

# YEARLY STATUS REPORT-2021-2022

## Part-A

### Data of the Institution

#### 1. Name of the Institution

Sant Baba Sewa Singh Memorial Govt Girls College  
Guru Ka Khuh Munne

- Name of the Head of the institution : Mrs.Geetanjali Sharma
- Designation: Principal
- 
- Does the institution function from own campus: Yes
- 
- Phone no./Alternate phone no. 01887-245870
- 
- Mobile no. 9653213092
- Registered Email gcgmunne@gmail.com
- 
- Alternate Email gcgmunne@gmail.com
- Address : Sant Baba Sewa Singh Memorial Govt Girls College  
Guru Ka Khuh Munne
- 
- City/Town : Rupnagar
- 
- State/UT : Punjab
- 
- Pin Code : 140119
- 

#### 2. Institutional status:

- Affiliated/Consstituent Affiliated
- 
- Type of Institution: Girls
- 

- Location : Rural
- Financial Status: P.T.A, A.F

- Name of Affiliating University Punjabi University Patiala
- Name of the IQAC Co-ordinator/Director: Dr.Pushpa Devi
- Phone no. /Alternate phone no. : 01887-245870
- Mobile: 9464660737
- IQAC e-mail address: [Devipushpa249@gmail.com](mailto:Devipushpa249@gmail.com)
- Alternate Email address: Devipushpa249@gmail.com

#### 3. Website address:

- Web-link of the AQAR: (Previous Academic Year): <http://gcgmunne@gmail.com>

#### 4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>				from: to:
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:

7. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

8. Whether composition of IQAC as per latest NAAC guidelines: Yes

\*upload latest notification of formation of IQAC

9. No. of IQAC meetings held during the year: 03

In this meeting of IQAC topics discusses were:-

1. college infrastructure development
2. How to increase students in the college.
3. Student teacher interaction improvement
4. Achieves planning -achieves to be performed -during the session .academic calender making.
5. Achieves of NSS

#### Action taken report

1. action plan was taken in some areas of college.For repair,repairing planning was started.
2. Again efforts where done to increase the strength of students.
3. Dastak Programmes were conducted to fill the gap between Principal,teacher student.
4. Activity planner was made and achieves were conducted.

**5. Academic calender was made.**

**Nov.dec.jan.feb 2021-22**

**Action plan taken agenda of meeting**

- 1. nss achieves,camp organisation.**
- 2. Scholarship SC,minority discussion.**
- 3. Drug abuse -How to make students aware of drug problem**
- 4. To motivate students to attend and more classes.**

**March,April,May,June**

- 1. making action plans of next semester**
- 2. Adjustment of time table,so that students who are weak can be taught giving extra time.**
- 3. Camer counselling planning for students planning of job festival so that students can be exposed to goog atmosphere of job.they should be able face the world by their soft skills.**
- 4. 4.many type of festivals are to be celebrated in the college IT fest,commerce fest,student made many unique type of models based on IT and commerce.5**
- 5. Every department had a planned activity in which students showd their interest and enthusiasm.**
- 6. Dastak programmes were organised in the college in which students can directly interact with the principal.listening to their problems and solving them.**
- 7. Discussion are done to make the campus handicapped friendly**

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

No

If No, Please upload, minutes of meetings and action taken report

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

No

If yes, mention the amount:

Year:

- 11. Significant contributions made by IQAC during the current year (maximum five bullets)**

\* New Computer lab well Equipped and Hi Tech is being made.

\*Various lectures were Organized to impart Knowledge to Students according to their field.

\*IT Training was Orgainized IT students and rounds of Interviews was Conducted for Students.

\* Herbal Garden is being Developed in the College along with Kitchen Garden.

\*

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards**

Quality Enhancement and the outcome achieve

Action plan of IQAC for the next Academic year FOR Quality enhancement is to Develop smart class Rooms for the student .To improve skills of the Students ,To Encourage Faculty to attend Faculty Development Programmers, So that they can Enhance their Knowledge and impart it to students.

Plan of Action	Achievements/Outcomes
Installation of smart classroom	Online classes were run through and webinars were also organized for students to enrich their academic knowledge.
Preparing students for NCC,NSS and red Ribbon club	So that students should take N.S.S and participate in red Ribbon Activities.
In the college so that students should know everything about college courses	E-resources provided to students.

**13. Whether the AQAR was placed before statutory body? No**

Name of the statutory body:

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE : YES**

**1. Name of the Institution**

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Guru Ka Khuh, Munne

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- Name of the IQAC Co-ordinator/Director: Dr.Pushpa Devi

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- Web-link of the AQAR: (Previous Academic Year): <http://gcgmunne@gmail.com>

**8. Whether composition of IQAC as per latest NAAC guidelines: Yes**

**9. No. of IQAC meetings held during the year: 04**

- Were the minutes of IQAC meeting(s) and compliance to the decision have been uploaded on the institutional website? NO
- If No, please upload the minutes of the meeting (s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its**

**activities during the year? NO**

- If yes, mention the amount

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1. New Computer lab well Equipped and Hi Tech is being made.
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3. IT Training was Organized IT students and rounds of Interviews was Conducted for Students.
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Name of the statutory body:

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE : YES

Year	Date of Submission
2020	28/01/2022

#### 15. Multidisciplinary/ interdisciplinary

The new Education policy ,enable the students to have wide knowledge of different subjects and make students stand in society.It helps students in their academic growth students can choose the subjects of their choice and they are made skillful.

#### 16. Academic bank of credits Abc

1. It enables students mobility across higher education policy
2. Helps in seamless integration of skills and experience into credit based system
3. Our college has digital store house that contains information of credits earn by individual throw out their learning journey .it will enable students to open their accounts and give multiple option entering leaving college . all college affiliated to Punjabi university patiala like ours have storage house of credit of students like internal assessment of students , marks of every subject

#### 17. Skill

Our college is very enthusiastic in improving skills of students like we have included two courses certificate.

- 1 .IT enable in computer course
2. accounting and taxation

So that students of any course BA, B.com, BCA, can develop skill.

Our college has organized training programme for IT students to make them ready to have extra skill .

Our students are also playing games like kabaddi , volleyball, so that they can develop extra skill to make their carrier in sports .

**18.** Our College teachers the students in local language as well as English so that students become aware of both languages . Medium of English is also required in the college . Teaching as students have to face the outer world. We teach students according to Indian knowledge system. We also Teach students about Indian culture by organizing. Heritage Fairs EK Bharat, Shrest Bharat, Festival, participation like. Youth Festival we also take our students to heritage sites so that they should be aware of local heritage.

We also include online courses in the syllabus or IT courses, Taxation courses in the syllabus so that students smart. We also organize IT.


#### 19. Focus on outcome based education

Our college tried to Focus on outcome based education. In traditional system of education teachers and students spend a lot of time in leading only subject, cramming, students were not skilled enough. That lead to unemployment, great gap between industry and curriculum. But we are trying to Focus on outcome based education, by making such curricular that students should be gaining Something about their goals in life by studying like BA students is Focused in giving furthers competition or post graduation in their subject we have included in our syllabus some extra courses for skill development of students and youth can be employed as easy as possible. We conduct guest Lectures on different aspects Like Environment is a great point of concern these days. We have organized 3,4 lectures on Environment subjects so that students can increase their Focus. Students can of in for three studies in this for field of great scope Arts students are also having. Technical knowledge . It students are quite achieve and Digitally short they have clear motive of their carrier. But skill our college has organized training of some High Level course (IT) which enable students of get job after IT. Our College thrives more and more towards.

## 20. Distance Education entire education

Our college has quite good online education system during covid times. Our college was doing teaching on online mode. These days not too much of teaching is done online. But we organize some quest hectares are organized online mode.

### Extended Profile

1. Programme	
1.1 Number of courses offered by the institution across all programs during the year.	24
File Description	Documents
Data Template	 View File.pdf

2. Student	
2.1 Number of Students during the Year	349

File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats Remarkd for reserved categories GOI/State Govt. Rule during the Year	10%
File Description	Documents
Data Template	No file uploaded

2.3 Number of outgoing/final year students during the year.	655
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File Description	Documents
Data Template	View File

3. Academic
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3.1 Number of full time teachers during the year	
Full time teachers	04
<b>HEIS</b>	03

3.2	63
Number of sanctioned posts during the year	
Teaching	09
Non- Teaching	05

File Description	Documents 4
Data Template	View file

4. Institution	
4.1 Total number of Classrooms and Seminar halls	30- 1
4.2 Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	31

## **PART B**

### **Criterion 1 – Curricular Aspects**

#### **Key Indicator – 1.1 Curricular Planning and Implementation**

<b>Metric</b>	
<b>No.</b>	
<b>1.1.1.</b>	<i>The Institution ensures effective curriculum delivery through a well planned and documented process</i>

The college curriculum ensure delivery through a well-planned and a documented process. All the programs taught in the institution are designed.

By Punjabi University Patiala and the institution follows the curriculum prescribed by academic council of the university. The time table committee headed by principal and senior faculty member draws up detailed time table which efficiently deploys time for academic and co-curricular activities. The academic committee plans the best methods to successfully implement the curriculum.

Due to the prevalent pandemic situation the curricular is taught through virtual mode using online meeting apps such as Zoom meet, google meet, Microsoft teams. Before the start of the academic year, faculty members are encourage d to prep[are an active plan for their virtual classrooms teaching of the entire year. This distribution of the curriculum helps in timely completion of the course well before start of the final examination at the end of the session. internal assessment at tutorial projects comprises the formal process. periodic virtual meetings of IQAC takes stock of the progress of teaching among others things

The college is well equipped with smart classrooms audio-visual and other ICT facilities. to promote interactive teachers students are to participate in online group discussions, quizzes and seminars

Download time table and syllabus



time table.pdf

Syllabus- BCA



bca 1st syllabus.pdf



bca 2nd syllabus com.pdf



bca 3rd syllabus com (1).pdf



pgdca syllabus com (1).pdf



msc.it syllabus com (3).pdf

Syllabus -B.Com



B.COM 1.pdf



B.COM 2.pdf



B.COM 3.pdf

Syllabus BA History



BA1.pdf



BA2.pdf



BA3.pdf

Syllabus BA Hindi



hindi syllabus.pdf

## 1.2..2-Number of Certificate programs offered during the year

- Certificate Course in IT enabled Services
- Certificate Course in Accounting and Taxation

**1.2.3- Number of students enrolled in Certificate program as against the total number of students during the year = 25**

<b>1.1.3- Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating university and /are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs design and Development.</b>	<b>1. Mrs Geetanjali Sharma principal</b>  <b>A.Member of board of Studies in punjab university</b>  <b>B. Paper setter of Bsc Final (Ecology), Bsc first ()</b>  <b>Bsc Second , first (Botany) Homescience (Stream)</b>  <b>2. Associate prof. Navdeep Singh</b>  <b>A. Member of post graduate board of studies.</b>  <b>B. Paper Settes.</b>
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## Details of students enrolled in subjects related to certificate/ Add- on programs



Verification Student List.pdf

## 1.3 curriculum enrichment

**1.3.1-Institutional integrates crosscutting issues relevant to professional ethics,gender,human values,environment and sustainability into the curriculum**

1.our students are very much aggressive in doing are others extra curriculum achieves like learning professional ethics .students are trained professionally by conducting lecture on the topic .our college students do various tapes of activities on human values like how to behave in society as a good citizen went to adjoining schools to enlighten.students(kids) about good nutritious diet,taking care of hygiene,visited nearby villages to make aware people against drugs,female foeticide,donation of blood.our principal time to time organize .dastak programme also teach students about human values,professional ethics.lectures organised on personality development,moral values.first aid room was also constituted.

**ENVIRONMENT:-**various activities to save environment are being conducted in the college to make students aware of saving environment.how to save earth day was celebrated.rallys are taken out to stop burning of leaves and parali.pit is also made to save from burning.how to make compost plantation.drives are being organised as vanmahotra .students are told importance of plants india swatch bharat ,students are enlightened about clean campus,green campus,plastic free campus,save water.Herbal garden is developed in the campus,word environment day was organised.

**GENDER:-**Students are being enlightened about gender issues,equality in society.hygiene and cleanliness of them selves female foeticide.

Sustainability in curriculum:-

Students are being taught about the uses of the curriculum they are being admitted in. They are enlightened about their streams its values in society. by organising various activities of their particular streams so that they develop interest in their streams like declamation contest in English dept., poetry competition, essay writing competition so that they adhere to the subject they are studying.

Punjabi Dept organized declamation contest Essay writing, poster making, Punjabi week was also organized to make their subject more attractive.

Hindi dept. also organized poetry, Hindi divas kavi ucharan competitions.

IT dept. organized IT fest to the qualities of it. various models of IT related concepts were being made, ppt were shown. To increase popularity of IT typing test, projects in IT were also made so that students become more and interested in IT subject and its curriculum.

Commerce dept. also performed various activities. To keep their students engrossed in the subject.

All these activities and the way teacher teaches keep the students sustainable in their curriculum. our college takes complete responsibility of the students to be adhere interestingly to the subject. it is a healthy practice.

### ***1.3.2-Number of courses that include experiential learning through project work/field work/internship during the year***

***One month internship of it students.***

***Institutional data in prescribed format -----***



format 1.pdf

### **1.3.3. Number of students undertaking:-**

**Project work -50**

**field work /NSS Students -50**

**Internships web designing -22**

**List of programmer and number of students undertaking project work/field/internships(Data Template)**

We give students project work One month internship of it students field work is done by NSS students.

### **1.4 Feedback System:**

#### 1.4.2- Feedback process

Teaching learning and evaluation-

#### 2.1 Student Enrollment- 360

2.1.1- Enrollment number addmitted during the year- 360

2.1.1.1- Number of students addmitted during the year-360

**2.1.2- *Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)***

	BA(300)	B.COM(60)	B.C.A(40)	MSC it(40)	PGDCA(40)
SC	75	15	10	10	10
OBC	15	09	02	02	02
BACKWARD AREAS	12	02	02	02	02
FREEDOM FIGHTER	06	01	01	01	01
HANDICAPPED	06	01	01	01	01
ARMY	09	02	02	02	02
	06	01	01	01	01
	06	01	01	01	01
	06	01	01	01	01

WIDOW	06	01	01	01	01
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#### 2.1.2.1-NUMBER OF ACTUAL STUDENTS ADMITTED FROM THE RESERVED CATEGORIES DURING THE YEAR.

	BA(300)	B.COM(60)	B.C.A(40)	MSC it(40)	PGDCA(40)
SC	75	15	10	10	10
OBC	15	09	02	02	02
BACKWARD AREAS	12	02	02	02	02
FREEDOM FIGHTER	06	01	01	01	01
HANDICAPPED	06	01	01	01	01
ARMY	09	02	02	02	02
	06	01	01	01	01
	06	01	01	01	01
	06	01	01	01	01
WIDOW	06	01	01	01	01

#### 2.2-catering to student diversity

## catering To Student Diversity

Our institution has a diversity of students with different level of learning ability different streams.B.A,B.COM,B.C.A different levels 1,2,3 . In this also some students are fast learners , intelligent but some are slow learners,university is the main authority to distinguish,some student take good positions,some at middle level some weak or failures,otherwise ow institution also take tests,cluzes,to assess

the student capability which at college level separates the students and we work accordingly.

Topics , or sharp students are exposed more, their level is being checked and use as college asset. They are at different level to develop them into smart personalities so that they can represent college name their separate interviews are held, special exposure is given to them.

Where as middle and lower once are identified separately they are taken care off, by taking extra classes, in free periods, separate test are given to them so that they are not left behind as become deep outs given separate extra books, there counseling is done time to time, so that they do not feel neglected .

Their parents are being informed regularly about their progress and attendance to make them at par with other students.

2.2.2-Student full time teacher ratio(data for the latest completed academic year)

No.of students-353

No.of teachers-04

## **2.3-Teaching Learning Process**

Our college always encourages student to understand every type of learning classroom learning, P,P,Ts. Projects giving, assignments are given presentation in class. Tests , discussion in the classes of every stream. Learning through other ways also done by various activities, conducting by every department so that learning become interesting too them. They do not get bored by regular learning outside Trips are also organized to make students of outside world.

2.3.2-Teachers use ICT enabled tools for effective teaching-learning process.write description maximum of 200 words.

We are trying to make our students more IT smart by introducing IT enabled course for B.A. Students. B.com students so that they can operate high end gadgets. We have w

In our college many computes, students have smart phones, some students are taught to operate laptop. Teachers also learn to use and teach every type of gadget, so that teaching becomes interesting for both students and teachers.



Our teachers also have e-content of syllabus, initialization of syllabus.

2.3.3.-Ratio of mentor to students for academic and other related issues

2.3.3.1-no.of mentors

2.4-Teacher profile and quality

2.4.1-Number of full time teachers against sanctioned posts during the year

----04

2.4.2-Number of full time teachers with ph.d/D.M./M.Ch./D.N.B

Superspeciality/D.Sc./D.litt.during the year

2full time teachers-Dr.nidhi bala

Dr.pushpa devi

2.4.3-Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1-Total experience of full time teachers

2.5-Evaluation process and reforms

2.5.1-Mechanism of internal assesment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Evaluation Reforms

On our institution Evaluation system is very clear and transparent. Students are always judged on the basis of archives they do,

1. How they are attentive in class.
2. How much they are secular in class.
3. Marks they obtain in tests, in MSTs.
4. How they do their assignments' given.
5. How they do project work given,.
6. How much interest they take in practical classes.

On all these bases our evaluation is done, very clear and transparent.

Mechanism to deal with internal exam

Related grievances in transparent

We deal with this in a transparent manner.

As we have made internal examination grievance committee or cell linking students to faculty. Cell listens to the problem of students and try to solve application is taken from the student of their problem then forwarded to concerned teacher and principal. Then their problem is solved and listened transparently.

Student Performance Learning Outcome

2.5.2-Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

