



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE, ROPAR
Name of the head of the Institution		Dr. Sheh 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	Prof. BS Satyal
Phone no/Alternate Phone no.	01881222263
Mobile no.	9814302375
Registered Email	principal.gc.ropar@gmail.com
Alternate Email	santsurinderpal@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://govtcollegeropar.org/downloads/AQAR%202017-18.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%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
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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	22-Nov-2018	20

CELL

90

[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
INSTITUTION	NA	UGC	2018 0	0

No Files Uploaded !!!

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 :

1

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. IQAC kept a check on all the activities planned for the session various programs to improve academic quality were carried out by various departments under the flagship of IQAC. 2. IQAC worked for improving learner centric environment by adopting participatory teaching learning process. 3. Faculty went through various FDPs to improve their skills.

[View File](#)**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
NSS, NCC and various clubs.. Students were provided opportunities to developed their other skills besides their academic.	A fair amount of opportunities were provided to students in their respected departments and clubs.

Academic.. Regular teaching was enriched by various extension lectures and students were introduced to use of online resources for academic enrichment.	Reached set target as per action plan.
Admission.. To popularized various courses being carried out in the college.	Admission was more than other college in the vicinity.
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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	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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 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 executes 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) are developed for each program and Course

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	01/01/2018	00	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Police Administration	01/10/2018
MSc	Information Technology	01/10/2018
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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 Spoken English	01/08/2018	25
Diploma Course in Spoken English	01/08/2018	11
Certificate Course in Industrial Chemistry	01/08/2018	7
Diploma Course in Industrial Chemistry	01/08/2018	9
Advance Diploma Course in Industrial Chemistry	01/08/2018	8
Certificate Course in Data Care Management	01/08/2018	17
Diploma Course in Data Care Management	01/08/2018	9
Advance Diploma Course in	01/08/2018	7

Data Care Management

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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	Third Year Geography	73

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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

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
BCA	sem-five	50	34	29
BCA	sem-three	50	44	40
BCA	Sem-one	50	106	52
BA	sem-five	650	377	298
BA	sem-three	650	446	314
BA	Sem-one	650	766	518
BSc	Medical Sem-one	80	97	65
BSc	Medical sem-three	80	56	44
BSc	Medical sem-five	80	29	27

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2042	116	67	0	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
67	67	8	3	3	4

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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 35-40 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 place with 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
2158	67	1:32

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
71	67	4	7	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr. Vippan Kumar	Assistant Professor	Nation Builder Award, Rotary Club, Rupnagar(Under its program : TEACH)
2018	Mr. Vippan Kumar	Assistant Professor	Gold Medal (Beti Bachao - Beti Padhao: Run For Her), Rupnagar District Administration
2018	Ms. Ravneet Kaur	Assistant Professor	Silver Medal (Beti Bachao - Beti Padhao: Run For Her), Rupnagar District Administration
2018	Mrs. Seema Saini	Assistant Professor	Parman Patra, Punjab Government

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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 UPLO	EXCEL FILE	01/12/2019	01/12/2019

ADED (RECORDS
MORE THAN 10)

UPLOADED

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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 viva voce. 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
1	BA	SEM-VI	325	114	36
2	BCom	SEM-VI	59	46	96
3	BSc	MEDICAL SEM-VI	27	26	96.29
4	BSc	NON MEDICAL SEM-VI	107	103	97.16
5	MA	SEM-IV	17	17	100
6	MA	SEM-IV	11	5	45
7	MA	SEM-IV	25	25	100
8	BCA	SEM-VI	19	9	47
9	PGDCA	SEM-VI	9	9	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://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
No Data Entered/Not Applicable !!!				
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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 structurelism	Punjabi	20/03/2019

- Aathunik Bhashai Sandarav ate kav sindhant		
Seminar on Lokhdhara ate Lokkav - Parmukh Vangian Ate samaj , Sabhiachark Mahatav , Bhasha Vigyan ate Arth vugyann - sindhatak Pakh	Punjabi	04/04/2019
Seminar Organised On Road Safety Issue	political science	20/11/2018
Seminar Organised On Importance of Human Right in Modern Civilisation	political science	26/11/2018
seminar Rights of Woman	political science	02/09/2019
Programe of taking commitment Agianst Intoxicants	political science	21/01/2019
Decalamation contest organised for Celebrated International Woman Day	political science	03/07/2019
Anti Drug Rally onganised in the city of roapr	political science	13/03/2019
Seminar Saving Water Campaign and Awareness Programe	political science	22/03/2019
Anti Drug Awareness Rally organised and celebrated the Martye Day of Saheed Bhagat Singh as youth power day	political science	23/03/2019
Seminar organised on Abolishing the tendency of suicide and commitment	political science	04/03/2019
A Hug Rally Organised in the Memory of Jillian Wala Bagh	political science	04/12/2019
Seminar to Stop the wastage of Food	political science	16/04/2019
seminar Bad Effect of Intoxicant	political science	23/04/2019

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
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	Sponsered 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
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	2	5.5
International	Punjabi	2	5.5
International	Political Science	2	5.5
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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
PUNJABI	1
COMPUTER SCIENCE	2
POLITICAL SCIENCE	5
MATHEMATICS	2
MUSIC	2
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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 !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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
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Attended/Seminars/Workshops	1	25	0	2
Presented papers	7	11	0	0
Resource persons	0	0	11	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
EXCEL FILE UPLOADED	EXCEL FILE UPLOADED (RECORDS MORE THAN 10)	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
EXCEL FILE UPLOADED	RECORDS MORE THAN 10	EXCEL FILE UPLOADED	0	0
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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
No Data Entered/Not Applicable !!!			
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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 !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200000	1978692

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus Edge	Partially	1	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	52221	10444200	7	2530	52228	10446730
Journals	10	680	0	0	10	680
Library Automation	1	35640	0	0	1	35640
Weeding (hard & soft)	35	6000	0	0	35	6000
Reference Books	3638	1091400	22	6600	3660	1098000

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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	01/12/2019
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	0	0
Added	8	0	2	0	0	4	4	0	0
Total	61	2	12	1	1	16	45	0	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	https://www.govtcollegeropar.org/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1600000	1505707.5	2000000	1978692

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 teaching learning 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 Maintenance 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, OBC Students, Minorities, Under Central Sector Scheme, Under Disabilities Scheme	521	6002873
Financial Support from Other Sources			
a) National	Nil	0	0
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
Nil	01/12/2019	0	00
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 competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed
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			activities		
2018	Career Counseling (Tech Workshop)	571	571	0	0
2018	Career Seminar	99	99	0	0
2018	Career Seminar (Rayat & Bahara)	571	571	0	0
2018	Career Seminar (Mar kendeshwar Univ.)	571	571	0	0
2018	Career Seminar (Garshankar)	99	99	0	0
2018	Career & Counseling (Training Programme)	670	670	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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reliance Jio	670	9	Wipro technologies, Infosys, Health Cap Company	408	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA	English	Maharaja Agarsen College	M.B.A

2018	1	BA	English	Rayat College	B.Ed
2018	3	BA	English	Private	IELTS
2018	1	BA	English	Private	M.A English
2018	1	BA	English	Private	M.A (Pol. Sci.)
2018	4	BA	English	Govt. College Ropar	M.A Punjabi
2018	3	BA	English	Govt. College Ropar	M.A (Pol. Sci.)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

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

Activity	Level	Number of Participants
Annual Sports Meet	Institution	807
Earth Day	Institution	200
Quiz Competition in Collaboration with Rotary Club	Institution	60
Earth Day Map making Chart Making	Institution	60
International Marathon. Bhakra Nangal (10 KM)	Institution	1500
Excursion to Bhakra Nangal Dam Gurudwara Vibhour Sahib	Institution	250
Half Merathon (Ropar)	Institution	200
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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
2018	Gold	National	1	0	BA-3rd	Bhajandeep kaur
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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 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 to the needs of the institution and are made aware of their responsibility towards their almatamatter.

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 faculty 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)?

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
Teaching and Learning	<p>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</p>

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.

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.

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

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

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 webinar etc 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 DEVELOPMENT 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.

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

E-governance 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. Vridhhi 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, e-filing and budget transactions accurate. The Bursar 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
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2018	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)
2018	NIL	NIL	01/12/2019	01/12/2019	0	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
BUDDY PROGRAMME (ANTI DRUG PROGRAMME)	2	07/08/2018	08/08/2018	2
MENTORING SKILLS BY DEPTT.OF PERSONNEL AND TRAINING GOVT. OF INDIA	1	19/09/2018	21/09/2018	3
AWARENESS PROGRAMME WORK SHOP BY NAAC	1	10/12/2018	10/12/2018	1
MOOCS, E CONTENT DEVELOPMENT AND OPEN EDUCATIONAL RESOURCES	1	14/01/2019	19/01/2019	6
TEACHERS AND PROFESSORS WORK SHOP	2	29/07/2018	29/07/2018	1
RESEARCH METHODOLOGY THEME HOW TO WRITE A RESEACH PAPER	3	22/10/2018	22/10/2018	1
EXPORT IMPORT MANAGEMENT PROGRAMME	3	27/10/2018	27/10/2018	1
E- LEARNING EDP CONDUCTED BY THE NATIONAL	3	26/10/2018	09/11/2018	15

INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS				
Direct Trainer SKILLS BY DEPTT. OF PERSONNEL AND TRAINING GOVT. OF INDIA	2	23/07/2018	27/07/2019	5
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Social club	Staff Social Club	Students Aid Fund, Financial Help by teachers 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)

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
NIL	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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
Administrative	No		Yes	Principal, Bursar,

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 honoured annually at the time of annual athletic meet.

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

1. Submission of AQAR of 2018-19. 2. Planning of Activity for year 2018-19.

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
2018	EXCEL FILE UPLOADED (RECORDS MORE THAN 10)	01/12/2019	01/12/2019	01/12/2019	0
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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
Seminar Organised on right of women	09/01/2019	09/01/2019	80	70
International Womens Day	08/03/2018	08/03/2018	250	0
Poshan Pakhwara	08/03/2018	27/03/2018	200	0
National Hiking Tracking Utrakhand	26/09/2018	02/10/2018	2	0
Awareness Campaign clean roopnagar green roopnagar	05/06/2018	05/06/2018	45	55
World Environment Day	05/06/2018	05/06/2018	45	55

Beti Bachao Beti Paraho	10/03/2018	10/03/2018	40	50
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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. Swachh Bharat Pandharwara club with punjabi university NSS on 01-08-18 to 15-08-18, 2. Environment Awareness Rally Club with punjabi university NSS on 17-10-18 participants-200, 3. pollution and cracker free diwali on 05-11-18 participant-60, 4. Earth Day Celebration on 23-04-19 participant-200, 5. Water Day Celebration on 20-03-19 participant-140, 6. Stop the wastage of Food on 16-04-19 participants-140

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	08/03/2019	1	International Womens Day Blood Donation Camp	Human Ethics	250
2019	1	1	08/03/2019	1	National Youth Day	Youth Awareness	250
2019	1	1	17/03/2019	1	Marathon Bharkra Nangal	Physical Fitness	350

[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	19/07/2018	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
Best Performance in Study	26/09/2018	26/09/2018	12
Bad effects of intoxicants	18/10/2018	18/10/2018	100
Seminar Road Safety	20/01/2018	20/01/2018	80
Importance of human rights in Modern civilization	26/11/2018	26/11/2018	90
100 Attencance of students	01/12/2018	01/12/2018	36
Anti Drug Rally	13/03/2019	13/03/2019	250
Anti drug Awareness Rally	23/03/2019	23/03/2019	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (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

ROLE OF PARENT TEACHER ASSOCIATION (PTA) IN FACULTY RECRUITMENT AND ENRICHMENT
Objective: It is difficult to find guest faculty and inspire them to come and work in an institution as the salary paid is too poor. Owing to the financial crunch, the government has placed a full ban on the recruitment of human resources. Out of a total of 60 lecturer posts, 37 are empty, posing a challenge to academics. The Parent Teacher Association (PTA) decided to employ the temporary faculty on a contractual basis to ensure the continuity of the academic process and to retain the glory of the State of the Art institution. Moreover UGC has deployed various terms and conditions for recruitment of guest faculty. **The Context:** At the government level, the

financial crunch depleted facilities in terms of labs, human capital and teaching aids. The state higher education directed the colleges to employ human capital on a contractual basis. Permanent lecturers share the workload in some of the departments. PTA proposed hiring lecturers to benefit students wherever the strength of students is more or no teacher is present. In various subjects, the qualified guest faculty is hard to get and more so if they are, they are not eligible. Being a govt. institution our college cater to vast rural area around so student strength is also not a problem. The guest faculty teachers are given full workload of a regular post are also expected to do all other academic as well as co-curricular duties. The Practice: The College hires retired teachers or freshers on Contractual guidelines to teach either a full-fledged course or few selected add-on subjects. Extension lectures and seminars for which the payment is made out of PTA funds are given to the visiting faculty. Only with the PTA fund, the maintenance of labs, public services, teaching-learning aids, college campuses, buildings etc. carried out. The record is properly maintained and the records are audited and presented at the annual general assembly on a half-yearly basis. At the PTA-executive Meeting, the new projects with the recommendation of HOD / Incharge are addressed in terms of their validity and then confirmed. The overall spending is carried out according to the government Instructions by forming an executing committee. A correct record is maintained by the committee and the entries are made in the stock registers., Any revenue generated is deposited in the PTA fund. Evidence of success: Annual academic outcomes are an indicator of success. A significant number of students excelled, bagged top positions, succeeded in competitive examinations, made their mark in Professional Colleges and received admission to various institutions in PG courses. Being a govt. institution ,due to PTA we are able to provide education at nominal govt. fees to a wide variety of students. In Youth Festivals, the students excelled at state / national / international and at university and intervarsity level in cultural and heritage events and in sports Problems faced and services required: Over the years, the disgruntled guest faculty tried to contact the court for an order to be permanently absorbed as Regular lecturers. But the decision was promptly made that the guest faculty could not be made permanent in this way. . How far can PTA-fund bear the burden of salaries of guest faculty teachers as the regular staff is retiring and staff crunch is there in colleges. Even the guest faculty are not mentally involved in other institutions projects. It has been found that students are being unfairly taxed. The Govt should not take this arrangement for granted , which is in fact a prerogative of the government, should be looked after by the public. It is mainly intended to act as an adjunct, though. In order to make them feel part of the regular team, the serving guest faculty members should be rewarded and honoured at annual award-distribution functions. .Contact details: The Principal Govt. College Ropar - 140001 Punjab Tel: 01881- 222263 E-mail: principal.gc Website:www.govtcollegeropar.org Socially Significant Multi-Purpose Complex Goal. IQAC strongly felt that the physical expansion in the vertical mode had reached its saturation, but the institution still required infrastructural growth to create a conducive institutional atmosphere for the multitude of activities it would carry out, ranging from students to society as a whole, for the benefit of its stakeholders. It has been envisaged that the colleges strategic location would make the complex readily available to all beneficiaries and create a supportive institutional climate for different curricular and extracurricular activities. The Context:The plan of IQAC to restructure the open air theatre so as to make it a Multipurpose Complex required several courses of action in a systematic manner. The idea was to create a place in open which can be used at times of larger gatherings as the college hall could not be extended due to adjacent buildings. IQAC decided to cover the open air theatre with roof so that it can be used in times of rain too. IQAC in collaboration with the other statutory bodies decided to implement

the project of covered open air theatre, as an indoor stadium for the multi-pronged activities of the college. IQAC suggested that the new complex should have a larger dimension than the previous open air theatre in order to carry out a wide range of regional to national activities. The decision-making bodies have taken this into serious consideration, and the new building incorporates a greater capacity to accommodate a substantial number of individuals as well as activities. The Practice: The multipurpose complex building was completed in two phases. The fact that the complex is not an economically driven growth strategy, but embodies academic and social significance, IQAC has firmly maintained. IQAC argues that complex should strive to foster social understanding and the spirit of national integration for its various stakeholders. IQAC urged the decision-making bodies to continue their tradition by providing the multipurpose complex to socially relevant meetings such as womens concerns and empowerment, child labour, physically and mentally disabled concerns, elderly people, awareness services such as AIDS, environmental issues, and various events such as blood donation camps and eye camps. The Complex is intended to become a platform for educational programmes, inter-collegiate youth festivals and outreach activities. Other facilities in the multipurpose complex, such as the leisure and retirement rooms of the faculty, cafeteria, etc., provide the student body with tremendous benefits. In the academic realm, the multiple facilities of the Complex can be availed for the organization of various activities like the university seminars and workshops, etc. It is also an easily accessible centre for various competitive examinations. The multipurpose open air theatre also cater to various functions of district administration so it serves the purpose of social significance

Evidence of Success: With its colossal potential, the Multi-Purpose Complex is transforming IQAC s dream of quality improvement into reality through infrastructural growth. Through the design of the Multi-Purpose Complex, IQAC offers empirical evidence that infrastructural development offers the basis for the institutions progressive growth and development, thus addressing social responsibility tasks

Problems encountered and Resources required: One of the gigantic hurdles in the completion of the Complex was the dearth of ample financial resources. IQAC has devised ways to mobilize funds from RUSA through a number of strategies. Even the PTA came forward to help financially in realizing this goal. 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

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://govtcollegeropar.org/>

8.Future Plans of Actions for Next Academic Year

The college IQAC has worked out an action plan for up gradation of existing learning resource for imparting quality teaching and enhancement Strengthening of Science Laboratories • Upgradation of Physical/ Sports Infrastructure • Up gradation furniture for students .• Renovation of washrooms both in hostel and academic block • Strengthening of ICT Resources • CCTV Cameras in left out areas of college. Enabling Environment for Holistic Development in . Career Guidance Counselling Tutorials/ Mentoring Competitive Classes . Expert Talks. Dry run internal audit inspection. IQAC news letter. Renovation of librarys roof.