Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE ROPAR**
Name of the head of the Institution	**Dr,Sneh Lata Badhwar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01881222263**
Mobile no.	**9814302375**
Registered Email	**principal.gc.ropar@gmail.com**
Alternate Email	**santsurinderpal@gmail.com**
Address	**PRINCIPAL GOVT.COLLEGE ROPAR**
City/Town	**ROPAR**
State/UT	**Punjab**
Pincode	**140001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Sant Surinder Pal Singh**
Phone no/Alternate Phone no.	**01881222263**
Mobile no.	**9872068687**
Registered Email	**santsurinderpal@gmail.com**
Alternate Email	**principal.gc.ropar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://govtcollegeropar.org/downloads/IQAC%20SUPPLEMENTARY%20REPORT%202015-16.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.govtcollegeropar.org/downloads/academic%20calendar%202016-2017.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**82.00**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**A**	**3.22**	**2016**	**19-Feb-2016**	**18-Feb-2021**

6. Date of Establishment of IQAC	**01-Apr-2007**

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

Regular meeting of IQAC cell	16-Jun-2016 1.30	15
Regular meeting of IQAC cell	10-Jan-2017 1.30	14
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8. Provide the list of Special Status conferred 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
FACULTY	MINOR PROJECT	STATE GOVERNMENT	2016 2016	200000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**2**
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 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)

IQAC works towards improving the quality of education Feedback by faculties as well as students to improve academic quality. IQAC is working tirelessly to improve learner centric environment by adopting new methods for participatory teaching learning process.. IQAC is working endlessly with society nearby to tranform academic to first hand experience through field visits . Preparation and submission of AQAR,S.

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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
Admission • Increase the admission	Seventy two percent seats filled during this academic year
Academic • Conduction of short courses • Arranging Guest Lectures • Encouraging students to do participate in various programmes • Faculty Publication • Utilization of Budget Allocated	Reached the maximum target as per action plan
Physical Education • Encouraging students to participate in external events and won the medals	Around 155 students have participated in International, National and state/University level sports activities and have won around 13 medals
NSS,NCC AND CLUBS • Provide opportunities for the students to develop their organizing skills	Sufficient Opportunity provided for clubs and NSS ,NCC activities in the respective departments
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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:	Yes
Year of Submission	2017
Date of Submission	12-Apr-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	A management information system(MIS) is an information system used for decisionmaking, and for the coordination, control, analysis, and visualization of information in an organization.The study of management information systems examines people and technology in an organizational context. The word MIS itself is a selfexplanatory term. A management information system or MIS is a central data repository capable of not only gathering and storing data but also analyzing it and generating reports from it. College has a quite actively

operational website One can access the information anytime. And most importantly, this information can be easily shared with authorized users and records can be easily searched. Reports pertaining to the records can be easily generated. Some of the activities covered like Academic Activities, Management Activities, and Communication etc., Modules For the same are on follows: Modules 1. Admission 2. Academics 3. Fees / Dues 4. Examination 5. Library 6. HRMS / Payroll 7. Notifications (Email / SMS) 8. University Dashboard An Overview of our application: eAcademe eAcademe is a web based eGovernance application for online registrations, admissions, fee collection using cash/bank challan/online payment gateway, online attendance, examination module, alumni, library and various other features for college and school management. Application is highly customizable and scalable as per organizational requirements and configuration. It is hosted on our fast, secure and reliable web servers and provides platform independent access from almost all devices i.e. computer, mobile, tablets on all operating systems Windows, Android, iOS etc. Report generation is fast and as per requirement. Quick information, events, notices can be sent to registered members, staff, students and parents in few clicks with integrated Transactional SMS Gateway which ensures almost 100 delivery at any time. Pricing is also based on modules and features selected by each institute. Software Modules and Features 1. Web enabled, with integrated dynamic website management. 2. CMS, uploading documents, content on website such as TimeTable, notices etc. 3. Organization Profile (College Details, Contacts, Courses etc.) 4. Student Profile including Online Student Registration, Rank List Generation, Academic Records etc. 5. Creating and Managing Staff Profile (Teaching NonTeaching Staff Logins) 6. Admission module (Counseling, Fee, Subject selection etc.) 7. Challan based fee collection with Bank. 8. Bus pass modules for students 9. University internal assessment module 10. Students' University registration

return reports 11. House Examination module (Mid term house exams marks entry, result preparation) 12. Final Exam Marks Records (Lower Exams) 13. Managing Students' Daily Attendance (Class wise, subject wise daily absentees) 14. Fee Accounts module 15. Alumni Registration and Management for Old Students 16. ID Card Generation (Students) 17. Implementation of SMS Gateway (sending important notices, messages via SMS) 18. Student's Scholarship Records (SC Concessional Students with Bank Details) 19. Module Level Permissions/Restrictions for each user 20. Detailed and Summary Reports in All Modules Added Later On 21. Online fee collection 22. Hostel fee collection 23. Fund wise Day Book 24. Auto allocation of University Registration No 25. University Roll No Upload 26. Name Struck off and Readmission 27. Students' Compiled PhotoSign Download

| Part B |

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum of our college is the manifestation of its philosophy of "Will To Seek" which translates to taking inner vision of the knowledge to the sky. The college is affiliated to Punjabi University Patiala and follows the curriculum prescribed by the university. Our academic calendar is based on the timeframe provided by the university. Curriculum provides a framework for the College?s core- teaching and learning. This policy promotes a transformation from instruction or content-driven curriculum to learning-centered curriculum, and purposefully places learning at the forefront of all curriculum development and renewal activity. Clearly articulated program and course learning outcomes support this learning-centered curriculum. The Curriculum Committee is a joint committee responsibility for the process of "mutual agreement" regarding curriculum matters. The Heads of all the departments prepare policies and guidelines after discussing the pros and cons of each. This academic committee strategizes the best methods to successfully implement the curriculum. Effective delivery of the curriculum is ensured by the active implementation of the time plan. Yearly lecture planning is a complex process where faculty defines intended learning outcomes, assessments, content and pedagogic requirements necessary for student success across an entire curriculum. The faculty members are encouraged to prepare an active plan for their classroom teachings of the entire year before the academic year commences. The HODs are directed to make sure of the same. The preparation of such a plan helps with equal and effective distribution of lectures engaging all the faculty members actively in the teaching process. This helps in keeping the clarity of distribution of curriculum and timely completion of the course well before the start of the final examination at the end of the curriculum year. All the staff

members are encouraged to attend the seminars presented by the fellow staff members to brush up the topics and to add the individual insights for enhancing to keep up the theoretical as well as the practical knowledge of the topics covered. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executives the curriculum. HOD's Meeting: HOD's Meetings are held once in 15 days. Head of the Department discuss their action plans to arrive an optimal and effective way. Academic Calendar: Academic Calendar is prepared as per Punjabi University academic schedule and the requirements at the department level as per the action plans formed . Lesson Plan: A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight how the lecture class will be handled throughout the semester. Meeting the Vision and Mission of the Concerned Department: Each department sets their own Vision and Mission which match with the Institutional Vision and Mission. Program Educational Objectives (PEO) and Program Outcomes (PO) aredeveloped for each program and Course Objectives (CO) and course outcomes are defined for each course (theory and lab).

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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
Certificate Course in Data Care Management	01/08/2016	23
Diploma Course in Data Care Management	01/08/2016	8
Advance Diploma Course in Data Care Management	01/08/2016	8
Certificate Course in	01/08/2016	8

Instrumentation		
Diploma Course in Instrumentation	01/08/2016	4
Advance Diploma Course in Instrumentation	01/08/2016	3
Certificate Course in Industrial Chemistry	01/08/2016	42
Diploma Course in Industrial Chemistry	01/08/2016	16
Advance Diploma Course in Industrial Chemistry	01/08/2016	31
Certificate Course in Spoken English	01/08/2016	22
Diploma Course in Spoken English	01/08/2016	26
Advance Diploma Course in Spoken English	01/08/2016	4
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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	III YEAR GEOGRAPHY	68
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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	No
Parents	No

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

Feedback Obtained
2 The development of any institution heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. Our college has been practicing a feedback system accommodating various stake holders including staff, students and parents, to help the individuals and organization as a whole, to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. STUDENT: The student?s feedback on the staff finds a place in the performance appraisal scoring system (PASS) of the individual faculty member and the same is evaluated for the sanction of increments and additional increments. The feedback from the students is obtained at the end of the chapter/ term and overall department at the end of the year. When the feedback of a faculty is not encouraging, a structured "Performance Improvement

Plan" is there in the institution with the help of which the concerned faculty is counseled by the Head of the Department to improve their performance. FACULTY: The institution has made it a practice to conduct all faculty meeting, periodically, where the ways and means of enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation. PARENTS: As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters accommodated in the parents feedback, include quality of teaching, students? discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, internet facilities, WiFi etc. The parents of the students whose performance in the continuous assessment test is poor are counseled individually and their feedback are also give due consideration. . FEEDBACK ON STUDENTS: The undergraduate and postgraduate students are evaluated through regular class tests, periodical assessment test, model examination and by conducting seminars and extempore lectures. All internal examinations are conducted similar to the university pattern of questioning and environment which enhances the students? adaptation and the model examination at the end of the year is a rehearsal for the final examination. All the internal examination marks are analyzed by the subject and course in charge and the students are graded according to the marks obtained. The student difficulties are received discussed and structured remedial classes are conducted in order to help the student to progress. All the students are counseled by their respective mentors along with subject teachers

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	Sem-one	650	804	543
BA	Sem-Three	650	431	382
BA	Sem-Five	650	388	374
BCom	Sem-One	120	312	122
BCom	Sem-Three	120	136	120
BCom	Sem-Five	120	113	110
BSc	Med (Sem-One)	80	81	48
BSc	Med (Sem-Three)	80	45	36
BSc	Med (Sem-Five)	80	47	43
BSc	Non Med (Sem-One)	160	202	137
BSc	Non Med (Sem-Three)	160	126	126
BSc	Non Med (Sem-One)	160	153	153
BCA	Sem-One	40	87	41
BCA	Sem- Three	40	27	22
BCA	Sem- Five	40	26	21
MA	Eng (Sem- One)	40	36	14

MA	Eng (Sem-Three)	40	33	32
MA	Pol.Sci (Sem-One)	40	38	21
MA	Pol.Sci (Sem-Three)	40	32	31
MA	Pbi (Sem-One)	40	59	29
MA	Pbi (Sem-Three)	40	34	34
PGDCA	Sem-One	30	45	33
		[View File](#)		

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
2016	2150	113	62	0	13

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 Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
62	62	8	3	3	4

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

Our institution has a strong mentoring system in place where students have the opportunity to develop a relationship with a faculty member who can become a role model for the student by offering support and counseling. It is a particular form of relationship designed to provide personal and professional support to an individual. The mentor?s(Tutor) role is to help the mentee strengthen their ability, recognize their skills, abilities, and interests, and assist them in thinking through and accomplishing longterm goals. The mentorship program is for all the students in general, and the first year students, in particular. The mentor not only helps the newcomers in settling in the institution, but also solves their academic and personal problems while on campus. There is a mentor for a group of 3540 students which is allotted by the Principal. Mentors meet their mentees on a fortnightly basis which is incorporated in their academic time table. During this meeting the mentors interact with their mentees to discuss their needs or support required. A register is maintained by each mentor with the details of the mentee and also incorporates details of all interactions and functions carried out in the same. Further, a quarterly meeting of all the mentors takes placewith the Vice Principal and the Principal of the institution to update them on the student progress and to discuss issues, if any .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2263	62	1:36.5

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

70	62	8	0	16

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
2016	Mr. Vippan Kumar, National level	Assistant Professor	Certificate of Excellence, India International Friendship Society, New Delhi
2016	Mr. Vippan Kumar, National level	Assistant Professor	Best Citizen Award, International Publishing House, New Delhi

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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/ yeasr-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1	SEM I	19/11/2016	15/06/2017
BA	1	SEM ii	21/04/2017	06/09/2017
BA	2	SEM III	19/11/2016	12/05/2017
BA	2	SEM IV	21/04/2017	01/09/2017
BA	3	SEM V	19/11/2016	06/05/2017
BA	3	SEM VI	21/04/2017	30/06/2017
BCom	1	SEM I	19/11/2016	20/05/2017
BCom	1	SEM II	21/04/2017	14/09/2017
BCom	2	SEM III	19/11/2016	15/06/2017
BCom	2	SEM IV	21/04/2017	05/09/2017
BCom	3	SEM V	19/11/2016	15/05/2017
BCom	3	SEM VI	21/04/2017	23/08/2017
BSc	1 (NON MED/ MED)	SEM I	19/11/2016	10/06/2017
BSc	1(NON MED/MED)	SEM II	21/04/2017	03/11/2017
BSc	2 (NON MED/MED)	SEM III	19/11/2016	22/06/2017
BSc	2 (NON MED/MED)	SEM IV	21/04/2017	08/12/2017
BSc	3 (NON MED/ MED)	SEM V	19/11/2016	26/05/2017
BSc	3 (NON MED/MED)	SEM VI	21/04/2017	10/10/2017
BCA	1	SEM I	19/11/2016	19/05/2017

BCA	1	SEM II	21/04/2017	12/10/2017
BCA	2	SEM III	19/11/2016	28/02/2017
BCA	2	SEM IV	21/04/2017	13/09/2017
BCA	3	SEM V	19/11/2016	05/05/2017
BCA	3	SEM VI	21/04/2017	28/08/2017
PGDCA	1	SEM I	19/11/2016	07/06/2017
PGDCA	1	SEM II	21/06/2017	25/09/2017
MA	1	SEM I (Pol Sci)	19/11/2016	30/06/2017
MA	2	SEM II (Pol Sci)	21/06/2017	25/10/2017
MA	3	SEM III (Pol Sci)	19/11/2016	22/06/2017
MA	4	SEM IV (Pol Sci)	21/06/2017	27/08/2017
MA	1	SEM I (Pbi)	19/11/2016	10/06/2017
MA	2	SEM II (Pbi)	20/06/2017	06/06/2017
MA	3	SEM III (Pbi)	19/11/2016	25/09/2017
MA	4	SEM IV (Pbi)	20/06/2017	25/09/2017
MA	1	SEM I (Eng)	19/11/2016	04/06/2017
MA	2	SEM II (Eng)	20/06/2017	26/09/2017
MA	3	SEM III (Eng)	19/11/2016	08/06/2017
MA	4	SEM IV (Eng)	20/06/2017	21/08/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Govt.College Ropar is a college affiliated to Punjabi University Patiala and adheres to the syllabus laid down by the University. We follow number of guidelines and methods to carry out a continuous internal evaluation system at the institutional level. This allows the students to understand each concept individually as well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, tutorials, seminars, poster presentations are conducted. Teachers take a detailed discussion about the topic as per the university question format and gives the students a clear understanding of what to expect. Students are made aware of the evaluation process by orientation program at the beginning of the course, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college as well as department notice boards. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. Evaluation is done both in theory and practical examinations. The assessment remains impartial and accurate. The performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. The Principal conducts review meetings department wise to discuss the improvement of students? performance. The institution is keen on monitoring the performance of the students and reports to the parents. Progress Reports are sent by the academic office to the parents after each internal examination. Parents/ Guardians are advised to note the performance of their wards and take remedial measure, if needed. Whenever necessary, the academic department shall recommend the visit

of the parent to the college for a discussion about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in sports and extracurricular activities. Peer guided learning methodology which has been introduced in the clinical hours involving the third and final year undergraduate students, interns and the postgraduates also helps the struggling learners to update their subject knowledge and helps them to catch up with their peers.

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

The institution ensures effective time management and timeliness. It receives the university given timeline and adheres to it. In the beginning of the academic year, academic calendar is published by the institution which gives a time plan for the curricular as well as the extracurricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same. For the undergraduate program, the college conducts assessment of the students in three different components theory, assignments, practical and vivavoce. The pattern and the marks distribution of all the components is as per the university format. They are mapped with their respective course outcomes that are stated in the beginning of the course. These tests are conducted in evenly spaced out intervals to avoid pressuring the students with too many examinations. These marks are also vitalized to decide the course of nature for teaching slow students and rectify their performance before the university examination. Following the institution academic calendar, every department creates internal calendars to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective departments. This is followed by deducing a daytoday division of topics and chapters. These topics and chapters are chosen keeping the upcoming CIE in mind. The timeline created allows the students to complete the given syllabus in enough time. The students are given plenty of time before the examinations to prepare and practice their concepts. In any condition, the academic calendar is followed and respected by teachers of all departments.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.govtcollegeropar.org/courses.php

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	BCom	III Year	108	106	98.14
0	BSc	III Year (Med)	43	41	95.34
0	BSc	III Year (Non. Med)	152	136	89.47
0	BA	III Year	362	160	44.19
0	MA	Eng II Year	30	26	87
0	MA	Pol Sci II	30	30	100

0	MA	Punjabi II Year	33	33	100
0	BCA	III Year	19	19	100
0	PGDCA	I Year	35	35	100
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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://www.govtcollegeropar.org/

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
Minor Projects	730	State Government	2	2
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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
Seminar on Punjabi Natak Vartmaan Pripekh	Punjabi	13/09/2016
Workshop on Viaktitav osari	Punjabi	14/09/2016
Seminar on Voter Awareness	NSS	11/10/2016
Seminar on Pollution Free Diwali	Political Science	28/10/2016
Seminar Against Drugs for Creating Awareness	Political Science	24/11/2016
Seminar on Gurmat Sangeet	Music	31/12/2016
Seminar Against The Tendency of suicide	Political Science	07/01/2017
Seminar on Wastage of Food	Political Science	06/02/2017
Seminar on International Water Day	NSS	22/03/2017
Seminar on Water conservation and power saving	Political Science	06/04/2017
Workshop on NSS Orientation	NSS	17/09/2017

Active citizen Development Workshop	NSS	13/02/2017

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
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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
NIL	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)
National	NA	0	0
International	NA	0	0
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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
Political Science	1
Music	6
Punjabi	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
No Data Entered/Not Applicable !!!						
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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	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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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	9	15	0	3
Presented papers	7	8	0	0
Resource persons	0	0	0	17

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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
Teej Celebration	Youth services club Red Ribbon Club NCC	45	1200
Swachh Bharat Celebrations	NSS with NCC	7	500
Independence day celebrations	Youth services club Red Ribbon Club NCC	7	200
Van Mahautsav	Panchayat of Adopted villege	6	250
Disaster Management	NDRF Team	6	600
Orientation Workshop (NSS)	NSS	6	500
NSS Day Celebration	NSS	6	250
Blood Donation Camp	District Youth Club Coordination Committee Govt Hospital, Rupnagar	6	500
Youth Leadership training camp (boys)	Youth Services, Punjab	6	8
Youth Leadership training camp (Girls)	Youth Services, Punjab	6	12
Vote awareness seminar	ITI Ropar	6	250
Demonitization Time Bank Duty	Different Banks of Ropar city	6	20
NSS Seven Day	Punjabi Uni.	6	250

special Camp	Patiala		
National Youth Day	NSS	6	250
Anti Drug Abuse Rally	Chetna Nasha Manch	6	500
Inter College NSS Camp	Anandpur Sahib Khalsa College	6	15
Voter Day Celebrations	NSS	6	250
Help Desk by NSS Volunteers during assembly elections	NSS	6	50
Youth Convention	Punjabi Uni. Patiala	6	53
Active Citizen Development Workshop	RGNIYD, British Council	6	32
Environment Awarness Rally	RGNIYD, British Council, New Delhi, Sriperumbdur	6	250
International Water Day seminar	NSS	6	100
Inaguration of Water RO systems under NSS project	Sarbat Da Bhala Trust	6	250
Red Cross day celebrations	Red Cross, Ropar	6	100
Thal Sainik Camp	23 Punjab NCC, Ropar	1	1
RDC 201617	23 Punjab NCC, Ropar, 26th Jan2017	1	3
Republic Day Participation	NCC/ Nehru Stadium Ropar	1	30
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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
RDC 201617	MERIT CERTIFICATES	DISTRICT ADMINISTRATION	3
RDC 201617	TROPHIES	GOVERNOR OF STATE	3
View File			

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 activites	Number of students participated in such activites
Teej	Youth services	Teej	45	1200

Celebration	club Red Ribbon Club NCC	Celebration		
Swachh Bharat Celebrations	NSS /NCC	Swachh Bharat Celebrations	6	500
Independence day celebrations	Youth services club Red Ribbon Club NCC	Independence day celebrations	7	200
Van Mahautsav	Panchayat of Adopted villege	Van Mahautsav	6	250
Disaster Management	NDRF Team	Disaster Management	6	600
Orientation Workshop (NSS)	NSS	Orientation Workshop (NSS)	6	500
NSS Day Celebration	NSS	NSS Day Celebration	6	250
Blood Donation Camp	District Youth Club Coordination Committee Govt Hospital, Rupnagar	Blood Donation Camp	6	500
Youth Leadership training camp (boys)	Youth Services, Punjab	Youth Leadership training camp (boys)	6	8
Youth Leadership training camp (Girls)	Youth Services, Punjab	Youth Leadership training camp (Girls)	6	12
Vote awareness seminar	ITI Ropar	Vote awareness seminar	6	250
Demonitization Time Bank Duty	Different Banks of Ropar city	Demonitization Time Bank Duty	6	20
NSS Seven Day special Camp	Punjabi Uni. Patiala	NSS Seven Day special Camp	6	250
National Youth Day	NSS	National Youth Day	6	250
Anti Drug Abuse Rally	Chetna Nasha Manch	Anti Drug Abuse Rally	6	500
Inter College NSS Camp	Anandpur Sahib Khalsa College	Inter College NSS Camp	6	15
Voter Day Celebrations	NSS	Voter Day Celebrations	6	250
Help Desk by NSS Volunteers during assembly elections	NSS	Help Desk by NSS Volunteers during assembly elections	6	50
Youth Convention	Punjabi Uni. Patiala	Youth Convention	6	53

Active Citizen Development Workshop	RGNIYD, British Council	Active Citizen Development Workshop	6	32
Environment Awarness Rally	RGNIYD, British Council, New Delhi, Sriperumbdur	Environment Awarness Rally	6	250
International Water Day seminar	NSS	International Water Day seminar	6	100
Inaugration of Water RO systems under NSS project	Sarbat Da Bhala Trust	Inaugration of Water RO systems under NSS project	6	250
Red Cross day celebrations	Red Cross, Ropar	Red Cross day celebrations	6	100
TSC 201617	Unit 23 Punjab Zn NCC Ropar	TSC	1	3

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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
Nil	Nil	Nil	0

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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
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!			

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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

2500000	2149260

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

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
Campus Edge	Partially	1	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51936	10387200	285	57000	52221	10444200
Reference Books	3638	1091400	22	6600	3660	1098000
e-Books	0	0	0	0	0	0
Journals	10	680	0	0	10	680
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	1	35640	0	0	1	35640
Weeding (hard & soft)	22	5241	0	0	22	5241
Others(specify)	0	0	0	0	0	0
[View File](#)						

 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	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	50	2	10	1	1	12	38	2	0
Added	3	0	0	0	0	0	3	2	0
Total	53	2	10	1	1	12	41	4	0

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

2 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 incurredon maintenance of physical facilites
1500000	1475653.9	2500000	2149260

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)

LIBRARY: The College Library is very rich in printed books, Magazines and Newspapers. The College library is the hub of teachinglearning process. The teachers and the students visit the library/periodical section regularly to augment their knowledge. College teachers often accompany students to the library to help them consult reference books. The teachers and students can borrow books. In addition to this many departments have departmental libraries also from where the students and staff can get the books, they want. In the beginning of each academic session, the librarian holds orientation programmes for the students and acquaints them with library rules as well as library facilities. The library staff extends a helping hand to all the students in searching library resources especially to visually/physically challenged students by getting them books issued on priority basis. All the students admitted to the college are eligible for library membership. For this, they will be required to produce fee receipt and 2 photographs. All bonafide students will be issued identity cum library card which they are supposed to keep on their person and produce the same on demand. A member may borrow the books from the circulation section. Each student is eligible to borrow 2 books and 3 books in case of Honours and PG. .Books are issued for 14 days after

which delay fine @ Re. 1/ per day per volume will be charged. Before getting a book issued, it should be checked and any marking, mutilation, missing pages should be brought to the notice of the Librarian, failing which the student returning the damaged book will be held responsible. 2. Laboratory Equipment : The equipment and machines in the laboratory are maintained by the lab incharge with the advice of HOD. 3.Computers Maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software by Annual Maintainence Contracts. 4. Classrooms Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college.Regular monitoring of electrical and fixtures is done and repaired immediately. 5.Sports Facility Regular maintenance is carried out for gymnasium, sports equipment and sport material by students of physical education department. Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition

https://www.govtcollegeropar.org/infrastructure.php

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	PMS to SC Students, PMS to OBC Students, PMS for Minorities, PMS Under Central Sector Scheme, PMS Under Disabilities Scheme	646	5554960
Financial Support from Other Sources			
a) National	Active Citizen Development Programme Workshop,navtej singh memorial charitablr trust	33	42560
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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2016	Career Counseling	284	284	0	0
2016	Seminar cum counseling	445	445	0	0
2016	Seminar cum Counseling	110	110	0	0
2016	Counseling (For M.Sc Physics)	196	196	0	0
2016	Career (for M.Sc Chemistry)	196	196	0	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
0	0	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	01 (Swami Vivekananda Inst. Of Engg. Tech., Banur by Infosis Chd)	196	0
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	2	Punjabi	Punjabi University Patiala	Punjabi University Patiala	M.Phil
2016	3	B.A (Arts)	English	Rayat and Bahra, Rail Majra, Ropar	B.Ed
2016	2	B.A (Arts)	English	Govt College Ropar	M.A English
2016	2	B.A (Arts)	English	Govt College	M.A English

2016	1	B.A (Arts)	English	Private	IELTS
2016	1	M.A English	English	Abroad	IELTS (Canada)
2016	1	M.A English	English	Abroad	IELTS
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<!-- Ropar appears above first row -->

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
Any Other	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
Folk Dances	Zonal	33
Fine Arts	Zonal	11
Lok kalawan	Zonal	14
Music Vocal	Zonal	30
Music Instrument	Zonal	13
Theater	Zonal	33
Literary Items	Zonal	9
Lok Sports	Zonal	31
THEATER	INTER ZONAL	15
Classical dance	INTER ZONAL	1
Music Vocal	INTER ZONAL	19
Music Instrumental	INTER ZONAL	11
Theatre	INTER UNIVERSITY	9
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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
2016	Participation in Handball, World University Championship	National	0	0	GC (R) 2009677, GC (R) 2009198, 811115884, GC (R) 2009199	Hempreet Kaur, Pawandeep Kaur, Pooja Rani, Gagandeep Kaur
2016	Silver (Tug of War)	National	1	0	5134-17-203, 8114-17-289	Ranbir Singh, Jagmohan

2016	Gold (Tug of War) 640 kg	National	1	0	8114-17-289	Jagmohan Singh
2016	Gold (Tug of war) 600 kg	National	1	0	5134-17-203, 811-16-239, 811-16-628	Ranbir Singh, Stanam Singh, Gurinder Singh
2016	Gold (Tug of war) Sr. 600 Kg	National	1	0	811-16-628, 811-14-802	Gurinder Singh, Taranjeet Singh
2016	Bronze (Handball Championchip)	National	1	0	Team	Team
2016	Silver (Handball) Jr State	National	1	0	Team	Team
2016	Gold (Handball(Sr. State)	National	1	0	Team	Team
2016	Silver (Handball) Inter college	National	1	0	Team	Team

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

The college does not have a student council or any similar body as university does not permit.But there is proper representation of students in various academic and administrative committees.Students form an integral part of the various Subject Societies as their Presidents, Secretaries and Members. The student editors of the College Magazine SHIWALIK and the Wall Magazines help the teachers in the compilation process of these magazines.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college with the Principal as its patron, functions to forge a strong bond between the college and its old students. The administrative body of the association comprises the president i.e. the senior most alumni from the college faculty, the secretary and the treasurer. Other members of the faculty, who are also old students of the college, are its active members. The administrative body holds meetings from time to time, evolves policies regarding the working of the association. They are also encouraged to make valuable contribution to the association by interacting with the students and the new pass outs. They are also sensitized to the needs of the institution and are made aware of their responsibility towards their almamater. The distinguished alumni from our college who have excelled in

various walks of life are invited to inspire the young students of the college. At present, the association has more than 1000 members. In this respect, the association holds a meeting in the beginning of every session and important decisions regarding the proposed action plan are taken. Thus the resources generated by the association are put to optimum use.The College IQAC keeps getting feedback from the current students as well as the Alumni. These suggestions help the IQAC in formulating its agenda for its meetings.

5.4.2 – No. of enrolled Alumni:

1000

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Regular meeting is held every year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Academic functioning: College follows a system of participative management. Academic and administrative policies are designed and implemented under the enlightened leadership of the Principal. Faculty members contribute equally at all levels to ensure smooth functioning of the institution. In the beginning of the new academic session, the College Principal addresses a meeting of the college faculty to orient them about the new programmes and projects to be undertaken by the College. Various committees for carrying out these programme/projects are formed with the entire teaching faculty on board. Periodic meetings are held to monitor the progress made in implementing the mandate of these committees. The needs, problems and suggestions for educational and infrastructural reforms are discussed in staff meetings with other faculty members. Participative management constitutes the core of decentralized governance system being followed in the College. The Heads of the Departments, Conveners of various committees are fully authorized to take decisions while implementing their mandate or while preparing their programme schedules. The Heads of Departments, in consultation with other members of the department, are free to prepare the activity schedules of their departments and the ways to disseminate knowledge. Heads of Departments chalk out the time table, syllabus unitization, guest lectures, and other projects and plans to ensure quality of teaching learning in cooperation with other faculty members of the department. The college does promote a culture of participative management. The entire teaching faulty and members of the nonteaching faculty are made members of various committees for the all round development of the college. Students are also involved as volunteers in all functions the college organizes. The members of the PTA, HEIS and ALUMNI are also kept in the loop about all the ongoing developmental projects and new projects to be started. Cumulative and comprehensive management approach empowers the participants, heightens their sense of duty and responsibility, thus catalyzing the success of the institution's working. The college has a well structured set up with various functional committees. 2. Administrative functioning : The office administrative responsibility distribution and monitoring are handled by the Superintendent in tandem with the college authorities. Though budget preparation is an administrative responsibility, individual budgets are prepared at departmental level and final budget is prepared based on those departmental inputs.

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

<div align="center">

Yes

</div>

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	The college follows the evaluation system of the affiliating university. The College Examination Committee ensures that the university norms are strictly adhered to. The process of granting internal assessment is very rigorous and transparent. Rigour and transparency are ensured as the midsemester tests are evaluated well before the specified time period. The answer sheets are shown to the students. The process of giving assessment marks for attendance is again totally transparent and as laid down by the university. For continuous evaluation of the students of various programmes having semester system, the internal assessment amounting to 20 of the total marks allotted to a paper has specified marks for attendance, project work / assignments / seminars and mid semester tests. Detailed information about the evaluation process is conveyed through college prospectus, notices on the noticeboards, tutorial classes and assemblies conducted especially before the commencement of house examinations. Subject teachers hold special discussions in their respective classes about the pattern of the question papers and the division of marks according to university pattern. Principal holds special meetings with the staff members to discuss the examination schedule. Students' performance is evaluated throughout the academic session through various class tests/oral tests/ and mid -term examination. Parents of the detained students are intimated about their wards' detention so that they can seek the advice of the teachers and Principal. • Parents of the students securing less than 75 of lectures are also informed about their ward`s detention. The college students are evaluated strictly according to these criteria. The question papers in both the midsemester exams are set strictly according to the university exam

	pattern as laid down in the university syllabi.
Research and Development	The college values relentless pursuit of excellence in imparting 'latest practical knowledge to substantiate the theoretical aspects. The college strives to provide the resources and other facilities as per the norms of State Govt. and DPI (Colleges) to uphold standards of scholarly excellence and professional development. Faculty members from different departments are actively involved in writing of research papers. Eminent resource persons are invited for talks to provide exposure to students and develop a critical acumen in them. The Institute has its own Research journal
Human Resource Management	The College manages the human resources available with it in a way that maximizes the employee satisfaction and performance in the pursuit of the goals of the institution. Recruitment and retention of the permanent staff is in the hands of the State Government. The college recruits only guest/contractual faculty against sanctioned posts lying vacant, and for selffinancing programmes. For this a very transparent system of selection is followed and the best available faculty is recruited. The workload to the staff members is allotted to them according to their specializations. This ensures that the college faculty contributes maximally in their areas of strength. The college makes the fullest use of the proficiency of the faculty in sports, extracurricular fields by appointing such members on various committees as have a genuine interest in these activities. The teaching faculty is encouraged to participate in workshops/refresher and orientation courses/seminars/conferences organized by other institutions for value addition to their intellectual capital. The departments which excel get praise from the Principal at staff meetings while others are encouraged to follow suit of their achiever counterparts. The faculty members are encouraged to enrich their competence through various development programmes
Industry Interaction / Collaboration	Although the institution has not signed any MOU but Interaction with reputed

	industries, corporate entities, etc. has helped in the academic growth of the staff and students. The college is entrepreneurial in its approach and strives to ensure skill development amongst its students. The students are provided a platform for interaction with corporate, banks, industries and other public sectors through their talks organized by various departments.
Admission of Students	The admission to various courses is done through online application process from session 201617. Fair, transparent and merit based Admission process through Punjabi University Patiala university portal as per the norms laid down by Punjabi University Patiala. A dedicated admission team is available which guides students and parents throughout admission process including online filling up of college and university admission forms.
Library, ICT and Physical Infrastructure / Instrumentation	LIBRARY As an institutional policy the library encourages procurement of a larger number of titles rather than a large number of volumes of a title. Presently there are books with many more books to be added in the current financial year. The new books are procured based on recommendations from all the departments with a fair distribution across all specialties. The staff have Access to online journals on faculty PCs. ICT The college teaching staff is encouraged to make use of ICT resources such as computers, LCD projectors, for preparing and giving Power Point Presentations. Power Point presentations are used in the classrooms occasionally. Movies are also showcased as per demand of syllabi to supplement the traditional method with ICT enabled pedagogy. A well equipped computer lab, LCD/OHPs are available to the faculty for computer aided teaching. The faculty of the department of computer science is always available for any need based assistance in the use of ICT.ICT facilities include 4 LCD projectors at seminar rooms, availability of course material on internet for ready reference Wi Fi enabled campus conduct of webinarsetc in teaching learning process. In administration: ICT is used in Library Academic fee admission

	attendance monitoring of students.examination and internal assessment PHYSICAL INFRASTRUCTURE/ INSTRUMENTATION The institution upgrades the infrastructure from time to time in order to be at par with the emerging global trends in technology. Infrastructure as per regulatory body is established and maintained. Maximum utilization of resources is encouraged.. A total of 52 computers are operational which includes 30 computers which are present in computer lab of college for students to access to internet which makes teaching learning effective. Departmental heads and faculty are responsible for raising the maintenance / new requirements for laboratories. All the laboratories viz. Physics, Chemistry, Botany, Zoology, Geography, Home Science, Computer Science, English language lab are renovated at regular intervals and latest equipment is purchased according to requirement
Curriculum Development	The curriculum is developed by the Board of Studies of the affiliating university. Several teachers of the college are members of university bodies and they convey to the university feedback regarding curriculum and the changes solicited, if any, by the students. These members of the faculty who are nominated to the Board help in the restructuring and development of the syllabus every three years. At the beginning of the academic session, each department holds meetings in which the classes are allocated to the faculty. Each department outlines the syllabus for each term, prepare their academic calendar and notify the students about it. Various departments of the college prepare an action plan of the activities that they intend to carry out during the session. In order to implement the curriculum all departments employ different strategies like holding tests, assignments, presentations, seminars etc. An academic calendar is prepared at the beginning of each session. Before the beginning of each session the type, duration, papers for various classes as well as rules for admission and examination are outlined in the prospectus so that the students may get an idea regarding the same. An assembly

	is organised at the beginning of each session in which the Principal, senior faculty members and coordinators of various clubs and societies intimate the students about the different academic, cocurricular and extracurricular activities. Tutorial groups are conducted at regular intervals to solve the grievances if any of the students. A regular verbal and written feedback from the students helps in efficient curriculum delivery.
Teaching and Learning	The learning experiences of the students are enriched by adopting innovative and interactive teaching methods and audio visual aids by various departments. Students' performance is closely monitored through class tests, assignments and house tests. Their progress is registered for improvement in teaching learning process. The college motivates its faculty to stay aware of the recent educational trends to prepare enlightened learners through seminars, workshops and training

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

E-governace area	Details
Planning and Development	An Overview of our application: eAcademe eAcademe is a web based eGovernance application for online registrations, admissions, fee collection using cash/bank challan/online payment gateway, online attendance, examination module, alumni, library and various other features for college and school management. Application is highly customizable and scalable as per organizational requirements and configuration. It is hosted on our fast, secure and reliable web servers and provides platform independent access from almost all devices i.e. computer, mobile, tablets on all operating systems Windows, Android, iOS etc. Report generation is fast and as per requirement. Quick information, events, notices can be sent to registered members, staff, students and parents in few clicks with integrated Transactional SMS Gateway which ensures almost 100 delivery at any time. Pricing is also based on modules and features selected by each institute. Software Modules and Features 1. Web enabled, with

		integrated dynamic website management. 2. CMS, uploading documents, content on website such as TimeTable, notices etc. 3. Organization Profile (College Details, Contacts, Courses etc.) 4. Student Profile including Online Student Registration, Rank List Generation, Academic Records etc. 5. Creating and Managing Staff Profile (Teaching NonTeaching Staff Logins) 6. Admission module (Counseling, Fee, Subject selection etc.) 7. Challan based fee collection with Bank. 8. Bus pass modules for students 9. University internal assessment module 10. Students' University registration return reports 11. House Examination module (Mid term house exams marks entry, result preparation) 12. Final Exam Marks Records (Lower Exams) 13. Managing Students' Daily Attendance (Class wise, subject wise daily absentees) 14. Fee Accounts module 15. Alumni Registration and Management for Old Students 16. ID Card Generation (Students) 17. Implementation of SMS Gateway (sending important notices, messages via SMS) 18. Student's Scholarship Records (SC Concessional Students with Bank Details) 19. Module Level Permissions/Restrictions for each user 20. Detailed and Summary Reports in All Modules Added Later On 21. Online fee collection 22. Hostel fee collection 23. Fund wise Day Book 24. Auto allocation of University Registration No 25. University Roll No Upload 26. Name Struck off and Readmission 27. Students' Compiled PhotoSign Download 28. Auto Roll No and Section Allocation 29. Reservation Category Change 30. Promote/Carry forward all student data to next semester/session
	Administration	The College makes continuous efforts to go paperless in all its administrative and official works. All online and computerized functioning is done to practice transparency while sharing information within the college, faculties and departments
	Finance and Accounts	Fully equipped computerized methods are followed to keep tracks and records of all finances of the College. Advanced software is used to keep scanned documents, efiling and budget transactions accurate.The Bursur office

	checks, verifies and guides the finance and accounts section time to time.
Student Admission and Support	For constant support and assistance to the student community online tools are used to keep in touch and inform them about various notices time to time. Vriddhi notices on the website and feedback forms are provided to the students. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities. The teaching faculty has also created google groups and whatsapp groups to post updates and news related to academic and official documents.
Examination	The College conducts annual Semester Wise examination smoothly. The sitting arrangement of the students is made computerized and displayed well in time to avoid chaos and confusion on the examination days. This also saves time controls stress of the students during examinations. Notices related to exams are also posted and updated on priority basis. Thus the Chief Examination Officer and examination committee in College ensures transparency and quicker methods of conducting exams. Besides that marks of the internal exams and semester exams are also sent to the University online.

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
2016	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)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	30/05/2017	19/06/2017	21
Work Shop INDIA PILOT ACTIVE CITIZEN FACILITATOR	2	06/02/2017	10/02/2017	5
SAP REVIEW WORK SHOP	2	15/06/2017	16/06/2017	2
BASIC ICT SKILLS ,E LEARNING AND MOOCs FOR EDUCATORS	1	20/02/2017	21/02/2017	2
TEACHING PEDAGOGY	3	19/12/2016	19/12/2016	1
TRAIN THE TRAINER AND THE FACILITATOR BY ELECTION COMMISSION OF INDIA	3	28/07/2016	29/07/2016	2
SKILLS IN ESL CLASSROOMS	5	20/11/2016	20/11/2016	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	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Social Club	Staff Social Club	Student Aid Fund Financial Help By teacher personally, Scholarship by Alumni

6.4 – Financial Management and Resource Mobilization

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

Details about the internal and external audit are given below: • The internal audit of all the students funds is carried out by the Bursar of the college regularly. • The external audit of all govt. grants/other grants is carried out by auditors of the AG Punjab. The last audit was done in 2012. Being a Govt. institution the College complies with all the suggestions/objections of the auditors. •The College on its own arranges the audit of all PTA and HEIS funds

and UGC grants etc. which is carried out by authorized chartered accountants.

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
Sarbat Da Bhala	700000	Drinking pure Ro Water

View File

6.4.3 – Total corpus fund generated

700000

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		Yes	Principal Bursar Secretary HEIS
Administrative	No		No	

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

PTA Meeting held regularly

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

Regular meeting of support staff are held with principal

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

1. Started feedback proforma faculty and students. 2. S.S.S. Report proforma outgoing class feedback proforma from students. 3. Understanding of new NAAC.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	GURMAT SANGEET	31/12/2016	31/12/2016	31/12/2016	3
2016	Seminar on Punjabi Natak Vartmaan Pripekh	13/09/2016	13/09/2016	13/09/2016	100
2016	viaktitav osari	14/09/2016	14/09/2016	14/09/2016	175
2016	Decalamation	28/10/2016	28/10/2016	28/10/2016	4

Year		Period from	Period To		Number of Participants
	contest on Pollution Free Diwali				
2016	Decalamation contest on Against Drugs For Creating Awareness	28/11/2016	28/11/2016	28/11/2016	6
2017	seminar	04/11/2017	04/11/2017	04/11/2017	100
2017	Seminar on Against The Tendancy of suicide	01/07/2017	01/07/2017	01/07/2017	225
2017	Rally Against Drugs	21/01/2017	21/01/2017	21/01/2017	230
2017	Decalamation contest on Wastage Of Food	02/06/2017	02/06/2017	02/06/2017	200
2017	Internation Woman Day Celebrated as beti bachao and beti padao Campaign	03/07/2017	03/07/2017	03/07/2017	200
2017	rally in memory of scrifice Day of Saheed Bhagat singh ,Raj Guru And Sukhdev	24/03/2017	24/03/2017	24/03/2017	100
2017	Decalamation contest on Water conservation and power saving	04/06/2017	04/06/2017	04/06/2017	150
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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
Blood Donation Camp Women Cell	06/10/2016	06/10/2016	80	0

Youth Leadership Training Programme	25/09/2016	03/10/2017	12	8

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
1. Swach Bharat Celebration on 130816, NSS Volunteers 500 Participants 2. Van Maha Utshav on 19816, NSS Volunteers Adaptation of Due Village 250. 3. Environment Awareness Rally on 3317, Participants 250 NSS Volunteers. 4. International Water Day Seminar (British Council/New Delhi) , 1 Day Seminar, Participants 100 Students. 5. Earth Day Celebration on 2717, Participants 200 Students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

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
2016	1	1	22/08/2016	1	Diasaster Management Workshop	NDRF Team Training	600
2016	1	1	19/08/2016	1	Van Maha Utsav	Community Engaged	250

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	14/06/2016	The institution gets its prospectus published annually. From session 201617 ,it was decided by IQAC to publish the

prospectus online as a measure to go eco friendly. The prospectus has detailed information about – • The institution and its history , The faculty , Admission dates, Courses offered , Subject combinations , Fee structure , Reservation policy , Examination rules , Financial aids and Scholarship schemes , Hostel , Support services , Co curricular/cultural activities , Sports General Layout of college ,academic calendar and do`s and don't`s for the students.The prospectus gives a clear look into the soul of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti Drugs abuse Rally (Chetna Nasha Mukhat)	15/01/2017	15/01/2017	500
Tendency of Suicide	07/01/2017	07/01/2017	225
Special Rally against	02/01/2017	02/01/2017	230
Special Rally on Freedom Fighters SheedeAzam Bhagat Singh, Raj Guru Sukhdev	24/03/2017	24/03/2017	100

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

Initiatives taken by the institution to make the campus ecofriendly (at least five) 1. Installation of ample power saving Led lights in Campus. 2. Active initiatives for setting up of Botanical Garden. 3. Use of organic manures and fertilizers in the College garden. 4. Planting of plants and trees (both Perennial and seasonal) inside the campus. 5. Students participate in conducting Plantation drives, green projects and competitions like best out of waste.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1 ACTIVE CITIZEN DEVELOPMENT PROGRAMME The Context Youth participation in civil society is increasingly being recognised as an important development objective towards global citizenship. With increased access to information, knowledge and technology coupled with mobility and cultural interaction, there has been an increased engagement of young people with

society, both in their cities, country and beyond borders. They have become more global in their outlook and behaviour — though there are regional variations. These trends clearly establish the need for programmes that help youth essay their roles as global citizens and motivate them to utilise the opportunities that exist in this context. The Objectives • To connect thousands of likeminded people around the world who collectively want to make a fairer and more inclusive society • To raise the desire among young people to become active citizens, bringing social action to life for participants and by not just working locally, but globally, through study visits and social media networks. The Practice A global network of delivery partners is responsible for delivering the programme locally. Partners are trusted organisations and institutions working with local communities.Delivery partners recruit facilitators who then attend Active Citizens training inspiring the community to learn, share and take action together. Facilitators may be recruited from the partner organization or from the partners' network of organisations and contacts.Facilitators are responsible for delivering the learning journey to local participants Active Citizens. They develop new skills, knowledge and motivation to work with their communities, building trust and taking meaningful social action.Active Citizens communities connect globally through international workshops, study visits, partner networking, online resources and for social media. They share experiences and build skills and generate ideas for social action.To translate the idea from paper to ground two assistant professors from college attended the workshop at RGNIYD,Sriperumbadur.They after returning then conducted a workshop in the college.The main aim of the five day workshop was development of 30 active citizens for which 30 nss volunteers participated and were involved in various activities to develop their personalities and to shape them into more aware and responsible citizens.This whole workshop was a learning journey like a course of river which starts minutely from mountains and becomes vast when in plains. As per instructions from RGNIYD and BRITISH COUNCIL we at our college leval planned for 5 social action plans (SAP) which we sent to them in a prescribed format by end of this month.Then we executed those 5 SAP'S in our selected working areas from March till May end.From eight participating colleges 40 SAP'S were executed and out of those 8 were selected at national leval and funding was provided to those SAP'S BY british council. Obstacles faced / Problems encountered 1. Time constraint 2. Hostile behaviour of local people Hostility of workers collecting waste and garbage 3. lack of awareness on the part of the community about various scheme 4.general apathy and cynicism towards government programmes Evidence of Success • Improved social awareness • Improved ability to take social action • Improved skills, experience, and confidence Improved connectivity and access to networks for social action • Improved ability to deliver or support projects and programmes focused on social impact • Improved ability to deliver or support projects and programmes focused on social impact • Improved staff capacity • Improved structures, policies and procedures • Improved processes and practices Resources required Quality human resources awareness and willingness to engage in community activities finance to meet various expenses availability of experts to interact with beneficiaries organisational knowledge of community to generate a people's movement. Contact details Principal Government college Ropar BEST PRACTICE 2 LEARN FROM ME THE CONTEXT As has usually been said, "Education is a key to development". There was a felt need to initiate a programme on Adult literacy for illiterate and neoliterate indiviuals in society the success of which could serve as a small indicator of progress and development of a community and the society as a whole.There was an urgent need for making some efforts towards uplifting the literacy scenario in the state. These young indiviuals who are underprivileged needed to be empowered with at least the minimum level of literacy OBJECTIVES OF THE PRACTICE To cultivate in the students the spirit of active involvement in the service to the community To contribute to the cause of Total Literacy

Campaign through participation of students in their own localities and To empower the domestic workers and underprivileged sections of the society through literacy THE PRACTICE "Learn from Me" is a literacy programme where the students are initiated into the concept, need and importance of teaching the illiterate and neoliterate adult indiviuals in their locality and elsewhere.In NSS programme a three month adult Literacy programme carried out by volunteers was made a prerequisite for issuing of certificate A,B,C by the affliating university.This turned out to be an accelerator for this programme. Students, in consultation with the members of the faculty, identify the illiterate indiviuals in the various localities where they reside. They begin a dialogue with them stressing on the need for learning to read and write. Once they win over the confidence of the adult learner, suggestions are given to the learner about working out a convenient time schedule for both to meet. Care is taken to see that the student goes to the residence of the learner or the location fixed by her and begins the teaching. The feedback of the students involved in the campaign was heartening. Each student or group of students follow their own methods of teaching stressing on the aptitude of the learner. Obstacles faced if Lack of motivation amongst the learners is the main obstacle reported any and strategies by the students taking part in the activity. Time constraint adopted to has been faced by some of the students of the college as the overcome them schedule at the college is heavy and the learners are working for their livelihood. The faculty finds it difficult to monitor the programme on certain occasions due to lack of sufficient time Impact of the The programme has made a difference to the lives of the poor and Practice illiterate indiviuals. Today, a number of illiterate indiviual can identify all alphabets distinctly, be it in Punjabi or hindi . They can put their signatures on paper, spell any given word and pronounce it accordingly. These people now read newspapers, identify names of shops, signboards, etc., can manage additions and subtraction and have improved in multiplication.The above improvement also reflects the feelings of the students who are involved in "Learn from Me". In short, this programme proved a rewarding strategy to help combat the problem of illiteracy particularly among the underprivileged individuals in Rupnagar district RESOURCES REQUIRED This was a community service programmeHence the need for resources was minimum. Contact details Principal Government college Ropar

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

https://govtcollegeropar.org/downloads/BEST%20PRACTICES%207.2%202016-17.pdf

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

With an objective towards developing sensitive, responsible and progressive citizens, the institution contributes meaningfully towards nation building as follows: i) A vast majority of the College students belong to nearby rural areas. The basic need of the students from these areas is higher education at affordable cost. The College fee structure, in comparison to other private institutions of higher learning in and around is very low. ii) We ensure equity in higher education by providing adequate opportunities to the underprivileged sections of society by strict adherence to the reservation policies of the State Government. iii) Nurture a feeling of social responsibility through various awareness programmes organized by different clubs set up by the institution. iv) Effort is made to preserve the cultural heritage and tradition through various cultural/cocurricular activities. v) The college boasts of a vibrant sports culture by offering various facilities as 400 m track, hockey ground, cricket ground, basket ball court, hand ball court, volley ball court,

and gym, etc. thus enabling our students to participate and excel in various national and international tournaments. vi) We go allout to create a conducive learning environment where teachers are facilitators and students the prime beneficiaries. vii) We help to infuse critical acumen among our students through guest lectures, seminars and field visits.

Provide the weblink of the institution
https://www.govtcollegeropar.org/

8.Future Plans of Actions for Next Academic Year

 Future plans of IQAC ICT based Communication system in conduction of important information Conduction of short courses • Arranging Guest Lectures • Encouraging students to do participate in various programmes • Faculty Publication • Utilization of Budget Allocated Encouraging students to participate in external events and win medals Provide opportunities for the students to develop their organizing skills