated and specialised clubs/units etc. perform numerous activities ensuring their diligent contribution to the society. :- Tree Plantation Drives. Blood Donation Camps 3. Post Accreditation Initiative III : Research and development The IQAC has motivated the teachers to formulate projects, attend conferences/workshops etc. and write research

papers for journals.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	To support students Activities like sport, academic and cultural books, medals distributed to students who got university positions on Annual	11/11/2017	11/11/2017	11/11/2017	300
	11/04/2018				
	11/04/2018				
	11/04/2018				
	25 Function				

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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	Period To	Number of Participants	
			Female	Male
Essay Writing and Poster making competition	23/10/2017	26/10/2018	150	100
International Women's Day	08/03/2018	08/03/2018	100	120

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college is dedicated towards not only increasing the awareness regarding environment protection but also contributing to this indispensable goal. The college this year in February organized a plantation drive in which more than 65 trees were planted along side main boundary wall. The environment society of the college organised plantation drives, seminars etc on special days like Van

Mahotsav signifying the need for protection our environment and going for sustainable development. The College has taken various measures towards environmental protection. Controlling energy consumption through manual monitoring.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	17/08/2017	1	van mahotsav	To increase the green belt	60
2017	1	1	01/12/2017	1	world aids day	to increase awareness	75
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Punjab University Academic Calendar	26/06/2017	The institution has constituted a disciplinary committee of some teachers and student council members to deal with students who violate discipline and college rules, especially bringing mobile phones / ragging / consuming drugs / misbehaving with student council members. Misbehaving/ uncivilized dress and wearing unnecessary ornaments/ skipping classes at will/ absenting from classes despite attending college/ using inappropriate means in examination/ causing any damage to government property in college campus/ classes Takes very strict disciplinary action regarding making

noise in the verandas/neglect of littering outside the canteen etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Declamation Contest was organised on the topic of "Drug Deaddiction"	17/08/2017	17/08/2017	50
GIANI JI BIRTH ANNIVERSARY	22/02/2018	22/02/2018	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has taken positive steps towards making the campus eco-friendly. Few of the initiatives taken by the college are as follows: Towards creating a Zero Waste Campus, compost pits and vermi compost pits have been constructed. Rich diversity of flora and fauna is being nurtured. This year more area was covered for the nesting of birds and bird feeding zones were also increased. The use of incinerators to help in maintaining hygienic premises. In our commitment to further the cause of spreading awareness about environmental sanitation, the college continued the tradition of tree plantation drives, celebrating green Diwali, organized lectures and street plays and carried out robust cleanliness drives etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice 1: Fostering leadership Objectives of the practice:
The college aims at making its students proactive by fostering leadership qualities in them. The underlying aim of the college is to impart the requisite skills and competencies needed to succeed. The College also focuses on developing abilities of the students to merge their personal development with the social responsibilities. The Context: The most important outcome of every academic institute's teaching learning process is its students. Therefore it is imperative that the teaching learning process should be anchored to inculcate the requisite skills in the students who can succeed in their chosen careers once they graduate from the College. The Practice: The college boasts of having numerous societies and clubs with their own set of executive body made up of students only. These clubs and societies are active throughout the year contemplating various functions, lectures, seminars etc. alongside other major events like the welcome function, farewell etc organised by the students only. The students while managing these events get a chance to polish their leadership skills. The college follows the practice of appointing a Campus Ambassador and a Gender Champion from among the students. Every year the college students participate in Panjab University's Youth Leadership Camp, wherein they showcase their leadership acumen by winning prizes. Various departments of the college invite distinguish guests to enlighten the students. The students of the college are encouraged to participate in various competitions at different levels. The overall outcome of such efforts is that students learn team management, entrepreneurial and communication skills. Evidence of Success: While the outcome of such practice is oriented in long term, its effects can also be seen in short term. The College is renowned for

its recognised alumni. The alumni of the College have gained excellence in the diverse fields. The students have been actively participating in various events showcasing their talents and leadership qualities bringing laurels to the college. Problems encountered and Resources Required: This practice in itself is an arduous task and thus requires energy, time resources. It is imperative to have unbounded commitment of faculty with continuous motivation to the students. Financial resources and time constraints within the academic calendar are the problems faced in this practice. Although , to overcome time constraints, the teaching staff, nonteaching staff and students work well beyond college timings to succeed in achieving this goal. Title of the practice 2: Community Service Outreach Objectives of the practice: Community service helps students to mature by developing social skills, doing outreach or public relations tasks. The main goal of this practice is to ensure the cultivation of the spirit of active involvement in service to the community among students, thereby building trust and relationships. The Context: The college being a vital component of the society can harness its academic resources to raise awareness and inculcate hands on experience about the pressing issues prevalent in the society. For the progress of every society it is prodigiously important that its institutions of higher education channelize their focus and expertise towards such issues creating long term tangible feasible solutions The Practice: The college enrolls its students to be volunteers in various community specialised cells viz. NSS, Rotract Club, Red Cross Society , Anti drug campaign, Environment Swachh college Abhiyaan etc. identifying the needs of the community. The students of the college through the dedicated and specialised clubs/units etc. perform numerous activities ensuring their diligent contribution to the society. This year the community activities performed by students include: • Tree Plantation Drives •Blood Donation Camps • Swadeshi Goods promotion by creating awareness. • • Digital empowerment seminar. Sankalp Se Sidhi • Medical Camps • Road Safety Day celebration • National integration Week •Through its continuous efforts the college has been able to do its bit in helping the community by increasing the awareness regarding the pressing social issues in current scenario. This year during various plantation drives more than 65 trees were planted alongside the main boundary wall of the college. Problems encountered and Resources Required: The major roadblock in alleviating the social issues is lack of awareness amongst people with respect to that issue. It has been seen that in case of social issues, the general public including the learned ones also show ignorance to the issues and are indifferent to their causes, effect or consequences. As such, apart from ignorance there is resistance also that in itself perk up the problem. The practice requires the greater support of the community and the perseverance of dedicated team effort. To be able to participate more aggressively in the helping out the community at large, financial resources are needed alongside sensitization of students to be proactive towards these community services

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

<https://online.gctanda.ac.in/>

7.3 – Institutional Distinctiveness

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

Our institution prioritizes students Empowerment with the following thrust areas: • "Learn to Serve": Recognizing its privileged position as a premier institute of higher learning, the college adheres to its motto 'Will To Do ' by empowering students in the pursuit of knowledge, values and social responsibility to serve the various sections of the society. • Commutable: The College is readily commutable from city bus stand (1.8 km) and railway station

(1.2 km). • Infrastructural upgradation: The grants are judiciously used for upgrading the infrastructure to match global standards. • Reservation Policy: The College follows reservation policy of the government and also caters to the students belonging to different socio-economic strata. • Skill based courses: Multifarious skill-based courses are offered to the students. • Expert Lectures: Guest lectures are organized for the development of personality, self-confidence and soft skills for job placement. • Tutorial system: The College practices the tutorial system to identify student's academic strengths and weaknesses along with providing assistance for improvement. •

Provide the weblink of the institution

<https://online.gctanda.ac.in/>

8.Future Plans of Actions for Next Academic Year

To do admission through online portal. To encourage the teaching faculty to pursue research and publication work. To renovate and provide more facilities for office including office of the principal. To make more efforts for campus placement. To establish more links with industries. To make the computer and internet facility available in all the departments. To enroll more students in different courses. To submit proposal for conducting state level, National level seminars by the post graduate department. To promote more and more inter departmental activities. To create awareness among students for making college plastic/polythene free zone. Regular awareness lectures on ewaste management. Organize more awareness lectures on energy conservations and on sensitization to protect our natural environment. Construction of more classrooms. Construction of toilets for women staff and girl students. To start water harvesting of college plants. A complete automation of library including library websites with reprographic facilities.