Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE**
Name of the head of the Institution	**Dr. Sant Surinder Pal Singh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**011881222263**
Mobile no.	**9872068687**
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	**Manjit kaur Manchanda**
Phone no/Alternate Phone no.	**01881222263**
Mobile no.	**9876785045**
Registered Email	**principal.gc.ropar@gmail.com**
Alternate Email	**prof.mkaur@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://govtcollegeropar.org/downloads/AQAR%202018-19.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/calendar.php

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
Dry Run Audit	**22-Jan-2020** **360**	**100**

Formation of legal literacy cell	14-Aug-2019 150	41
Celebration of State Leval Science Day	28-Feb-2020 150	205
Formation of EBSB Cliub	12-Dec-2019 150	40
Repair of Library Roof	06-Jan-2020 150	2500
Regular Meeting of IQAC	05-Oct-2019 150	13
Regular Meeting of IQAC	30-Nov-2019 150	13
Review Meeting of IQAC	07-Dec-2019 150	14
Regular Meeting of IQAC	15-Jan-2020 150	13
Publishing of Shiwalik magazine	07-Dec-2019 150	2500
[View File](#)		

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
RUSA infrastructure grant	RUSA	MHRD	2018 365	1185868
RUSA infrastructure grant	RUSA	MHRD	2019 365	6314132
RUSA equity grant	RUSA	MHRD	2019 365	31260
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
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)

1. Capacity building workshop and expert talk on vigilance awareness, skill development, literature, and creativity to empower students. 2. Awareness about student satisfaction survey and data collection through Google form. 3. Implementation of the concept of plastic free campus by banning single use plastic in the campus. 4. Initiation of Dry Run Internal Audit by IQAC. 5. Cleanliness campaign by every department periodically.

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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 IQAC has worked out an action plan for upgradation of existing infrastructure and learning outcomes.	**Maximum infrastructural, academic curricular goals were achieved.**
Infrastructure:- 1) Repair of library roof. 2) Repair of broken window panes and wirenettings of classrooms. 3)Proposal for construction of new commerce & Home science block. 4) Repair of old and defective ceiling fans. 5) Renovation and creation of new computer lab and staff room in HEIS building.	**Infrastructure:- 1) Various repairs and renovations were done. Foundation of new commerce & Home Science block laid down and construction started. The HEIS department was renovated and a new computer lab and staff room were made. 2) Electrical repairs such as replacement of defective and old ceiling fans, switches LED's etc was completed in whole campus. 3) Repairs of old generator set and connections of generator provided to Home Science, Geography & Library Block.**
Academic:- 1) Proposal for renewal of INFIBINET in college library. 2) To facilitate participation in NIRF ranking. 3) To complete previous AQAR's on time on revised guidelines. 4) Proposal for participation in Star college scheme of DBT.	**Academic :- 1) Inflibnet subscription was renewed. 2) AQAR's of session 2016-17, 2017-18 were submitted. 3) Students participated in youth festivals & sports events activities. 3) Various activities were conducted throughout the session by various departments.**
Extra & Co-curricular:- 1)Proposal to participate in youth festivals and various community outreach programmes. 2) Proposal to carry out woman empowerment activities through awareness programmes. 3) Creation of EK	**Extra & Co-curricular :- 1) Proposal to participate in youth festivals and various community outreach programmes. 2) Proposal to carry out woman empowerment activities through awareness programes. 3) Creation of 'Ek**

BHARAT SHRESTH BHARAT club and participation in the scheme. 4) Celebration of days of National importance.	**Bharat Shresth Bharat' club and participation in the scheme. 4) Celebration of days of National importance.**

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**15-Jan-2020**

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	**2020**

Date of Submission	**18-Feb-2020**

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, , 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 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 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 college is affiliated to Panjabi University, Patiala. All the courses taught are either approved by the Panjabi University or by UGC. • Academic Calendar of Panjabi University is followed to cover the syllabus during the specified period. • Orientation for the new student is held at the beginning of the session to familiarise the students about the working of the college and the University. • Information about Career Oriented Programmes and other related activities is disseminated to the students during orientation programme • Student Notice Board is regularly updated for any information related to curriculum, opportunities and other activities. • Weekly Planners are prepared and displayed by various departments to facilitate students. • College Timetable is prepared semester wise and uploaded on college website . • Mid Semester Examinations and Final Semester examinations are held as per University guidelines. •Online system is used for attendance, examination marks and assessment. • Expert talks/ Workshops on latest in the field are held regularly. • Field Surveys are held as per curriculum requirements.

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
NIL	NIL	06/12/2020	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	17/06/2019
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	17/06/2019

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

	Certificate	Diploma Course

Number of Students	Nil	Nil

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	01/08/2019	27
Diploma course in data care management	01/08/2019	12
Certificate course in instrumentation	01/08/2019	3
Advance diploma in data care management	01/08/2019	12
[View File]()		

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	Geography (Regarding corona)	89
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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
Students: For collecting feedback from students, the college adopts two methods viz. Google form and Suggestion/Complaint box)1. Google Form: The Google form based on the Student Satisfaction Survey format of NAAC has been designed and uploaded on college website 2). College has a Suggestion/Complaint box for the students installed in the porch, (main entrance) of the college. Students use both the options to voice their views, suggestions, complains etc. regarding various issues. The suggestion box is opened every alternate month by the committee members.Trivial issues are handled at the level of committee members while the major issues are brought to the notice of the Principal and relevant action is taken at her level. Letters received in the suggestion box are filed for future references. Students on various platforms are also sensitized about the use of the suggestion box, hence it serves as a continuous mode for students to bring matters of concern to the authorities. This box is also used by the students to share their suggestions for improving the working of the college. The information collected through Google form is analysed by the committee for the purpose. Teachers: Regular staff meeting of teachers is called for the collection of their feedback on syllabus, infrastructure and learning environment in the college. The information collected is analysed by

the core steering committee of the College. . Parents: The parents of the slow learners and of the students who are running short of lectures or any other concern are invited for interface. During that meeting the parents and the teachers discuss the issues and resolve it amicably.

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	EXCEL FILE UPLOADED, There are more than ten records	Nill	Nill	Nill
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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	2198	150	67	Nill	12

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	Numberof smart classrooms	E-resources and techniques used
67	67	8	4	4	4
[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)

There is a tutorial system in the college which assigns a maximum of 40 Students for mentoring to each teacher. . Tutorials are held monthly to promote the following: • Knowledge transmission • Curriculum, attendance, tests • Sharing student issues • Building student teacher rapport. • Health, hygiene and fitness awareness. • Knowledge of womens rights and gender sensitization • Importance in ethics and values. • Sensitisation Promotion of participation in the search for talent and otherCultural operations. • Promoting the use of and incinerators in washrooms. • Knowledge of waste separation and cleanliness. • Sharing of the students Code of Conduct • Sharing of any Another issue of significance

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2348	67	1:35

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	67	3	5	14

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
2019	Dr. Nirmal Singh Brar	Assistant Professor	Parman Patra by District Administration, Rupnagar(Training for buddy groups)

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	EXCEL FILE UPLOADED, There is more than ten records	EXCEL FILE UPLOADED, There is more than ten records	06/12/2020	06/12/2020

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

1. CIE is typically the required portion of the University Examination Scheme, Conducted in the form of a mid-semester test, attendance percentage and In-class punctuality and discipline. 2. The College Examination Division holds the CIE, in coordination with the Advisory Committee of the College and the Heads of the Department. 3. The mid-semester exam results after consolidation of feedback are finalized and discussed with students are are displayed on notice board for understanding and information of the stakeholders concerned.

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,assingnments, 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/artsDepartment.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
EXCEL FILE UPLOADED, There is more than ten records	BA	EXCEL FILE UPLOADED, There is more than ten records	Nill	Nill	0

View File

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/downloads/Student%20Satisfaction%20Survey%202019-20.pdf

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
Major Projects	00	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
Vigilance Awareness Week and Career Counseling Week	Political Science	31/10/2019

Dept. were preparing masks to be used after lockdown	Home Science	04/05/2020
Celebrate Rastriya Poshan Month	Home Science	11/09/2019
Seminar on Bhasha vigyan and poetry	Punjabi	18/10/2019
Organised a Seminar to guide Students of regarding various Competitive exams	Mathematics	27/02/2019
Coducted a Lecture for students for numerous opportunities available in the graudation and the Industry aligned Courses	Commerce	29/01/2020
Organized lecture to guide students regarding various competitive exams	Commerce	22/01/2020
Conducted Special Lecture on How to prepare for civil services exams	Public Administration	01/08/2019
Career Awareness Seminar	Chemistry	28/02/2020
Seminar on development of Skill And Personality	Chemistry	06/02/2020
Career counselling seminar on different opportunities for students after graduation	Chemistry	17/02/2020
Mann Jit Program	Buddy Program	13/02/2020
Inaugration of legal Aid Clinic-cum- Legal Literacy Club	Legal Literacy Cell	14/09/2019
National Senior citizen Day	Legal Literacy Cell	23/08/2019
Awareness among society about Corona Pandemic	NSS/NCC	04/05/2020
National integration Day	NCC	31/10/2019

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
Parman Patra by District Administration, Rupnagar(Training for buddy groups)	Dr. Nirmal Singh Brar	District Administration, Rupnagar	26/01/2020	Certificate (Parman Patra)
		View File		

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
NA	NA	NA	NA	NA	01/12/2019

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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
NA	Nill

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	HINDI	1	6.3
National	MATHEMATICS	1	4.41

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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
Public Administration	1
Mathematics	2
Punjabi	4
English	1
Home Science	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	Nill

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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
NIL	NIL	NIL	2019	Nill	Nill	NIL

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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	**8**	**21**	**2**	**Nill**
Presented papers	**2**	**9**	**2**	**Nill**
View File				

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
EXCEL FILE UPLOADED, There is more than ten records	**EXCEL FILE UPLOADED, There are more than ten records**	**Nill**	**Nill**
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	**NIL**	**NIL**	**Nill**
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
EXCEL FILE UPLOADED, There is more than ten records	**EXCEL FILE UPLOADED, There is more than ten records**	**EXCEL FILE UPLOADED, There are more than ten records**	**Nill**	**Nill**
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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
N/A	**N/A**	**N/A**	**00**
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant

details					
N/A	N/A	N/A	01/12/2020	01/12/2020	000

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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
N/A	01/12/2020	N/A	Nill

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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
14000000	13875979.72

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Campus Edge	Partially	I	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	52228	10445600	26	5800	52254	10451400
Journals	10	680	10	1010	20	1690
Weeding (hard & soft)	35	6000	117	585	152	6585
Library Automation	1	35640	Nill	Nill	1	35640

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	17/06/2019

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 (MBPS/ GBPS)	Others
Existing	53	2	10	1	1	12	41	2	0
Added	8	0	2	0	0	4	4	0	0
Total	61	2	12	1	1	16	45	2	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
TEACHERS DEVELOP THIER OWN E-CONTENT AND UPLOAD IT ON COLLEGE E-LEARNING PORTAL	https://www.govtcollegeropar.org/e-learning.php

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
1900000	1857892.5	14000000	13875979.72

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)

Physical facility Classrooms: Routine cleaning and maintenance is carried out in order to ensure productive learning environment for the students. Some of the classrooms are supplied with power from generator in times of power cuts with the electricity produced by the generator. Classrooms are cleaned regularly by the non-teaching cleaning staff. Routine electrical and fixture inspection is performed and fixed immediately. Academic: For high-grade instruments, an annual maintenance contract is completed. For instruments, stabilizers are used. For the equipment, routine servicing and maintenance is carried out. Tool calibrations are performed. If available, service engineers from manufacturing firms are called upon for repairs. For the repair, three or four quotes are taken from various organizations, and one who can provide efficient service is given the job. Practical batches are prepared to offer all students hands-on experience. Practical sessions are held in the morning, afternoon and evening to allow full use of laboratory space. LIBRARY: Proper

ventilation is carried out in order to maintain a dry atmosphere near book shelves. Daily dusting and cleaning is performed. Pest control is carried out to improve the life of library services. Furniture and fixtures are restored according to the Central Necessity. Students are given open access to the books in order to have efficient referencing and exploration of new subject-related books. Unique reading room facilities and machines are available to provide access toE-Content. Library personnel perform orientation and literacy of material. Programs to instruct patrons. New arrivals are being displayed on board and screens. Library is kept open in long vacations for the benefits of the his students. COMPUTERS: Device managers perform maintenance and service. For computers and applications, regular updates are carried out. According to the requirement and load of the job, available computers are distributed in divisions, offices, libraries and administrative work. Computers are linked by computers LAN and a high-speed Internet connection. Computers are fitted with anti-virus updates. SPORT FACILITY: Sports content is delivered to students as per the timetable. For intercollegiate competitions sport material is issued to the student for the period of the competition. Gymnasium is used by students as per the given slot.

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, OBC, Minorities,Students, PMS Under Central Sector Scheme	668	7620435
Financial Support from Other Sources			
a) National	Saini Bhawan, PTA Fund	63	0
b)International	00	Nill	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
EXCEL FILE UPLOADED, There are more than ten records	01/12/2020	Nill	EXCEL FILE UPLOADED, There is more than ten records
View File			

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	EXCEL FILE UPLOADED, There are more than ten records	Nill	Nill	Nill	Nill
		View File			

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
Nill	Nill	Nill

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	Nill	Nill	NA	Nill	Nill
		No file uploaded.			

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BSc. (Med/NM)	Science	Central Uni. of Punjab, Bathinda	MSc. Chemistry
2019	1	BSc. (Med/NM)	Science	Punjabi Uni. Patiala	MSc. Chemistry
2019	12	BSc. (Med/NM)	Science	Govt. College Mohali	MSc. Chemistry
2019	11	BA(Arts)	Arts	Govt. College Ropar	MA (Political Science)
2019	11	BA(Arts)	Arts	Govt. College Ropar	MA(Punjabi)
2019	7	B.Com	Commerce	Bela College	M.Com
2019	36	B.Com	Commerce	Punjab And Punjabi university	M.Com
2019	4	B.Com	Commerce	CGC Landran	MBA
		View File			

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	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
National Sports Day celebration	Institutional	254
Teej Cultural Fest	Institutional	72
[View File]()		

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
2019	Handball/Third	National	1	Nill	BA-1	Kiranjeet kaur
2019	Canoeing/Second	National	1	Nill	BA-1/2516	Maninder Singh
2019	Dragon boat/First	National	1	Nill	BA-1/2516	Maninder Singh
[View File]()						

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 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 also known as OSA is a registered body, with the Principal as its Patron in Chief. It functions to forge a strong bond between the college and its old students. It came into being in the 1995. The Alumni Association consists of 4 bodies: 1. The Patrons 2. The advisory Committee. 3. Central Executive Body 4. The General Body The administrative body of the association comprises the president, the general 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

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 Annual duty list: 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 programs and projects to be undertaken by the College. The college administration too is participatory and highly decentralized. The entire governance process is managed through a detailed annual duty list. There is an advisory committee(college council) at the helm of affairs, which has senior faculty as members. These committees are responsible for the management and decision making relating to the college. There are approx. 59 working committees looking after the entire working of the college. There are committees for admissions, cultural events , academics and courses , new Courses, discipline, students welfare, library, procurement, write off, e-documentation, examination, sexual harassment, foreign students, Student's elections, lecture shortage , and hostel welfare , IQAC etc. Each committee is headed by a senior faculty member and then there are 4-5 other members from the remaining staff . The issue are discussed, deliberated and then decided in these meeting. All strategic issues or policy changes are decided in the advisory committee, of course in the presence of the Principal of the college. In addition regular meetings of the Head of the departments are held to disseminate and discuss issues involving entire college. Regular staff meetings are held to apprise them about various concerns relating to students, courses, safety, teaching learning environment etc. The staff is free to raise any query during that meeting and discuss the matter. Apart from teaching - staff meetings, regular meetings with non-teaching staff are also organized to brainstorm administrative affairs. Farewell parties of the retiring teaching and non-teaching staff are also organized by Staff social club. At the beginning of the session, an orientation session is organized for the fresher students to familiarize them with the working of the college. Additionally, each committee discusses issues within their own committee also. Each department also holds regular meetings to decide issues concerning their department. Strategic issues are all decided in the presence of principal of the college. 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)?
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
Library, ICT and Physical Infrastructure / Instrumentation	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 HUMAN RESOURCE DEVLOPMENT 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
	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
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 mid semester tests are evaluated well before the specified time period.
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 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.
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.

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

E-governace area	Details
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.
	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.

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	NIL	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)
2019	NIL	NIL	01/12/2020	01/12/2020	Nill	Nill
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
Orientation Program	1	01/11/2019	21/11/2019	480
Refresher Course	1	16/12/2019	28/12/2019	480
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. As per central and Punjab Government rules 2. Staff social club	1. As per central and Punjab Government rules. 2 Staff Social club	1. As per central and Punjab Government rules.2 Scholarships are given to student out of student aid fund on merit come means basis 3. Scholarship is given to SC/ST Students also . 4 Voluntary contribution by faculty is also used for fee payment of deserving students

6.4 – Financial Management and Resource Mobilization

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

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 November 2019. 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 Charitable Trust Saini Charitable Education Trust	125000	College Fees
View File		

6.4.3 – Total corpus fund generated

0000

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	NIL	Yes	PRINCIPAL
Administrative	No	NIL	Yes	Principal, Bursar, Secretory HEIS

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

PTA meetings are held regularly.

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

Regular meeting of support staff are held with Principal. They are honored annually at the time of annual athletic meet.

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

1. Multiple seminars and workshops has been organized for the students. 2. A New commerce block has been stated within college campus 3. Renewal of publishing of Shiwalik magazine. 4. Renewable of college inflibnet facility restored for staff and teachers.

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
2019	EXCEL FILE UPLOADED, There are more than ten records	01/12/2020	01/12/2020	01/12/2020	Nill
[View File](#)					

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
Teej Celebration	03/08/2019	03/08/2019	434	Nill

Childrens Day Celebration	14/11/2019	14/11/2019	340	59
Medical Termination of pregnancy in Rape Case	24/10/2019	24/10/2020	60	41
National Girl's Child day	24/01/2020	24/01/2020	105	Nill
A Seminar on No cooking Recipe competition	11/09/2019	11/09/2019	72	72

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. Declaration o plastic free campus. 2. Ban on single use plastic.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3

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	2	2	20/08/2019	8	Visit the flood effected area	Help the people effected by the flood	30
2019	2	2	09/09/2019	2	Plastic turning waste	Plastic turning waste	70
2020	4	4	04/05/2020	2	Awareness among society about corona	Awareness among society about corona	135
2020	1	1	15/04/2020	30	Awareness program on corona	Awareness program on corona	178
2020	1	1	21/06/2020	1	Yoga Day	Yoga Day	100

| 2019 | 1 | 1 | 25/10/2019 | 2 | Green Diwali | Green Diwali | 170 |

View File

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	03/07/2020	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'tss 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
World Mental health Day	10/10/2019	10/10/2019	20
Program to take oath against drugs	17/08/2019	17/08/2019	100
Tree Plantation	29/08/2019	29/08/2019	200
Seminar on misuse of the Mobile Phone	25/02/2020	25/02/2020	100

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

Single use plastic has been banned in the college campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1 Newsletter of IQAC: Quality Initiatives and Endeavors Goal: The

key goal of the practice is to achieve the maximum participation of all stakeholders by providing them with full information on the activities of the IQAC. The fundamental theory behind this strategy is that the participation index and involvement rises at a higher rate if the people participating in any productive activity are well educated. The Context: Although stressing the need to disseminate information on the plans and prospects for the operation of IQAC, it was very important to inform individuals and raise awareness among themselves of the fundamental need to step into the post-accreditation period after taking charge of IQAC and in the last year of accreditation. The method of generating knowledge was very inefficient without any suitable and sufficient financial and administrative set up and attitudinal strengths. The Principal and the Coordinator moved to get all stakeholders interested in the best use of the least possible resources with the tool of an IQAC newsletter with only the passion and encouragement to act as the ideal force available to the institution and with only one purpose to step along with the expectations of NAAC. The Practice: A self-designed framework for providing information on NAAC activities in the post-accreditation scenario had been developed by the college with a strong motive to make maximum use of the resources available. The Principal and the College Coordinator agreed to prepare a document that could provide full and consistent information on the activities of the NAAC, the IQAC and the post-accreditation position of the college. A small document of only four pages, including the introduction and history of the college accreditation process, was prepared vision and mission of IQAC IQAC philosophy, priorities and functions Plans chalked out goals and objectives achieved recent achievements and future plans. The entire paper was prepared and released by IQACs coordinator. The copies were circulated to all faculty members, office workers, non-teaching employees, Alumni Club office bearers, PTA members, and some copies were kept for the use of the students in the library reading room. On the numerous Notice Boards, copies of this leaflet were also displayed. The cost of the Quality Initiatives and Endeavors newsletter was less, but the effect and response were immense. Evidence of Success: On the part of the institution, a modest effort was made to get maximum out of minimum. The Principal released the leaflet. She praised the efforts and called for other institutions in the state to pursue the colleges initiative. It was a very fruitful endeavor as everyone with a stake in the organization obtained updates on the post-accreditation activities of the institution for quality improvement and encouraged everyone to work together and actively to achieve future plans. This shows that small and modest efforts can do wonders, made with strong vision and motives. Problems encountered and Resources required: Being a government college and having so many economical, administrative and other handicaps, there were some problems with the various efforts aimed at quality sustenance and development. But to move forward, the mindset and enthusiasm of even a few people linked to quality pursuits is enough. This was an ambitious exercise conceived by the college that needed less funding. So, when introducing this procedure, no significant problems were encountered. Rich dividends were paid by the efforts of Principal and motivated faculty members. The institutions implementation of this approach and other quality-related programs has shown that small and moderate individuals in small places can do wonders and create a friendly environment for all stakeholders. Contact details: The Principal Govt. College Ropar – 140001 Punjab Tel: 01881- 222263 E-mail: principal.gc.ropar@gmail.com Website:www.govtcollegeropar.org BEST PRACTICE 2 Dry Run Inspection–Annual Internal Quality Audit. Goal: To Monitor the Colleges continuous progress, the annual internal quality audit was carried out by the IQAC. The inspection objectives are described below: • Enable the faculty to work towards developments in the field of higher education. • Motivate teachers to continually concentrate on tasks of quality and sustenance. • Helping people in all departments to use new approaches in their teaching and learning process in the classroom. • Encourage educators to

increase their professional ratings. • Create a culture of science at the grass root level. • Examine the functioning of departments, associations and various clubs . • Evaluate the success of individual teachers The Context: The organization initiated the Annual Internal Quality Audit Program: • To strengthen the colleges safe activities with effective frameworks to recognize and reform • To see if the goals and objectives have been successfully implemented. The members of the faculty were directed into the quality culture by the IQAC and educated. A few senior staff members who attended workshops and conferences shared their experiences to inspire college teachers into a culture of excellence, including at the international level. In the initial stages, the inspection requirements were established based on the probes provided by the NAAC. Some of the problems found were student's performance, creative teaching approaches, substantial academic growth, staff academic improvement etc. In order to master any set of skills or expertise, students graduating from this institution are prepared. They are trained to maintain a high standard with their counterparts The college has planned a variety of personality development programs. The Practice: To ensure well-defined standards of quality in the functioning of the institution, the Dry Run Inspection plays a catalytic role. This inspection enhances the outcomes of academic and organizational operations. Teachers establish a framework for diligent review of themselves and often make progress and modifications on their own. It is a deliberate effort to review and analyze the success of all the institutions departments, services, organizations and facilities consistently and regularly. The IQAC draws up the schedule well in advance and tells all the team members. Based on the format established for inspection, a self-study report in duplicate must be kept ready. It has two parts: one being the departments self-study report and the other, the profile of the individual teacher. All involved is made aware of the directions and goals of the inspection. The Peer Team is made up of all IQAC members, an alumni member and an external member who is a well-known educator selected from local society. The inspection is done at two levels: • Interaction with staff members of the department. • Inspection and review for documentary evidence. Evidence of Success: The visit is accompanied by a 2-day annual performance review program whereby the IQAC draws up the SWOT report of the department visit. Improvement recommendations are given in writing to all departments. The entire exercise is performed by the IQAC systematically. It collects and compiles the data collected. Participative management in all potential circumstances is commonly practiced. This exercises success rate can be summarized as follows: • The format for the departmental profile is in line with NAACs AQAR reports. At the start of each academic year, it is handed over to the departments and the same is used for the annual internal audit. If and when the need arises, the format is checked and modifications implemented. • It provides guidance and keeps the departments, along with evidence and documents, focused on planning and execution of operations. It gives guidance and retains the units, along with facts and documents, based on the preparation and execution of activities. • The annual audit is performed by the IQAC and all these things are reviewed and the strengths/weaknesses of each department are objectively assessed. • The format also gives each department space to define their best practices. • This will be now made an annual feature that seeks a place in the event calendar and will acts as an in-built technique that makes reporting a periodic feature. Problems encountered and Resources required :It was not possible for some teachers in the department to collect the data and complete the AQAR survey. The teachers did not get enough time along with their university exam and teaching schedule, they had to do it. There was no available clerical assistance. To get their job done, the teachers had to use computers. The following kind of resources were required Human Resources – to collect information to process and collate. Financial-for stationary and other miscellaneous items for preparing reports. Technological – Use of computers and other modes of data processing. Material Resources – Paper and stationary items

for preparation of inspection. Notes: The IQAC develops criteria for the colleges different administrative and academic roles. It also advises and educates current and potential entrants on different topics and developments in higher education. At all stages of the organizational system, the IQAC works in different roles and help different departments to works in a team. Contact details: The Principal Govt. College Ropar – 140001 Punjab Tel: 01881- 222263 E-mail: principal.gc.ropar@gmail.com Website:www.govtcollegeropar.org

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

https://www.govtcollegeropar.org/IQAC.php?type=BestPractice

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

INSTITUTIONAL DISTINCTIVENESS Five wings of NSS and 1 unit of NCC of the college are a big strength for the institution. Along with its regular activities, these wings are always working towards attaining sustainable development and helping the society in hour of need. One such occasion in 2019 was when Ropar villages were inundated in floods after Bhakhra releases water following heavy rains in the region IN AUGUST 2019. Dozens of villages in the district were flooded. The rainwater started flooding the area as all the tributaries of the Sutlej swelled to brims during night, trapping people in many villages. As the level of water kept increasing, the district administration ordered to evacuate people from areas near the Budhki and Sarsa rivers. Several people could be seen sitting on the roofs of their inundated houses at Khairabad and Bada Phool villages on the outskirts of Ropar. The rainwater entered the building of the new campus of Indian Institute of Technology, Ropar, forcing the authorities to shift students from the ground floor to the upper floors of the hostel. At Surtapur Mand and Kotla Nihang Tapparian, a bundh on the Sadhraon river was washed away, resulting in flooding of fields and houses. It was a severe situation but the administration along with the students, faculty members and staff responded to it very positively to combat the challenges. Our volunteers of NSS and NCC Cadets visited the flood affected areas of Ropar district. They communicate with local people, inquired about their needs and provided the affected families with required help. The volunteers also helped the people affected at ground zero level by rehabilitating them in their houses by cleaning the mud collected in houses .Our students contributed to provide the affected families with clean drinking water and other eatables and supplies. We provided the necessary supplies to the residents during the crisis hours under very trying circumstances. This small initiative of our students was a big step towards sustainable development.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The college IQAC has worked out an action plan for existing learning recourse for imparting quality teaching and enhancement. 1. Installation of separate lease line of 10 MBPS speeds to improve the internet facility of the college. 2. To install generator connection for Library, Geography and Home Science department. 3. Renovation of Generator Setup area. 4. Proposal for redesigning and extension in services of college websites. 5. To facilitate online teaching proposal for establishment of Institution's own Learning Management System (LMS) Moodle. 6. To facilitate participation of college in NIRF Ranking. 7. To constitute a committee for student satisfaction servey as per revised accreditation frame work. 8. To

facilitate participation of college in Swashta ranking. 9. To Establish Poshan Vatika to be maintained by the students of Home Science Department. 10. To facilitate student participation in community outreach programs as per vision of MHRD. 11. Completion of new Home Science Commerce department. 12. To encourage faculty to participate in various FDP's 13. To organize various workshops and training programs for teaching and non-teaching staff.