

Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVERNMENT COLLEGE FOR GIRLS PANCHKULA
Name of the head of the Institution	Mrs. Babita Verma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0172-2583956
Mobile no.	9417400002
Registered Email	gcwnaac2019@gmail.com
Alternate Email	gcgpanchkula@gmail.com
Address	GOVERNMENT COLLEGE FOR GIRLS , PANCHKULA
City/Town	PANCHKULA

State/UT	Haryana																		
Pincode	134109																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Women																		
Location	Urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. Vibha																		
Phone no/Alternate Phone no.	01722583956																		
Mobile no.	9416130878																		
Registered Email	iqac2018pgcollege@gmail.com																		
Alternate Email	gcgpanchkula@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://gcw14pkl.ac.in/Data.aspx?Menu=2cT+ANJDwsc=&SubMenu=5uDhveJ32A8=																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcw14pkl.ac.in/MenuData.aspx?Menu=d5jo6AxztEo=																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.62</td> <td>2019</td> <td>26-Nov-2019</td> <td>25-Nov-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B+	2.62	2019	26-Nov-2019	25-Nov-2024
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B+	2.62	2019	26-Nov-2019	25-Nov-2024														
6. Date of Establishment of IQAC	01-Jul-2012																		
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
MEETING OF IQAC internal members to discuss agenda for quality improvement in the college.	09-Aug-2019 60	4
MEETING OF IQAC internal members With all HODS	14-Aug-2019 60	20
MEETING OF IQAC internal members With various conveners	17-Aug-2019 60	15
MEETING OF IQAC internal members With incharges of PTM, computer, commerce , PHYSICAL Education.	01-Oct-2019 60	11
MEETING OF IQAC internal members To discuss agenda for first composition meeting	04-Oct-2019 60	4
First IQAC composition meeting With external members to discuss Quality initiatives to be taken for improvement at institutional level in every sphere.	09-Oct-2019 90	20
MEETING OF IQAC internal members to discuss future plans of next coming session.	14-Nov-2019 60	6
MEETING OF IQAC internal members to discuss activities to be undertaken and implemented in the near future.	14-Dec-2019 60	4
Second IQAC composition meeting With external members to discuss Quality initiatives to be taken for improvement at institutional level in every sphere.	18-Jan-2020 60	18
Third IQAC composition meeting With external members to discuss Quality initiatives to be taken for improvement at institutional level in every sphere.	31-May-2020 60	18

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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	2020 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 :

10

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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)

- Suggested various cells, clubs, departments and committees to organize workshops, seminars, programmes on e learning, eco awareness, personality and skill development, gender issues , health and hygiene, social awareness and programmes leading to the development of the feeling of national integration. • Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

Monitor the performance of teaching learning activities through student, parent and alumni feedback and to draft future plans to bring improvement. • Student satisfaction survey conducted to know the opinion of students regarding overall institutional performance.

- IQAC suggested that different departments should develop a strong institutional industry interface and have more collaboration with corporate and other training institutions, to give more exposure to the students about the changing business expectations and to sign more MOU'S.

- INTELLECTUAL PROPERTY RIGHT CELL is constituted to make students and teachers aware about their research rights, patents etc. Disaster Management cell is also constituted

- Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Participation in external Academic Audit under PRAYAAS and awarded A grade in the overall rating of the institution.

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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
The college should continue with good traditions of the institution in teaching learning, cocurricular and extracurricular activities and extension and research initiatives.	The college is continuing with all good tradition in teaching learning, co curricular and extracurricular activities. It took needed initiatives in motivating teachers to do research. Extension activities were also promoted through the working of the designated cells and teaching department.
Introduction of New programmes/ Courses and Affiliation with the concerned universities	The college is granted B.AEco Hons and BCA as new PROGRAMMES and functional English as subject from the session 2019-2020. The initial Affiliation process ,for both the courses, with the university is completed.
Proposal to conduct seminars/ conferences	Commerce Department organised National level seminar under the sponsorship of DGHE on 5/2/2020.
The college should maintain strict discipline in the campus and restrict the entry of any outsider in the premises.	The strict discipline was maintained in the college campus and there was restriction on the entry of the outsiders in the premises.
Suggested to organise Guidance and Counselling session for the Hostellers.	Guidance and Counselling session for the Hostellers was conducted on 9/11/2019.
Suggested to organise value added courses for students.	Departments organised value added courses for the benefit of the students.
The college should make efforts to keep CCTV system in good conditions for 24x7 surveillance and security in the campus.	The college ensured 24x7 surveillance of the campus through efficient CCTV system.
BRAILLE BOOKS for the library	Braille Books are now available in Library
The botanical garden of the college	Botanical Garden is well maintained and

should be properly well maintained and made more useful.	the work is in full swing.				
The college should coordinate with the alumni association to conduct Alumni Meet in the college to involve more alumni with the college activities.	An online Alumni Meet with large attendance of Alumni was organised. The Alumni decided to make it an annual affair and consented to provide financial assistance to needy students and for up-grading the college facilities.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Name of Statutory Body</td> <td style="text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Principal and Council Members</td> <td style="text-align: center;">18-Dec-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Principal and Council Members	18-Dec-2020
Name of Statutory Body	Meeting Date				
Principal and Council Members	18-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	15-Nov-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	04-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, the institution has Management Information System. The Department of Higher Education, Haryana has introduced Management information system (MIS) for development, maintenance, management, and study of computer based Information systems in Govt. institutions. The institution is working with different modules of digitalization in college functioning and central processing of the data The Implementation of e-governance in areas of operation is noted here under: MIS module MIS module is related with employees. This module covers each and every issues related to employees like full detail of transfer of Employees from the date of joining, disbursement of salary, sanctioning of leave and				

other service related matters. It is like online service book of the employee. The service data of all teaching and non teaching employees is digitalized and controlled by Headquarter authorities through this system. Admission and fee module With a view to make the admission process transparent, simple and student friendly, the department higher education Haryana has adopted indigenous development ERP Module for institutions. The students admissions have been made online and they applied for admission online. The payment of the fees of successful admission seekers were also made online after generating echallen. Online biometrics attendance Even attendance of employees is online through AEBAS (Aadhar Enabled Biometric Attendance System) of teaching and non teaching staff members has been implemented to improve quality in institution and for ensuring regularity and punctuality of the staff. Finance and Accounts modules EGovernance modules in finance and accounts has been implemented. All matters related to salary of the staff are handled through etreasury module. The pay bills are etransmitted to treasury and passed in electronic medium. No cash transaction is allowed and the payment is made in the bank account of the respective staff members. Examination module The filling up of students examination forms and the issuance of university roll no are through online mode. The submission of internal assessment of the students is also made through online software of the affiliating university. Library system The college library is also automated through SOUL software. HRMS The college is progressively switching over to HRMS.

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 curriculum of UG and PG courses is designed and revised by the Kurukshetra University, Kurukshetra. Our institution is affiliated with this university, and the curriculum provided by it is strictly followed. At the beginning of

every academic session, semester wise schedule and lesson plans of curriculum are devised and prepared keeping in view the annual academic calendar provided by the university as well as student's receptibility and pace. Although the curriculum is adopted as per University guidelines, yet the college carries a number of activities, who, when and why. for this various convenors and committee are constituted. The Activity Calendar is prepared prior to the commencement of the academic year by the IQAC of the college, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation process. The teacher wise lesson plans and annual activity calendar is also displayed on College Website. The stream wise college time table and subject lesson plans are communicated to the students in the beginning of semester so that they know the topics to be discussed beforehand. It facilitates the students to have basic information related to the topic, thus stimulating their interest in the subject and interaction with the teacher. The syllabus are covered and completed well in time so that revision and doubt clearing sessions are effectively and beneficially held with students. There is course flexibility in the course combinations. Students choose inter-disciplinary options as per their choice in stream of Arts. In order to make course content more interesting, communicative and comprehensive, optimum utilization of ICT methods like PowerPoint, digital content, smart boards etc. is done. For this, there are three well equipped computer labs, eight smart class rooms, one language lab and multimedia projectors available with various departments. To provide practical experience to what is being taught theoretically, department wise field visits to factories, historical places, botanical gardens, zoological parks, research institutes etc. are organized. Extension lectures on subject related topics as well as on relevant areas are organized to ensure the holistic development of students. Value-added courses are introduced, which contribute to sensitize the students relevant to current environment such as gender, human values, career related according to the students' interest. Feedback from various stakeholders are taken and action is taken according to the need.

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	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	General	27/05/2019
BA	Economics Hons	01/07/2019
BCA	Bachelor in Computer Application	27/05/2019
BBA	Bachelor in Business Application	27/05/2019
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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
Basics of Composition and skills	01/07/2019	20
Basics of English Language	01/07/2019	20
Food preservation	19/07/2019	16
Guidance Counselling	19/07/2019	15
Fancy Embroideries	19/07/2019	17
Industrial pollution Green Chemistry	02/07/2019	19
Instrumentation Analysis	02/07/2019	19
Qualitative Aptitude	02/07/2019	24
Programming technique	02/07/2019	24
patrkrita prashikshan	02/07/2019	20
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Digital Training(E-Karma Training Program)	1
BCom	Digital Training(E-Karma Training Program)	21
BSc	Digital Training(E-Karma Training Program)	11
BBA	Digital Training(E-Karma Training Program)	2
BCA	Digital Training(E-Karma Training Program)	9
MSc	case Studies report on Institution by Msc Human Development Students	10
MSc	case Studies report on Institution by Msc Human Development Students	10
MSc	case Studies report on Institution by Msc Human Development Students	10
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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)

Feedback Obtained

ACTION TAKEN REPORT FOR STUDENTS 90 to 95 Percentage students agree that the subject course helps in developing their personality and relevant for solution of local problems. In addition to this 95 Percentage students agree that there is need of skill based content in the current syllabus. So, there is need to include skill based content in current syllabus. 1. Students were encouraged to attend courses run under English lab to improve their language fluency and enhance their personality. 2. Understanding of the subject: students were given extra reference books and E-content which helps them in better understanding of the subject. 3. Special guest lecturers, PPT's and movies were shown to students to create interest in the various subjects so that student opts for higher education PG in various subjects. 4. Talks were organized by different subject courses for personality development. 5. Value -added course were organized by various departments for the students to enhance their learning skills. ACTION TAKEN REPORT OF PARENTS 80 Percentage to 90 Percentage of parents are satisfied with curriculum and syllabus of their wards of different streams. 95 Percentage of parents understand the participation of children in various activities such as sports, cultural activities ,co-curricular activities conducted by the institution helps in holistic development of their children. 90 Percentage of the parents expressed satisfaction with the present syllabus and curriculum and no action required to be taken. ACTION TAKEN REPORT OF TEACHERS 90 to 95 Percentage teachers are satisfied with the current curriculum and that encourages the use of ICT such as smart classrooms, multimedia etc. University has already revised the syllabus from 2014 onwards. ACTION TAKEN REPORT OF ALUMNI 85 Percentage of alumni agreed that the present syllabus creates interest to their post graduation and 70 to 75 Percentage alumni agree that curriculum provides flexibility for their subject choices for post graduation and syllabus that is up-to-date so no action is required.

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
MCom	General	60	79	42
BBA	General	40	73	25
BCA	General	40	107	32
BSc	Home Science	50	56	38
BSc	Medical	100	136	34
BSc	Non - Medical	100	133	49

BCom	General	240	340	154
BCom	Honors	40	94	36
BA	Economics Honors	40	41	18
BA	General	320	450	228
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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 courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1701	108	82	13	82

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
82	82	9	20	9	9

[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 has well planned reliable and comprehensive support system in the form of mentor- mentee system, to motivate students to excel in both academic and non-academic fields. The objectives of mentor- mentee is primarily to help the students understand the challenges and opportunities present in the college and develop a smooth transition to campus life, to counsel academically weak students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems, to provide positive role models to students in the college and to proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities. Each mentor has given the responsibility of 40 students to keep tab over their academic and career progress. The close repo between the mentor and students helps the institution in maintaining discipline among students and in getting effective feedback on college activities and functioning regularly. The personal attention giving by the mentor helps the students in pursuing their studies and other activities in the institution in a comfortable environment. During Covid-19 online Counseling was done by the teachers to make the students stress free and to make them aware regarding Covid related situations, precautions and steps to be taken to stay safe and healthy.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1809	82	1 : 22

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
67	67	0	0	23

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
2020	NIL	Nill	NIL
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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
MSc	MSCHD	6th Semester	01/10/2020	04/12/2020
MCom	MCOM	6th Semester	29/09/2020	11/12/2020
BSc	BSCHS	6th Semester	24/09/2020	06/11/2020
BSc	BSCNM	6th Semester	30/09/2020	10/12/2020
BSc	BSCM	6th Semester	30/09/2020	10/12/2020
BCA	BCA	6th Semester	30/09/2020	09/11/2020
BBA	BBA	6th Semester	29/09/2020	19/11/2020
BCom	BCOM	6th Semester	30/09/2020	05/11/2020
BA	BA	6th Semester	30/09/2020	23/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a well planned and structured mechanism for internal evaluation and assessment of students. Scheduling of Internal Examination is done. This is helpful in creating an efficient and effective continuous internal evaluation system in the college. The college monitors students' attendance, participation in class discussions, academic performance and presentation of the subject matter through this system. Class attendance, one class test and two assignments form the basis of twenty mark internal assessments of students. This criterion motivates students to attend their classes regularly and remain participative in the class discussions. The class test and assignments are so planned that a regular feedback of students' performance can be obtained. Moreover, an exhaustive coverage of syllabus given through this mechanism helps the students to perform better in final semester exams. Not only this, individual teachers give students opportunities to ask questions and make them answer the queries raised by teachers after or during the teaching of syllabi related subject matters. PG Class students are asked to present their seminar papers on the allotted topic as the part of oral assignment. Thus, overall the college helps the students to learn continuously during their classes and teachers provide the needed inputs to them.

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

The college decides academic calendar in the beginning of each session in consonance with the affiliating university schedule and the norms of Higher

Education Department of Government of Haryana. The odd semester examination begins in the 3rd or 4th week of November and continues till the end of December. The even semester exams are delayed this year due to spread of covid-19 which generally held in the month of May and June. This year online examinations are conducted by the university for 6th semester in the month of September and October. The academic calendar is adhered in the letter and spirit and it helps the students to know beforehand the schedule of their studies and examination. They can space their prescribed subject matter throughout the studies days and can appear for examination with well planned preparation.

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)

<http://gcw14pk1.ac.in/Data.aspx?Menu=BFcJrpmMV3E=&SubMenu=SYWIjOOu/+4=>

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
MSCHD	MSc	Human Development	10	10	100
MCOM	MCom	Commerce	46	46	100
BBA	BBA	Business Administration	16	16	100
BCA	BCA	Computer Application	10	10	100
BSCHS	BSc	General	22	22	100
BSCNM	BSc	General	46	46	100
BSCM	BSc	General	47	47	100
BA	BA	General	213	212	99.53
BCOM	BCom	General	183	182	99.45

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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)

<http://gcw14pk1.ac.in/MenuData.aspx?Menu=d5jo6AxztEo=>

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
Nil	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
Clear Face Confidence	Zoology	08/11/2019
Online 5 days 'ANUBHUTI' Workshop on Art and Craft	Home Science	05/05/2020
National Seminar on Green Business Practices for Sustainable Development	Commerce	05/02/2020

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
0	0	0	Nil	0
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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
0	0	0	0	0	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	Computer Science	1	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
Computer Science	1
Commerce	1
Hindi1	1
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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
0	0	0	2020	0	0	0
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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
0	0	0	2020	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	33	107	13	0
Presented papers	11	59	0	0
Resource persons	0	0	3	2
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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
Celebration of NSS day	NSS	2	200
Card making competition	NSS	2	35
Fit India movement	NSS/NCC	4	200
Tree plantation	NSS	2	200
Visit to hamarikaksha	NSS	2	50
Slogan writing competition on national voluntary blood donation day	NSS, RED CROSS	2	27
One day NSS camp on "importance of balanced diet malnutrition disorder"	NSS, DISPENSARY, RED CROSS	2	200
Awareness rally to cast vote in	NSS	1	65

Vidhan Sabha election			
Two days NSS cleanliness camp	NSS	2	200
National road safety week	NSS, ROAD SAFETY CLUB	2	200
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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
Debate competition on topic " Psychological well being"	3rd Position	Indian Red Cross Society Dist. PKL , sponsored by Indian Red Cross Society Haryana state branch , CHD	2
Poster Making Competition on road Safety	1st Position	Indian Red Cross Society Dist. PKL , sponsored by Indian Red Cross Society Haryana state branch , CHD	1
Pulse Polio Abhiyan Jan 2020, NID round	Appreciation letter	Civil Disp ensary Sec-12 A,Panchkula	22
Group song	3rd prize	Zonal youth festival at Engg. College Shahpur, Yamunanagar	1
Haryanvi group song	3rd prize	Zonal youth festival at Engg. College Shahpur, Yamunanagar	1
Haryanvi group song	2nd prize	Dist. Level competition by dept of sports and youth affairs	1
Solo Haryanvi folk song	3rd prize	Dist. Level competition by dept of sports and youth affairs	1
Drill competition	2nd prize	NCC annual training camp held at GIMT , kanipla	1
Group dance	1st prize	NCC annual training camp held at GIMT , kanipla	1
Solo song	1st prize	NCC annual training camp held at GIMT , kanipla	1

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
E- rickshaw campaign on world AIDS day	By RRC in collaboration with Haryana State AIDS control society PKL	E- rickshaw campaign on world AIDS day	2	75
Poshanabhiyan	NSS as per Govt letter Dt. 2/8/19	Poshanabhiyan	2	200
Blood donation camp	NSS, RED CROSS, RED RIBBON SOCIETY OF COLLEGE WITH SCIENCE AWARENESS SOCIETY IN COLLABARATION WITH PUNJAB KESRI GROUP ON 38TH DEATH ANNIVERSARY	Blood donation camp	3	49
Red cross home nursing training	In collaboration with St. John Ambulance association PKL	Red cross home nursing training	2	35
Distribution of Albendazole tablets in college premises	DISPENCERY AND NSS in collaboration with civil dispensary Sec 12 PKL	Distribution of Albendazole tablets in college premises	2	400
Swatch bharat summer internship	NSS	Swatch bharat summer internship	2	6
Visit to hamarikaksha	NSS	Visit to hamarikaksha	2	50
District level youth Red Cross training camp	Indian Red Cross Society , PKL sponsored by Indian red cross society , Haryana State lbranch , Chandigarh at GC Sec 1 PKL	District level youth Red Cross training camp	1	19
Organ	ROTTTO ,	Organ	1	12

donation pledge	PGIMER CHD(regional organ tissue transplant organization , Post Graduate institute of Medical Education research)	donation pledge		
Run for youth	Under the guidance of DC PKL	Run for youth	1	50
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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
National level seminar on Green Business practices for sustainable development organized by Dept. of commerce	222	Higher Education Dept. , Panchkula Haryana	1
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Case Studies by M.Sc. Human Dev. Students (Dept. of Home Science)	Submission of Case Study report on Institutions	Institute for the blind , Sec 26 , CHD	05/03/2020	05/03/2020	10
Case Studies by M.Sc. Human Dev. Students(Dept. of Home Science)	Submission of Case Study report on Institutions	Welfare centre for persons with disability, Sec 16 , PKL	29/02/2020	29/02/2020	10
Case Studies by	Submission of Case	National Handicap	17/02/2020	17/02/2020	10

M.Sc. Human Dev. Students (Dept. of Home Science)	Study report on Institutions	welfare council , Sec 12 A , PKL			
Digital training (placement cell)	E- Karma training program	Start up incubator centre of excellence Govt college Sec 1 , PKL, Haryana	01/06/2020	31/12/2020	44
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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
HamariKaksha- A class apart	01/07/2019	To impart academic support to children studying at hamarikaksha, To hold activities that bring our hidden capabilities and confidence of students .	200
Dist. Red Cross Society , Sec 15 PKL	01/07/2019	Tree Plantation blood Donation First aid training lecture on HIV	200
Civil dispensary , Sec 12 A , PKL	14/11/2019	To arrange health camp time to time, To deliver lecture on health issues,To give knowledge about healthy diet by delivering lectures	200
View File			

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
17.66	16.16

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh)	Existing

during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	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 patially)	Version	Year of automation
Open Source Commercial Library Management System widely in use(SOUL SOFTWARE 2.0)	Fully	SOUL 2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4508	1344335	0	0	4508	1344335
Others(s pecify)	2364	678468	392	257517	2756	935985
Reference Books	692	339648	0	0	692	339648
Others(s pecify)	27	14256	0	0	27	14256
e- Journals	0	0	5	0	5	0
CD & Video	120	0	0	0	120	0
Weeding (hard & soft)	26	8000	15	4807	41	12807
Others(s pecify)	0	0	500	0	500	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
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Dr.Sarvjeet Kaur	Important Quotes of The Merchant of Venice. Literary Terms. Email Writing, One Word Substitution.	You Tube lectures,PDF Files, LMS	10/04/2020
Ms.Alka Sharma	Transcription, Antonyms, Synonyms	You Tube lectures,PDF Files, LMS	10/04/2020
Dr. Shelly Gandhi	Merges, Amalgamation, Internal Reconstruction, Liquidation	You Tube Lectures, PDF Files, PPTs, Google site, LMS, Shiksha Setu	09/04/2020
Mr Pardeep Kumar	VB, JAVA, C-Language, PPTs	L.M.S.	01/04/2020
Mrs Suman Bhatia	Transcription, Antonyms, Synonyms	Whats App	27/03/2020
Dr Ritu Yadav	Rhythm and intonation, Word accent	PDF, LMS, WhatsApp and Shiksha setu	02/04/2020
Mani Narwal	Persons with Disabilities M.Sc Final	Google Classroom	08/06/2020
Dr. Veena Rani	Types of economic activities, Types of Natural Resources	PPT presentaiton through projector pdf files through Whatsap	09/09/2020
Ms. Navpreet Kaur	PPT on RTI Act 2005, Negotiable Instruments Act 1881, Assessment Procedure. PDF on HUF, Fundamental of Insurance-Important Questions	Shiksha Setu app, WhatsApp, LMS	03/04/2020
Ms. Shivani Singla	Mutual Fund PPTs	LMS, Shiksha Setu	13/04/2020
View File			

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	163	4	4	0	0	1	9	2	0
Added	10	1	1	0	0	0	0	0	0
Total	173	5	5	0	0	1	9	2	0

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

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
LMS	http://www.dhelms.in/

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
27.56	27.22	12.77	12.15

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)

Our college ensures optimal allocation and utilization of the grants received by the Government for working, maintenance and up-gradation of different facilities by conducting regular meetings of various departments and committees. Our College Principal takes direct and active initiatives relating to the maintenance and renovation of the total infrastructure of the college.

Stock verification of books, laboratory apparatus, sports equipments, furniture, ICT equipments etc. is done by the faculty members as per assigned duties. Systems and procedures for maintaining and utilizing physical, academic and support facilities: Laboratories: In our college, there are 22 labs for practical subjects. We have chemistry labs, computer labs, home science labs, zoology labs, botany labs, physics labs, one physics dark room, geography and psychology labs. Labs have been allotted as per subject requirement. Lab attendants help in the maintenance of labs. Library: For library, the requirement and list of books is taken from the concerned departments every year. In our library, we have approximately eight thousand books, SOUL 2.0 OPAC (Open Source Commercial Library Management System), membership of British Council Digital Library multiple e-Books, National Digital Library of India e-Books life time membership, five links are provided for e-Journal which is free of cost and 500 Braille Books. Reading room of library has a capacity of 50 students. Sports Complex: To encourage sports, we have Physical Education as subject in course curriculum. Our college provides facilities for gymnasium, Athletic Track, Hand ball, Kho-Kho, Volley ball, Kabaddi, Basket ball in outdoor games and Table Tennis, Carrom Board, Chess and Judo in indoor games.

Every year our college organizes Annual athletic meet. In campus sports facilities are maintained and utilized under the guidance of head of physical education department. There is optimum utilization of sports infrastructure and facilities available in the college for training of the students so that they can participate in various competitions. Computers: Our College facilitates extensive use of ICT resources. LMS is activated for sharing e-content and digitizing education for our college students. Computers with Wi-Fi facility are used by administrative block and most of departments to enrich teaching-learning material. We have smart class rooms, soft skills lab, one seminar hall and computer labs which take help of ICT resources. The faculty members are regularly given training to use smart boards efficiently. Class rooms: We have total of twenty six class rooms, seven lecture theatres and two open air theatres in addition to five computer labs, one soft skill lab, one seminar hall and nine smart class rooms. Class rooms are allotted as per time table. Classrooms have adequate sitting facility. All class rooms have proper light

arrangement and ventilation. Thus, the institution has a self-sufficient space with all the latest and basic facilities available at its disposal to cater efficiently the growing demands of the students, the faculty and the other stakeholders

<http://gcw14pkl.ac.in/Data.aspx?Menu=GGpWxWJuSX8=&SubMenu=qxyw7ju0NY=>

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	Consolidated Stipend Scheme	187	2618000
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
View File			

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 implemetation	Number of students enrolled	Agencies involved
workshop on Personal Grooming and Etiquette 16th September 2019 to 1st October 2019 60	16/09/2019	60	Raos Academy, Sector 11, Panchkula
Extension lecture on Yog And Healthy Life Style and thinking	06/08/2019	120	Sadvhi Devaditi from Mahila Patanjali Yog Samiti.120
National level Online Yoga Workshop	21/06/2020	49	Mr. Pardeep Kumar , Honorary Yoga Instructor, Chandigarh Yog Sabha, Contact No:-9041061002
Clarity Software	16/07/2019	24	Hartron
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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 passedin the comp. exam	Number of studentsp placed
2019	Counseling session on Vocational	0	84	0	0

	Guidance				
2019	Counseling session on Industrial training	0	53	0	0
2019	12 days workshop on "Preparation of Civil Services Exams" organized by Career Guidance and Placement Cell	60	0	0	0
2019	Counseling session on Entrepreneurship Development	0	27	0	0
2020	Counseling session on vocational guidance	0	107	0	0
2020	Counseling session on Career opportunities after graduation	0	80	0	0
2020	Counseling session on E Karma Training Program and Entrepreneur Development	0	20	0	0
2019	Extension lecture on "How to crack Banking Exams"	119	0	0	0
2020	Guidance for competitive Exam	67	0	10	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
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2	2	30
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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	55 Different Companies	59	1
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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
2020	36	B com	Commerce	GCW, Sector -14 Panchkula, GC Sector-1, Panchkula, PG college for girls Sector -11, CHD, SD college Chandigarh, GCCBA -sector-50, CHD	M Com
2020	17	BA	BA	GC college sec-1 Panchkula, KUK university, Punjab university (chd), KUK, gc kalka,	MA
2020	8	B Sc Medical	B Sc	KU, PU, Chandigarh University	M Sc
2020	4	BA	BA	KUK, gc kalka (kuk), GOVT PG COLLEGE AMBALA CANTT (KUK)	M.Sc Geography
2020	4	BCA	Computer Science	KUK, Chandigarh University, SBM NMIMS Mumbai	MCA, MBA

2020	1	BA	BA	Bhramrishi College in pinjore under kurukshetra University	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	10
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
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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
Talent Search	College Level	35
Walk for Fun	College Level	100
Body Warming up and Cooling down Activities, Inter Class judo Competition, yoga and Aerobic	College Level	50
Annual Athletic Meet 2019-20	College Level	350
Conduct International Yoga day with NSS collaboration.	College Level	49
Judo Coaching by Expert	College Level	50
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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
2020	NIL	Nill	Nill	Nill	00	Nill
No file uploaded.						

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

The institution provides ample opportunities to students to work in tandem with teachers and other college functionaries'. Students are involved in various academic, co-curricular and extra-curricular activities. Seminars, group discussions, practical's and active class participation provide students a fair representation in teaching-learning activities. The designated cells, such as NCC, NSS, Women cell, Legal Literacy cell and various subject societies function with students' support as they are involved in planning, arrangement, conduct and reporting of events organized by these cells. Moreover, the students are involved in college administrative works by giving them responsibilities to be part of main administrative body of the college i.e. IQAC and also by various official works through Earn While You Learn scheme. Under this scheme, they not only get the remuneration for the work done but also get an opportunity to know about administrative work of the college. Their suggestions for the benefits of students are incorporated in the college functioning. Moreover, through students' assembly in the beginning of the session and informal teacher taught deliberations, students opinion about college functioning is obtained and later on channelized for the quality enhancement of college activities. The feedback mechanism, students' grievances cell and tutorial group meetings are other platform for providing students avenues where they can share their opinion about college activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has registered Alumni Association and its registration no is 00631 dated 06.03.2020. Old students from different batches are associated with the association. The members of the association are closely linked with college functioning and make regular visits in the college throughout the year. They provide their vital suggestions on the college activities and their suggestions are helpful in quality enhancement in college functioning. They are also members of IQAC committee and their suggestions are always sought for improvement of the institution. They participate in regular meetings of IQAC. The college begins its activity in 2007 and its students are placed in very reputed positions. Many of such students are closely associated with the Alumni Association. Moreover, the association also helps needy students by donating books etc. so that they can continue with their studies without any hassle. The association is planning to extend its activities by contacting more alumni and associate them with the college functioning. Alumni meet is organised annually. This year also, due to pandemic, last alumni meet was organised online on 03.05.2020. We are also planning to make database of Govt. College for Women, Panchkula alumni with their contact no and addresses. Thus the college has an active Alumni Association.

5.4.2 – No. of enrolled Alumni:

130

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

03

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 is having a significant impact on policy, planning and management of higher education. Decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. Principal, Vice Principal, IQAC Members, teaching staff, non-teaching staff, supporting staff, student representatives (CR), Alumini committee, mentor- mentee and various other committees jointly empowered to propose, design, formulate and execute their plans within the frame work of college. The Academic, Administrative, NCC, NSS, IQAC all are working together for the smooth running and over all functioning of the college. Since colleges are not only meant to teach certain subjects, it also works on improving different set of skills and social and emotional aspects of a child, so Parent Teacher Meeting is given immense importance. College administration is decentralized to ensure the quality and efficiency. The principal of the college, at the helm of all the affairs, has complete autonomy to govern the institution within the preview of the rules and regulations framed by the government. Principal appoints the conveners for various committees with the consent of the council members and further nominates the members of the committees. Office notice is issued along with the guidelines defining the roles and responsibilities of the Committees. The Committees carryout the activities and at the end of the academic year, the convener submit the report of the work done to the head of the institution. All the Committees hold regular meetings with head of the institution (Principal) to review the activities of their Committees. The Committees monitor the execution of the policies. In this way duties and responsibilities are shared and decentralized. Finally all the administrative, academic and financial activities are reviewed by the Principal and Council Members to ensure administrative and academic accountability of the system.

Case Study: Decentralization and Participative management of our institution is best shown in the case study of utilisation of grant for Lab Up-gradation and Science Exhibition. In the session 2019-20, our institution received grant of Rs 2,00,000 and Rs. 30,000 from the Office of Department of Higher Education, Panchkula, for the up-gradation of laboratories and for conducting the science exhibition respectively. A committee was constituted by the Principal for the utilization of grant. The Principal called a meeting of the committee members to discuss the matter and directed them to receive requirement of grant from different departments like Science, Psychology, Geography and Computers. As per the requirement submitted by different departments, the amount was allocated to them. The grant was utilised and bills were submitted in the office. After that, the College Bursar examined and scrutinized the bills thoroughly. At the end, the bills were signed by the Principal, who is the sole authority of the institution having power of DDO (Drawing and Disbursing Officer) duly authorised by the Department of Higher Education, Haryana.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none">• As we are affiliated to Kurukshetra University, the syllabus framed by them is followed.• Syllabus is revised by the university from time to time.

	<ul style="list-style-type: none"> •Departmental Boards revise syllabus contents
Teaching and Learning	<p>Regular faculty is selected by Haryana Public Service Commission and appointed by Director General Higher Education, Haryana. •ICT facilities are also provided to teachers for effective teaching. •Quality of teaching is ensured by systematic feedback from students. • Econtent such as EDUSAT is encouraged by Higher Education Department, Haryana in all colleges.</p>
Examination and Evaluation	<ul style="list-style-type: none"> •Semester system prevails in the college as being direct by Kurukshetra University. • Centralized semester examinations are conducted. •Internal assessment is managed at departmental level and submitted online at Kurukshetra University portal.
Research and Development	<ul style="list-style-type: none"> •College laboratories are well equipped hence equipments and instruments are available for strengthening the research. •Faculty members publish their research papers in referred journals and also present their research work in various National and International Seminars.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Ours library is fully automated using Integrated Library ManagementSystem (ILMS) . • The software which is being used in our college is Soul of Library Science (SOUL), having version 2.0. • It is fully automated since 2014. •Computers with Wi- Fi facility are used by all departments in the college. •The college has been making consistent efforts to improve upon IT infrastructure -and facilities as per the requirements. •The College regularly upgrades both the software and the hardware facilities as per academic requirements. •Computers are replaced periodically. •Software's are purchased and licenses upgraded as per requirement. •Firewall and Anti- virus software are upgraded regularly.
Human Resource Management	<ul style="list-style-type: none"> • Staff can avail various benefits of leave such as casual leave / duty leave/ study leave/ / maternity leave/ medical leave/ child care leave. • Education allowance facility is also available for teaching staff as per the rules of Haryana Govt. • Medical Reimbursement facility is available for staff under the guidelines of Haryana

	Government • Employee Provident Fund and Gratuity scheme for non-teaching staff.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • As per BBA curriculum BBA final year students take up an Internship during their summer break. • Placement cell of our college has collaborated with Startup Incubator Centre of Excellence, Panchkula for the benefit of the students.
Admission of Students	<ul style="list-style-type: none"> •Our college facilitates the admission under the direction of Directorate Higher Education, Haryana. •Admission process is Online as well as all details of admissions are regularly updated on website. •Information about the college is shared with the stakeholders through DHE Portal, Centralized Counselling cum Admission committees and departmental Admission Committees.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> •College website is systematically updated with all the information required for admission, scheduling time table, lesson plans and the like. •The College has a Biometric system where teaching and nonteaching staff have to punch in and out while entering and leaving the Campus. •This ensures scheduling and time management for various activities. •E-based system is available for the following processes: Online admission , Internal Assessment filing, Guidelines via notices for semester examinations,
Administration	<ul style="list-style-type: none"> •Computerized maintenance of Student Data, General Administration, Admissions, Fees, etc. on DHE portal.
Finance and Accounts	<ul style="list-style-type: none"> •Internal Audit mechanism is ongoing continuous process to check and verify all vouchers of transactions with reference to sanctioned budget. •The Convener of purchase committee along with the Bursar of the college keeps a strict vigil on the purchase system. •In our college Bursar performs the duty of internal auditor. • Institution conducts external financial audits regularly as per government rules after every five to seven years.
Student Admission and Support	<ul style="list-style-type: none"> •DHE portal contains all information relating to the courses. • The

	Admission Policy followed is as per the directives given by DHE. • Online scholarship facility for students regarding verification and forwarding them to DHE for approval.
Examination	• Centralized semester examinations are conducted. • Internal assessment is managed at departmental level and submitted online at Kurukshetra University portal

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	Nill	Nill
No file uploaded.				

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)
2020	NIL	NIL	Nill	Nill	Nill	Nill
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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
SHORT TERM COURSE on " Gender Sensitisation at HRDC, PU, Chandigarh.	1	13/12/2019	19/12/2019	7
FACULTY DEVELOPMENT PROGRAM on Internet of Things- A Hands-on approach using MKR1000 by Chitkara University,	1	16/12/2019	20/12/2019	5

Punjab				
FACULTY DEVELOPMENT PROGRAM on Moodle by S.D. College ,Ambala Cantt	2	22/05/2020	26/05/2020	5
FACULTY DEVELOPMENT PROGRAM on R Programming by P.R. Pote(patil) College of Engg. Management ,Amravati.	1	27/04/2020	01/05/2020	5
ORIENTATION PROGRAM at Panjab University, Chandigarh	1	16/08/2019	05/09/2019	21
FACULTY DEVELOPMENT PROGRAM on E-content development organized by IQAC, D.A.V. College For Girls Yamuna Nagar (Haryana).	1	26/05/2020	26/05/2020	1
FACULTY DEVELOPMENT PROGRAM on Intellectual Property Rights organised by IQAC of S.A.Jain College, Ambala City in collaboration with Rajiv Gandhi National Institute of Intellectual Property Management , Govt. of India .	1	19/05/2020	19/05/2020	1
FACULTY DEVELOPMENT PROGRAM on Data Analysis Using R organised by Jaipuria	1	12/12/2019	12/12/2019	1

Institute of Management , Jaipur at Panjab University , Chandigarh.				
FACULTY DEVELOPMENT PROGRAM at Govt. College Naraingarh	1	22/02/2020	22/02/2020	1
ONE DAY NATIONAL WORKSHOP on Nutrition and life style: Diet management and mental wellness organised by Govt. College for girls, Palwal	1	05/06/2020	05/06/2020	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	21

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
18	4	11

6.4 – Financial Management and Resource Mobilization

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

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Institution conducts external financial audits regularly as per government rules after every five to seven years. In our college fees received from students is bifurcated into various types of funds like A.F., University Fund, Red Cross Fund, R.K. Fund etc. For these funds different cash-books and stock registers are maintained. The institution maintains transparency in all its financial transactions like collection of fees, payments of salaries, payments of bills to the vendors etc. which are done through banks. Internal Audit mechanism is ongoing continuous process to check and verify all vouchers of transactions with reference to sanctioned budget. After getting the requirements from different departments and subsequent approval of the Principal, the purchase committee purchases the items as per the laid down procedure and rules. The Convener of purchase committee along with the Bursar of the college keeps a strict vigil on the purchase system. In our college Bursar performs the duty of internal auditor. Cash Books are regularly filled and verified by Principal and Bursar.

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
NIL	0	Nill
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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	Yes	Department of Higher Education Haryana under PRaYAAS	Yes	Result Verification Committee Feedback Review Committee
Administrative	No	NA	Yes	Stock Verification Committee

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

We conduct regular meetings with parents each year in order to discuss the performance of students with their parents. Apart from this the class teacher meets the parents whenever necessary. Feedback from the parents are taken during these meetings, due consideration is given to feedback received. Parents are also invited for Appreciation Ceremony of Meritorious Students.
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6.5.3 – Development programmes for support staff (at least three)

NIL

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

Monitor the performance of teaching-learning activities through student, parent and alumni feedback and to draft future plans to bring improvement. • Student satisfaction survey conducted to know the opinion of students regarding overall institutional performance. • IQAC suggested that different departments should develop a strong institutional industry interface and have more collaboration with corporate and other training institutions, to give more exposure to the students about the changing business expectations. And to sign more MOU'S. • INTELLECTUAL PROPERTY RIGHT CELL is constituted to make students and teachers aware about their research rights, patents etc. • Suggested various cells, clubs, departments and committees to organise workshops, seminars, programmes on e-learning, eco awareness, personality and skill development, gender issues , health and hygiene, social awareness and programmes leading to the development of the feeling of national integration. Disaster Management cell is also constituted. • Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution. • Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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b)Participation in NIRF	Yes
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
2019	MEETING OF IQAC internal members to discuss agenda for quality improvement in the college.	09/08/2019	09/08/2019	09/08/2019	4
2019	MEETING OF IQAC internal members With all HODS	14/08/2019	14/08/2019	14/08/2019	20
2019	MEETING OF IQAC internal members With various conveners	17/08/2019	17/08/2019	17/08/2019	15
2019	MEETING OF IQAC internal members With incharges of PTM, computer, commerce , PHYSICAL Education.	01/10/2019	01/10/2019	01/10/2019	11
2019	MEETING OF IQAC internal members To discuss agenda for first composition meeting	04/10/2019	04/10/2019	04/10/2019	4
2019	First IQAC composition meeting With external members to discuss Quality	09/10/2019	09/10/2019	09/10/2019	20

	initiatives to be taken for improvement at institutional level in every sphere.				
2019	MEETING OF IQAC internal members to discuss future plans of next coming session.	14/11/2019	14/11/2019	14/11/2019	6
2019	MEETING OF IQAC internal members to discuss activities to be undertaken and implemented in the near future.	14/12/2019	14/12/2019	14/12/2019	4
2020	Second IQAC composition meeting With external members to discuss Quality initiatives to be taken for improvement at institutional level in every sphere.	18/01/2020	18/01/2020	18/01/2020	18
2020	Third IQAC composition meeting With external members to discuss Quality initiatives to be taken for improvement	31/05/2020	31/05/2020	31/05/2020	18

at institutional level in every sphere.

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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
Workshop on Comprehensive Sexuality Education (CSE) in collaboration with family planning Association of India	27/08/2019	29/08/2019	52	0
Adolescent Education Program in association with Family planning Association of India	09/09/2019	09/09/2019	48	0
Adolescent Education Program in association with Family planning Association of India	17/09/2019	17/09/2019	57	0
Adolescent Education Program in association with Family planning Association of India	24/09/2019	24/09/2019	92	0
Interactive awareness program on Crime Against Women in collaboration with Police Department,	04/11/2019	04/11/2019	200	0

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 has 11 solar lights of 9 watt each and a solar geyser of 40 KW. The College is Planning to install a solar panel .The college has adopted good practices for optimum use of water and electricity to save it.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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
2019	1	1	25/07/2019	01	Hamari-Kaksha:A Class apart	NSS volunteers interacted with children of class 1st to class 10th and awared them about Health and Hygiene . Different activities were also done with	52

						children like debate, discussion, physical activities like running etc.	
2019	1	1	15/07/2019	15	Swatch Bharat Summer Internship 2.0	Solid and Plastic Waste Management related activities in village tipra and bitnasiudi	8
2019	1	1	09/09/2019	01	Blood Donation Camp	49 units of blood was donated by NSS volunteers, students, staff members of college and some volunteers from outside college, this was handed over the Bloodbank Society of Civil Hospital, sec.6 Pkl.	202
2019	1	1	01/09/2019	30	PoshnaBhiyan	During this activities like awareness Rally, Door to Door Campaign, lectures by	202

						NSS volunteers at G.M.S. ManakpurThakurdass, Panchkula, G.M.S. Ferozepur, Pinjore, Govt. Sr. Sec. School, Pinjore etc. on obesity and eating disorders, impact of fast food,	
2020	1	1	19/01/2020	03	Pulse Polio Abhiyaan-NID Round	NSS Volunteers participated in Pulse Polio Jan 2020 under Govt. Dispensary Sector 12 A Panchkula. They covered the sector 12A and Sector 11 under the guidance of Medical Officers Dr. Nidhi and Dr. Priyanka	22
2020	1	1	19/02/2020	11	Shramdaan	Dry leaves were picked, botanical garden, lawn outside college cleaned, co	131

11 poles painted, poles were fixed in sports playground

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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)
Haryana Civil Rules	01/07/2019	It is a Haryana civil rules book that contains general rules, pay rules, travelling allowance rules etc.
Education code for University and Colleges	01/07/2019	It contains Acts, Rules, Instructions and Circulars
Ethics and Values for students	16/12/2020	http://gcw14pk1.ac.in/images/109/Notice/Notice2286.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Hindi Diwas	14/09/2020	14/09/2020	120
Gandhi Jayanti	02/10/2020	02/10/2020	200
Lohri Celebration and Swami Vivekanand Jayanti	13/01/2020	13/01/2020	250
Voters Day	25/01/2020	25/01/2020	200
Republic Day	26/01/2020	26/01/2020	200
Van Mahotsav	31/07/2020	31/07/2020	70
Youth Day	12/08/2020	12/08/2020	350
Independence Day	15/08/2020	15/08/2020	200
Sadbhavna Diwas	20/08/2020	20/08/2020	350
Teachers Day	05/09/2020	05/09/2020	180

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

On the Spot Poster Making Competition was organized in the Geography department in collaboration with Eco-Club under guidance and permission of Dr. Pratibha Gupta. Various topics relating to Environmental issues like Environmental Hazards, Afforestation, Melting Glaciers, future of the Earth, Global Warming etc. were given to the students. Total 26 students from different classes (first Year EVS students and Geography Students) participated In the Event. Mrs. Savita Dhull, Mrs. Sunita from Psychology department and Mrs. Kamna from Botany Department acted as Judges. All work was organized under guidance of Dr. Veena (HOD-geography) EVS Incharge-Dr. Bharti Chhikara and Ms. Menu Rani. Mrs. Sumitra (Lab attendant) assisted in organizing the event by distributing materials (stationary materials) to the participants.

Eco Club and Legal Literacy cell of our college organized an awareness camp in association with Haryana State Legal Services Authority, Panchkula. Students were made aware about the welfare of animals, Environment protection and water conservation on 30.8.19. About 97 students attended the lecture.

Ozone day celebration: Slogan writing competition under guidance of Mrs. Indira Goyal. All work was organized under guidance of Dr. Bharti Chhikara and Mrs. Sumitra Beniwal.

Polythene free campus campaign: students were awarded about not to use plastic and its hazardous impact of environment. Students were awarded not to use poly bags plastic bottle, disposable glass etc. In the event, Mrs. Pratibha Gupta (Principal), Dr. AD Mittal, Dr. Vandna Goyat, Dr. Bharti Chhikara, Dr. Tara, Dr. Veena and Ms. Meenu were present.

Save-Electricity Campaign: all the students of environmental studies were made aware about the effective use to save electricity which will help us in the conservation of natural resources for the future generations to come.

Save Water Campaign was organized by 'Eco-Club' on 20.02.2020 under guidance and permission of Dr. Indira Goyal. 50 students of Environmental Studies participated in the event. The students were made aware about the importance of conservation of water and emphasized on prevention of waste of water. The students were sensitized about the issue of water scarcity and water crisis in future. All work was organized under guidance of Dr. Bharti Chhikara, Mr. Sandeep, Ms. Meenu Rani and Mrs. Sumitra (Lab Attendant).

Eco Club of Govt. PG College for Women Sec. 14 organized 'Best Out of Waste' activity on March 3rd, 2020 for the students of EVS comprising classes B.A., B.Com, B.B.A, B.A. Eco. (H), B.Com(H), B.Sc(M), B.Sc.(NM), B.Sc.(H.Sc.) etc. Students prepared many useful and ornamental items using the discarded materials and waste products. Mrs. Kamna, Dr. Raj Singh, and Dr. Sunita acted as judges and decided positions for the items. This activity helped students to enhance not only their creativity and presentation skills of the students but it also help them to realize the importance of recycling and reusing waste material available to them. These types of activity teach students the importance of conserving the resources and to make the best out of waste things in life.

Online slogan writing competition was organized on 5.6.20 on topic Environmental Impact during Covid-19. Eight entries were received. Dr. Bharti Chhikara, Mrs. Rano Gill and Dr. Veena did the judgement online. Students were given E-certificate for participation.

Tree Plantation in association with NSS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: To Stay Fit and Healthy **Objective:-** To aware the students about their health. The ultimate goal of all these programmes is to improve the health not only of the individual but for community also. **Context:** The students were made aware about their physical and mental health and dietary needs. The college had conducted a number of health programmes to create awareness about healthy life style which is the need of the hour. **The Practice:** The college conducted a number of programmes during the session(2019-20) to improve the quality of life and treatment of diseases. An extension lecture on yog and healthy life style was organized on 06-08-2019 by Sadhavi Devaditi from Mahila Patanjali Yog Samiti by WSDC. Commerce department of the college organized a value added course on stress management and wellness for UG students from 4-07-2019 to 12-07-2019. Department of psychology in collaboration with placement cell of college organized an extension lecture on the topic

stress management and health psychology on 09-10-2019 by Mr. H.C.Gupta, Chairman of Shree Kailash Mansarovar Seva Samiti, Panchkula celebrated Deworming day on 08-08-2019 and Fit India movement on 29-08-2019. Month of September was celebrated as "Nutrition Month". On the event of observation of World AIDS day on 02-12-2019, E-rickshaw campaign was conducted in college in collaboration with Haryana State AIDS control Society(HSACS) Panchkula. During lockdown NSS volunteers made masks at home and distributed among their neighbours and also made people aware about concept of COVID-19, importance of social distancing and Aarogya Setu. All NSS Volunteers downloaded AarogyaSetu App. On the eve of International Yoga Day (21-06-2020), a National Level online workshop was organized by the college. Dr. Dinesh Singh Rana, NSS Programme Coordinator, Kurukshetra University motivated the students about the importance of Yoga in Pandemic situation. Evidence of Success:- Stress was laid on the maximum participation of the students. Nearly 120 students attended the extension lecture on Yog and healthy life. On national deworming day around 400 tablets of Albendazole were distributed among students. 75 students participated in E-Rickshaw Campaign on World AIDS day. All the NSS volunteers downloaded Aarogya Setu App. Problem Encountered: The need of all these programmes will always exceed supply. The college needs more funding to make such programmes more successful. Title of the Practice: Eco Awareness Objective: To know and recognize the impact of our actions and activities on our environment and the ecosystems around us. Context: Eco awareness programmes are to know and recognize the impact of our actions and activities on our environment and the ecosystems around us. The objective behind them is to understand cause and effect relationships between the quality of the environment and human behaviour and a sense of responsibility of preserving them. The Practice: To achieve the set goals a number of eco awareness programmes were organized in the college. Tree plantation was organized by NSS on 31-07-2019. The saplings of Ashoka, Neem, Gulmohar, Jamun etc. were planted in the college premises. Six students of NSS participated in SwachBhara Summer Internship of 50 hours on "Solid and Plastic Waste Management" from 15-07-2019 to 31-07-2019. A pledge "Say No to Single use plastic" was taken by the students of B.Sc(Medical) under "Polythene free Panchkula" mission on 03-09-2019 on 07-09-2019, Department of Zoology organized an extension lecture on the theme "Adverse effects of Polythene on Environment". Dr. Sudarshan Deep insisted the students to follow 4R policy(Refuse, Reduce, Reuse and Recycle). A two-day workshop was also organized on "paper and Cloth Bag Making" from 18-09-2019 to 19-09-2019. To create awareness among theyouth to have a passionate heart for the diversity around them, the zoology department celebrated wildlife week from 01-10-2019 to 07-10-2019. In collaboration with Himalya, the college organized an awareness programme regarding the impacts of environment pollution and stress on an individual students were made aware to conserve natural resources under save water compaign on 20-02-2020 on 31-10-2019, Department of Computer-Scienece organized Intra Departmental Chart Making on the theme "E-Waste and Its Management". An online slogan writing competition was organized on 05-06-2020 on the topic Environmental Impact during COVID-19. Evidence of Success: Around 24 saplings were planted on the college premises. Around 140 students took the pledge to remain committed towards cleanliness and say no to single use plastic. 60 students of B.Sc(Medical) made bags from paper and waste cloth. Problem Encountered: The main problem is that here the target is not an individual but the whole society and it is difficult to connect all the dots.

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

<http://gcw14pkl.ac.in/Data.aspx?Menu=ROFj+/eyOLA=&SubMenu=EZMZRWpEnRw=>

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

Atam Nirbhar Bharat:- It translates to self-Reliant India or self-sufficient India is a policy formulated by Prime Minister of India, for the global economy. Following his Ideals our college had also taken a number of initiative to make our students self reliant. 50 NSS students visited Non-Government Organization "Hamarikaksha-A class apart" on 25-07-2019. They interacted with the students and motivated them to be self dependent. A national level online Quiz was prganised on the topic "Atam Nirbhar Bharat" from 07-06-2020 to 11-06-2020. Around 519 participants from all over India attempted Quiz. A 12 days workshop on personal grooming and etiquette was held under WSDC from 16-09-2019 to 01-10-2019 under the able guidance of Mrs. BenuRao from Rao's Academy. A workshop was organized in collaboration with Vodafone to make students aware of safe use of internet to avoid any cyber issue. WSDC of the college organized a three days workshop on computerized accounting system(tally). 37 students were benefitted from the workshop. To mark celebration of International Women Day 20 students attended function of "Power Walk" on 1st March 2020 at Mela Ground, Sec-5 Panchkula. The commerce department of the college in collaboration with IBS organized a value added course on the topic "How to crack Banking Exams" from 03-09-2019 to 19-09-2019. A state level workshop was also organized on the topic "Your personality and your marketability" on 19-05-2020. Department of Computer-Science conducted an Extension lecture on the topic "Internet Technologies" on 03-02-2020. An extension lecture on "Carrer Opportunities after graduation" was organized on 07-02-2020 under placement cell. Vocational Guidance Week was celebrated in the college on 23-07-2019. The college also organized a national level online quiz from 07-06-2020 to 11-06-2020 covering the various aspects of Atam Nirbhar. Stress is laid on the maximum participation of the students in all the activities. These type of programmes helped them to build self confidence and to develop the ability to self manage.

Provide the weblink of the institution

<http://gcw14pkl.ac.in/Data.aspx?Menu=ROFj+/eyOLA=&SubMenu=EZMZRWpEnRw=>

8.Future Plans of Actions for Next Academic Year

1. To prepare Formal Perspective Plan for next five year.
2. Introduction of Add on/job oriented courses like PGDCA.
3. Strengthen Industry-institutional linkage
4. Torenew previous MOUs and to have more MOUs signed with different agencies.
5. To introduce more PG courses, Hons. in the institution.
6. Skill based training -workshops.
7. To maintain green campus and To get Green Audit done.
8. Installation of Solar Power Grid system in the institution .
9. Major/Minor project to be taken from agencies.
10. Workshops/seminars relating to innovation/entrepreneurrelated activities.
11. To strengthen faculty by ICT enabled trainings and to develop e- content.
12. To increase sports facilities.
13. Training programmes for Non-teaching staff.
14. More talks on health related issues/healthy diet for students
15. Counselling sessions for students and teachers.