

# SANT BABA SEWA SINGH MEMORIAL GOVT COLLEGE(GIRLS)



GURU KA KHUH, MUNNE(RUPNAGAR)



## YEARLY STATUS REPORT-2023-24

### 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:

MS. Geetanjali Sharma

■ Designation:

Principal

■ Does the institution function from own

Yes

Campus?

■ 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

Village

Munne

Po Takhatgarh Teh. Anandpur Sahib

Distt Ropar (140119)

■ City/Town:

Rupnagar

■ State/UT:	Punjab
■ Pin Code :	140119

## 2. Institutional status:

■ Affiliated/Constituent	Affiliated
■ Type of Institution:	Girls
■ Location:	Rural
■ Financial Status:	As per Govt. Rules



■ 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:	<a href="mailto:devipushpa249@gmail.com">devipushpa249@gmail.com</a>
■ Alternate Email address	devipushpa249@gmail.com

## 3. Website address: (Web-link of the AQAR Previous Academic Year):

4. Whether Academic Calendar prepared during the year?	Yes
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- if yes, whether it is uploaded in the

Institutional website Web link:	<a href="https://gcgmunne.com/Login.aspx">https://gcgmunne.com/Login.aspx</a>
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<b>5. Accreditation Details:</b>	<b>NIL</b>
<b>6.Date of Establishment of IQAC:</b>	<b>24-12-2021</b>
<b>7. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.: -</b>	<b>NIL</b>
<b>8.Whether composition of IQAC as per latest NAAC guidelines:</b>	<b>YES</b>
<p>■ Upload latest notification of formation of IQAC</p> <div>   </div> <div> <p>Meetings of IQAC 2023-24.pdf</p> <p>lqac meeting.pdf</p> </div>	
<b>9.No. of IQAC meetings held during the year:</b>	<b>06</b>
<p>■ Were the minutes of meetings and compliance to the decisions have been uploaded on the college website.</p>	<b>YES</b>

## Agenda of First Meeting

On dated 16-08-23, a meeting of all members of IQAC of the college was held under the leadership of principal Geetanjali Sharma. The agenda of this meeting is as follows.

1. Duties regarding preparation of IQAC Report 2023-2024 are assigned
2. NSS enrollment and **camp** organization.
3. Discussion on SC and minority Scholarship.

4. How to make students aware of **Anti-ragging and drug problem**.
5. To motivate students to attend and more classes and maintain their attendance.
6. Making action plans of next semester
7. Adjustment of **time table**, for students who are weak can be taught giving extra time.

## Agenda of Second Meeting

On dated 12-10-2023, a meeting of all members of IQAC of the college was held under the leadership of Principal Geetanjali Sharma. The agenda of this meeting is as follows.

- Reading of previous minutes of meeting.
  - Discussion on the preparation of IQAC report.
  - Discuss on the proof reading of the NAAC aggradation.
  - The activities plan and co curriculum activities plan for next semester were discuss in this meeting.
  - Every department has planned **activity** in which students showed their interest and enthusiasm.
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- **DASTAK** programs were organized in the college in which students can directly interact with the principal listening to their problems and solving them.

On dated 1-03-2024 a meeting of all members of IQAC of the college was held under the leadership of Principal Geetanjali Sharma.

## Agenda of Third Meeting

On dated 16-03-2024, a meeting of all members of IQAC of the college was held under the leadership of Principal Geetanjali Sharma. The agenda of this meeting is as follows.

- Reading the previous minutes of meeting
- Discuss on the IQAC report
- Discussion on the satisfaction form and feedback form
- Regarding to campaign for admission of the session 2024-25
- Report is taken from the head of different department regarding activities done in the semester 1st
- Discussion was done to use the grant under HE24 Scheme for the boundary walls.

## **Action taken report**

- 1) Action plan was made to repair the damaged parts of the building and to make boundary wall.
  - 2) A chart was made to visit adjoining schools for counseling students to take admission in our college.
  - 3) A plan of DASTAK Programs was made to fill the gap between the Principal Teacher and the students. Orientations plan was also made.
  - 4) Activity planner was made and discussed.
  - 5) Academic calendar was made for the session.
  - 6) Action plan was made to speed up the process of syllabi finishing of all the subjects.
- 10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** NO
- 11. Significant contributions made by IQAC during the current year(maximum five bullets)**
- Our colleges IQAC along with the principal planned many activities and programs during the session and tried to Implement them.
  - New **IT lab** well Equipped with computers and WIFI was constructed.
  - Various **lectures** were Organized to impart Knowledge to Students according to their field.

- **IT Training programme** was also Organized for IT students and rounds of Interviews were Conducted for Students.
- IQAC team visited the whole campus and took the note of the broken parts of the campus and made the **agenda to repair the building**.
- **Herbal Garden** is being Developed in the College along with Kitchen Garden along with the **landscaping** of the back lawn.
- IQAC team regularly check the college campus, any drawbacks in the management of the college, discipline of the students.
- IQAC team regularly monitor the different types of activities going on in the college, like in the past month's grants for different courses from the government was given to the college, its utilization in efficient and student friendly way so that money can be spend on the required points.

## **12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieve by the end of the year.**

- Action plan of IQAC for the next Academic year For Quality enhancement is to Develop smart class Rooms for the students.

1) To improve skills of the students

2) To Encourage Faculty to attend Faculty Development Programmers, so that they can Enhance their knowledge and impart it to students.

3) Our students were told about NSS, Environment committee, red ribbon Club, Buddy Group. So that more and more students tend to participate in various activities related to

these bodies.

4)Our IQAC audits the time table and academic calendar and make sure that the whole college sticks to the plan made in the academic calendar, to make the college functioning smooth and effective.

5) We have installed to digital smart classrooms in the college, so that teachers can teach the students by digitally smart ways and students can also be made aware about the smart teaching.



Today we are  
inaugurated the dig

**13. Whether the AQAR was placed before statutory body?**

**YES**

**Name of the statutory body is: - COLLEGE COUNCIL**

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

**YES**

## **15. Multidisciplinary/ interdisciplinary**

The New Education Policy 2020 encourage changes while introducing holistic and multidisciplinary curriculum that has the potential to overall the learning environment and learning process for the students. It helps students in their academic growth students can choose the subjects of their choice and they are made skillful. Our college follows the syllabus prescribed by Punjabi university Patiala we have multidisciplinary courses in our college. Students attain variety of subjects and courses

in our college and that leads to effectiveness of teaching of our institution. Our faculty members are also well educated and well talented with the help of which our students get good exposure in all subjects. Our institute also organizes inter disciplinary activities like IT Fest, commerce Fest, special lecture on different topics of different fields workshops on different topic which are of concern these days. By organizing Quizzes, Seminars, Poster making, Rangoli etc.

So overall our institution provides variety of subjects and courses along with the activities related to their particular subject or different subjects which enable our students to get more exposure.

Our college is trying to establish or start some multi-disciplinary courses like beautification, fashion designing and stenography. We always try our students to expose them to every type of extra-curricular activities so they can be developed into the smart individual like discussion Debates, Quiz, Seminar, and PPTst. showing on different topics.

## **16. Academic bank of credits ABC**

One of the innovative provisions of the New Education Policy 2020 is the introduction of the concept of ABC. NPTEL and other upcoming massive open online courses. It enables students to earn and secure credits from registered institution, and schemes such as SWAYAM, NPTEL. It helps in seamless integration of skills and experience into credit-based system.

Our college has digital store house that contains information of credits earned by individual throughout their learning journey .it will enable students to open their accounts and give multiple option entering and leaving the college. All colleges affiliated to Punjabi university, Patiala have storage house of credit of students like internal assessment of students and marks of every subject .so we can say that our students can shift to other universities but by taking migration certificates not like advanced –high tech universities where students can enter and exit at any time.

Our institute provides the students more subjects than their syllabus by the adoption of certificates courses to enable our students to have vast knowledge other than their subjects. Our institution has organised a special campaign on registration of students on ABC portal.

## **17. Skill development**

**Skill development course performing the students for job and growth opportunities at**

**National and International level. We at Govt college Munne has also organised my**

**workshops for the development of skill of student like one-month workshops on Sewing**

**and Embroidery, Fashion Designing, Stenography. We also organised my educational and skill development related tours and our students visited at many factories, farm house related agriculture and other products**



Our college is very enthusiastic in improving skills of students, in one way the other we try to expose our students to various strides for example we have include two Certificate courses in their curriculum.

### 1 .IT enabled in computer course

### 2. Accounting and taxation in services

So that students of any course **BA, B.com, BCA**, can have these subjects can improved their skill to get job easily. Our college has organized **Training Programme for IT students** to make them ready 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**. Our institute is also applying for **vocational courses** like different career-oriented workshops of the student's interest in which they can enhance their extra skill with interest and can get job easily.

### 18. Appropriate integration of Indian Knowledge System (Teaching in Indian language, culture, using online course)

Our college teaches the students in **local language** as well as **English, Hindi** so that students become aware the languages. They should feel comfortable in English also. Because students have to face the modern world which is **English dominated in India**. We teach students according to **Indian knowledge system**. We also Tell students about Indian culture by organizing **Heritage Festivals under EK Bharat, Shresht Bharat, Youth Festival and celebrating Lohri, teej, Gurburab**. We also motivate our students to participate in youth festivals to where they get **good exposure**, we also take them **heritage sites** so that they should be aware of local heritage. We also include IT courses in the syllabus.so we can say that our institute teaches the students in **Indian local language** and also expose them to **English/ Hindi and Punjabi culture** by organizing various **webinars** in English and English department is also told to motivates students to speak more and more English which is the need of the day in **Indian knowledge system**.



hindi diws.pdf



teez festival.pdf



swashh bharat.pdf

We have organized various activities by all the Departments under the topic **INDIAN KNOWLEDGE SYSTEM** so that the students and staff can know about the Indian Knowledge System at root level. PDF is attached.



Indian knowledge  
system 2023-24.pdf

## 19. Focus on Outcome Based Education (OBE)

Our college tries to Focus on **outcome-based education**. In **traditional system** of education teachers and students spend a lot of time in studying only **one subject** and cramming it. They were not skilled enough, that lead to **unemployment, a great gap between industry and curriculum**. But these days the curriculum is designed in such a way that students can be exposed to more than one subject and he/she comes to know the benefits and harms of the particular subjects which enables them to do more than one courses at a time. We are also trying to Focus on outcome-based education, by making such curriculum that students should be knowing clearly something about their goals in life. like by studying **in BA students are Focused** in giving further **competition or post-graduation** in their subject. We have included in our syllabus some extra courses for skill development of students so that the youth can be easily employed early as possible. these days students are made aware their choice one they want to do whether they want to go in for post-graduation or any competitive test or job. We conduct **Guest Lectures** on different issues which are of concern these days. Like **Environment** is a great point of concern these days, there **are many jobs in environment** related issues such as moral values, career guidance. we introduce new weekly employment magazines in library for students so that they find jobs according to their field. we also arrange many competitions related magazines for preparing competition related jobs. Arts **students** are also having **technical knowledge** because of the IT courses. If the students are made clear to achieve their goals in college itself, they do not feel much difficulty in further life, but they want to choose they will have clear motive of their carrier. In skill our college has organized training of some High-Level course (IT) which enabled the students to get job. **Our college thrives more and more towards OBE.**





career  
guidance.pdf

## 20.Distance Education-Online Education

Our college has quite good online education system during **covid times**. Our college was doing teaching on online mode such as zoom, Google Meet, Webex etc. These days there is not too much online teaching some of the part of this session was online and some was offline. But our faculty members have prepared E-content of the syllabus and the rationalization of the syllabus is also done. We do not have any course in **distance education**. **Students are motivated to use online platforms as SWAYAM portal to enhance their knowledge.**

## Extended Profile

<b>1. Program</b>	
1) Number of courses offered by the Institution across all programs during the year.	<b>07</b> BA, B.COM, BCA, PGDCA, MSC-IT(R) IT enabled in computer course Accounting and taxation in services Jagat Guru certificate courses)
2) Data Template	 <b>View File.pdf</b>
<b>2.1. Student</b>	
Number of Students during the year (Institutional of data)	 student enrolment 23-24.pdf  <b>NIL</b>
Number of students in certificate courses	

## 2.2 Number of seats Remarkd for reserved categories

GOI/State Govt. Rule during the Year

Sr.No.	Course	Category	No. of Students
1	REGULAR	BC	78
2		SC	89
3	SELF FINANCE	BC	16
4		SC	47
TOTAL			230

### 2.3. Number of outgoing-final year students during the year.

Academic			
3.1 Number of fulltime teachers during the year			
teachers	<b>FULLTIME</b>	04	
		1.Asso. Prof. Navdeep S (Pol sci.)  2.Dr. Pushpa (ory)  3.Dr. Nidhi (merce)  Asstt.Prof. Rani Devi (Com Science)	
	<b>HEIS</b>	02	
		1.lect.Pawandeep Kaur (Com science)  2.lect. Nisha (English department)	
Class(Final Year)	Total no. of Students	Pass	Reappear
BA	62	23	39
B.Com	14	11	3
MSc.IT	3	3	0
BCA	22	04	18

<b>Total</b>	<b>101</b>	<b>41</b>	<b>60</b>
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<p>3.3.2</p> <p>Number of sanctioned posts during the</p> <p>Year Teaching</p> <p>09</p>	09		
	Principal		
	Sr.no.	Subject	No. of Post
	1	English	01
	2	Punjabi	01
	3	Commerce	01
	4	Hindi	01
	5	Religion	01
	6	Pol.Science	01
	7	History	01
	8	Physical Edu.	02
Non- Teaching	05		
	1	Librarian	01
	2	Library	01
	3	Restorer	01
		Steno	
	4	Typist	01
	5	Clerk	01
	5	Watchman	01

## 4.Institution

4.1. Total number of Classrooms and Seminar halls 30-1



4.2. Total Expenditure excluding Salaries

652971

1.3 Excluding Salary Component

1.1 4.3 Total number of computers on campus for academic purposes

33

1.2 26 computers for Academic Purpose and 5 for Office Purpose

## PART-B

### Criterion 1 – Curricular Aspects



#### 1.1 Curricular Planning and Implementation

Govt college guru ka khuh, Munne is affiliated with the Punjabi university Patiala. All the courses are taught in our college as per the guidelines of ugc or university syllabus. Students introductory meeting was held at the starting of the semester. We always organized a talent hunt program for students to pick out different type & taste of students. All the festivals and cultures like Teej and Lohri are celebrated according to university calendar. The college curriculum ensures 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. **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 was 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 encouraged to prepare 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 four smart lab and ICT facilities to promote interactive teachers' students are to participate in online group discussions, quizzes and seminars. This year we have tried our level best to improve the process of teaching in the classrooms by adopting different efficient methods. IT students were motivated to use more and more computers and do more practical's so that

their knowledge in IT sector is improved. ARTS and Commerce students are also taught by various way to improve their knowledge

<b>TIME TABLE</b>	 TIME TAbE.pdf   bca time table 23-24.pdf
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## RATIONALIZATION OF SYLLABUS

### Syllabus of History (BA)



BA1.pdf



BA 2.pdf



BA3.pdf

### Syllabus of Political Science (BA)



Pol Science.pdf

### Syllabus of English (BA)



BA1ST SYALLBUS.pdf



ba3rd.pdf

### Syllabus of Punjabi (BA)



PUNJABI COMP.pdf



Punjabi elective.pdf

### Syllabus of Hindi (BA)



hindi syllabus.pdf

### Syllabus of computer science(BA)



B.A., B.Sc Part I  
Computer Sci (sem I) (COMPUTER SCIENC(Computer Science) |



B.A or B.Sc.



B.A or B.Sc

## Syllabus of Physical Education



B.A. Physical  
Education Part III (se



B.A. Physical  
Education Part II (se

## Syllabus -B. Com



B.COM 1 (1).pdf



B.COM 2.pdf



B.COM 3.pdf

## Syllabus- BCA



BCA I.pdf



BCA II.pdf



BCA III.pdf

## Syllabus-PGDCA



PGDCA (Sem I &  
II).pdf

## Syllabus- Msc-IT



M.Sc. (IT) (Sem. III  
& IV) 2023-24 & 2024



PUNJABI UNIVERSITY, PATIALA

**SYLLABUS,  
OUTLINE OF PAPERS AND TESTS**

**FOR**

**BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)  
PART – II (Sem III & IV)**

**For 2024-25, 2025-26 & 2026-27 Session**

**Programme Code : BCAB3PUP**

**(This Scheme is for Regular Students of Affiliated Colleges, Constituent Colleges and  
Center for Distance & Online Education)**



PUNJABI UNIVERSITY PATIALA

*Approved  
24/02/24*

*Dr.*

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*[Handwritten signatures]*

**ORDINANCES  
AND OUTLINES OF TESTS,  
SYLLABI AND COURSES OF READING**

**FOR**

**BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)**

**(SEMESTER SYSTEM)**

**PART-III**

**(Semester 5<sup>th</sup> and 6<sup>th</sup>)**

**For 2024-25 Existing Students**

**Programme Code: BCAB3PUT**

**(This Scheme is for Regular Students of Affiliated Colleges, Constituent Colleges and  
Center for Distance & Online Education)**



**PUNJABI UNIVERSITY  
PATIALA**

*Course  
Starts*  
*[Handwritten signatures]*

### 1.1.2 The Institution adheres to academic calendar for the smooth conduct of college.



### 1.1.3 Internal evaluation system:

We have very **effective** system of internal evaluation. Our **exam pattern** is exactly according to the **Punjabi university calendar** but internally our evaluation is based upon the tests, the MST theory practical and viva and **assignments** on the basis of which internal assessment is given to the students. Our evaluation system is very transparent and clear. The college also encourages the staff and students to participate in college level and state level activities like seminar, workshop, symposium. Our college follows the **academic calendar**. Students are judged on the basis of their result in MST, their behavior in the classrooms, their interest in the task and participation in college extra curriculum activities and the subjects assigned to them. we follow a very effective pattern of internal evaluation. **Theory and Practical** subjects are also evaluated separately and mark are given on their performance and attendance in theory and practical separately. Our college has very transparent system, of internal evaluation and adhere to the rules and regulations of Punjabi University, Patiala.

### 1.1.4 Teachers of the institution participates in the following activities related to curriculum development members of academic bodies, setting of question papers and designing of syllabus of any Add on course and certification course.

Almost our all the staff members are indulged in one or the other above activities. All of us are quite active in educational/curriculum aspects

1.1.4.1 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.	1. <b>Mrs. Geetanjali Sharma Principal</b> a) Member of board of Studies of under graduate in Punjab university b) Paper setter of BSc Final (Ecology), BSc first (Cryptogams) c) BSc Second (Botany) Home science (Stream)
Academic council/BoS of Affiliating University Settle of question papers	2. Associate Prof. Navdeep Singh

For UG/PG programs design and Development.	a) Member of post graduate board of Studies.  b) Paper Setters
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## 1.2- Academic flexibility

College Teachers participate in the assessment and evaluation and also participate in various seminars and conferences organized by Punjabi university. As the part of our institute is affiliated to Punjabi University Patiala all the courses and the syllabus are restricted to Punjabi University Patiala only. Our college has **BA, B.COM, BCA, PGDCA, and MSC-IT** all are judged and examined separately by Punjabi University. Our BA students can have multiple options of subjects whereas **BCOM** and **BCA** have fixed number of subjects. In India we do not have much academic flexibility. Our students have to study in one stream only but in distance students can have other options but our college has no course of distance learning. Our institution itself cannot give access to the students in the academic flexibility. Teachers are participated as the part of Assessment and evaluation process of Punjabi University Patiala. They participate in different type of seminar and conference.

**1.2.1-Number of Programs in which Choice Based Credit System (CBSC)/elective course system has been implemented.** **NIL**

**1.2.1.1- Numbers of Programs in which CBSC/Elective course system implemented. NIL**

**1.2.2-Number of Certificate programs offered during the year**

**1) Certificate Course in IT enabled Services**

**2)Certificate Course in Accounting and Taxation**

Affiliated to Jagat Guru Open University

**1.2.3- Number of students enrolled in Certificate program as against the total number of**

students during the year =

NIL

#### 1.2.4-Details of students enrolled in subjects related to certificate/ Add- on programs

### 1.3 Curriculum Enrichment

1.3.1- Govt College Munne is a college for girls in which many programs related girls are organized related to women. College does its best in these issues like professional ethics, Gender, Human values, Environment and Sustainability due to many limitations. Our Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.

**1. Professional Ethics-** Our College celebrates national holidays such as Independence Day, republic day to instill patriotic and moral values in students. Our college NSS Department organized activities like hygiene awareness, medical checkup, AIDS awareness program, road safety campaign cycle rallies to aware moral values. In our institution students are taught about the professional ethics in different fields by taking seminars or extra lectures. Our students are very much aggressive in doing all the others extracurricular activities like learning professional ethics and participating in class rooms task and other duties given to them in NSS Buddy Group Environment societies. Students are trained professionally by conducting lecture of different topics or fields. Our college students are indulged in various types of activities on human values like how to behave in society as a good citizen. Our students aware the society about road safety and air pollution. They also go to adjoining schools to enlighten the students (kids) about health hygiene, moral values. Our students are also given lectures on moral values and their duties as a citizen. We are also a very much aggressive in Imparting knowledge of great vision. We also try to enrich our curriculum by telling students about outside class room teaching, we give them projects, assignments, Popson different topics not related to their syllabus even. Our students are also exposed to high level webinars or seminars so that they are capable to bring newness to the curriculum. In DASTAK programme students are also told students about human values, profession alethic. Lectures are also organised on personality development, moral values. Curriculum enrichment is about giving greater meaning to the syllabus by adding values beyond class room teaching. We also focus on overall development of the students and teach them skills relevant to real life situations. We also promote group projects, field works, creative research and brain storming sessions in all the subjects. so that when our pass out from our institute they should be transformed into a good and smart human being and are able to perform better and get motivated in their future life. Our college celebrate national holidays such as Independence Day, Republic Day to instill patriotic and moral values in students. our college NSS Department organized activities like hygiene awareness, medical checkup, AIDS awareness program, road safety campaign cycle rallies to aware moral values.

**2)Environment-** Environment of the college should be students friendly along with the discipline and mannerism so we try to inculcate all the qualities in the students, in the college as well as outside college. Our college provides good and favourable environment for teaching and learning. Faculty members and students **collaborate** in a very healthy manner so that our college environment remains cool and disciplined. Our **principal** motivates all the faculty members and students to maintain **healthy environment** in the institute. Our NSS department promotes Environmental protection through tree plantation.it hosts various activities nearby villages through rallies, posters, banners to aware the society about the tree cutting and harmful effects of stubble burning and other things in fields. we also aware the students about the harmful effects of plastic. our college celebrate environment day, NSS day, Yoga Day every year. Students also told how cleaning the environment is beneficial for them. The college took initiative to inform the swachh Bharat Abhiyan and tree plantation program introduced by the Government. Healthy environment in the campus makes our institute a **disciplined and cool** institute.

**3)GENDER: -** Being all girl's college, we try to educate our students about the gender issues in the society by organising lectures or activities by various outside agencies and NGOs. Gender are being enlightened about Gender issues their **equality in society**, their **rights in society** their **freedom to speech** about any issues like their personal problems health wise or social. **we aware the students about save girls child schemes.** We also organise **webinars on girls' problem** like **women empowerment health and hygiene** and **female foeticide**. Being all girl's college, our girls are always **free** to talk to principal and faculty members. They **do not** face any type of major problems like **sexual harassment** in our institute.an organization of govt One Stop Sakhi centre visit the college every year and aware the students about women legal rights. We celebrate women's day every year to empower the women.

**4)Sustainability in curriculum: -** As per the need of our fixed curriculum with flexibility in it is required in the changing world so that the particular does not become outdated. Sustainability in curriculum means able to maintain the syllabus in changing world, in various **circumstances**. We always think that curriculum should be according to students **today's** need. It should **not out date** in the future times. It should also show some **positive impacts** on the students in their future like when they are **graduated** from our institute they should be **groomed** and **confident**. **But** we have to adhere to the curriculum designed by Punjabi university Patiala. We motivate our students to take **extra courses** present in the college so that they should be **flexible** to face any challenge in their future. Sustainability in the curriculum is **the main motive** of the **education** which will enlighten our college students **above classrooms teaching**. **We** adopt various methods to retain the sustainability of the curriculum which is to be taught to the students and make it interesting and informative for the students by organising other activities related to the subject. Students are being **taught** about the **uses** of the **curriculum** they are being admitted in. They are enlightened about their **streams** and its value in **society**. By organising various activities of their particular streams so that they develop **interest** in their **streams** like **declamation** contest. **English department** organised poetry **competition**, **essay writing** competition so that they adhere to the subject they are studying. **History, Political Department also celebrate all the National and Cultural festival such as birth ceremony of Bhagat Singh martyred**

of Bhagat Singh. History department organised quiz programs and celebrate Independence Day, Republic Day on 15 aug, 26 Jan. A seminar on the topic “Gurdwara Reform Movement” Organised by history department. Physical department organised annual sports day every year and many other sports activities. Punjabi Department organized declamation contest Essay writing, poster making, poetry recitation, Punjabi week was also organized to make their subject more attractive. Hindi Department organized poetry, Hindi Divas Kavita Ucharan competitions.

**IT department** organized **IT fest** to embark the qualities of IT. Various models of IT related concepts were being made, **ppts** were shown. To increase popularity of IT, typing **test**, **projects in IT** were also made so that students become more and more interested in IT subject and its curriculum.



model exhibition.pdf

**Commerce department** performed various **activities** to keep their students **engrossed** in the subject like **commerce fest**.

All these activities and the way teacher teaches keeps the students sustainable in their curriculum. Our college takes **complete responsibility** of the students to **adhere** interestingly to the **subject**. It is a **healthy practice** of our institution. Our **placement cell** is also very active. Our students are **exposed** to various types of **Job fest** and **industry visit**. So that our girls can be adjusted to various job placements.

All these activities and the way teacher teaches keeps the students sustainable in their curriculum. Our college takes **complete responsibility** of the students to **adhere** interestingly to the **subject**. It is a **healthy practice** of our institution. Our **placement cell** is also very active. Our students are **exposed** to various types of **Job fest** and **industry visit**. So that our girls can be adjusted to various job placements.



Industrial visit.pdf



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PDF1 (1).pdf

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

**In BCA-I, BCA-II, BCA-III, PGDCA, MSCIT, BCOM-I, BCOM-II, BCOM-III** Internship are organised, projects are given into the students for practical approach B.COM stream does not have any practical work to do but still we give our students some projects so that they should have some practical

approach towards their subjects. We are also trying this year to give **internship programme** to our **IT students**

**History, English, Political Science, Hindi, Punjabi** are the subjects which don't have any practical task to do but still our faculty members always give some **field work and research work** and other task to train them about job orientation program to the students. **Physical Education** is practical subject in this student are judged on the basis of how they perform in the **playground** so physical education is completely dependent on the practical or the project work.

### Syllabi of all the streams



BCA 1st SYLLABI.pdf



bca 2nd syllabus com (1).pdf



bca 3rd syllabus com (1) (2).pdf



msc.it syllabus com (3) (1).pdf



pgdca syllabus com (1) (1).pdf

### Syllabi: -B. Com



B.COM 1 (1).pdf



B.COM 2.pdf



B.COM 3.pdf

### Syllabi: -BA History



BA1.pdf



BA 2.pdf



BA3.pdf



NAAC Political\_Science1 (1).pdf

### Syllabi: - BA Hindi



hindi syllabus.pdf

### Syllabi:-BA physical education



B.A. Physical  
Education Part III (se



B.A. Physical  
Education Part II (se



**Institutional Data-Our institute in all is having departments like English, Hindi, Punjabi, Pol.Science, History, Computer Applications, Computer Science**

Every department is having its own Profile in which they have listed their faculty members their syllabus, E-content, activities they are performing in the session. This departmental profile helps the IQAC in monitoring the function of Every department in the college.

### **Departmental Profile**



HISTORY DEPARTMENTAL PROFILE.pdf



POLITICAL SCIENCE.pdf



COMMERCE DEPARTMENT.pdf



COMPUTER DEPARTMENT PROFILE.pdf



PUNJABI DEPARTMENT PROFILE.pdf



nisha ENGLISH  
PROFILE (1).docx



HINDI DEPARTMENT PROFILE.pdf



Bca department  
profile.pdf

### **Data of Non-Teaching Staff**



non teaching pdf.pdf

### **Number of students enrolled in our college.**



**STUDENT  
ENROLMENT. pdf**

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

Project work -	90
Field work, NSS Students -	100
Research work -	35
	25

## 1.4 Feedback System:



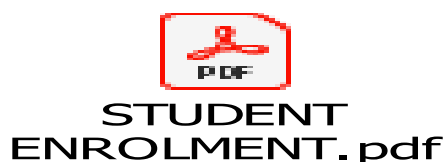
**1.4.1-Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders (Students, Teachers, Employers, Alumni): -STUDENTS AND TEACHERS**

### 1.4.2. Action Taken Report of the Institution on the Feedback-

Whole of the data of the feedback was studied analyzed and actions were taken on the weak points. The feedback of the students taken by the institution was analyzed seriously and weak points are taken care of and improved, so that the weakness in the first time should become the strength next time. Principal and College Council do the observations and transfer to the faculty members

## 2. Teaching Learning and Evaluation

### 2.1 Student Enrollment profile: -



2.1.1. Number of students admitted during the year 325

2.1.2 No. of seats filled against various reserved seats (SC, ST, OBC, Divyang)

	BA (150)	B.COM (60)	B.C.A(40)	MSC IT (40)	PGDCA (40)
SC	38	06	24	02	01
OBC	37	04	13	0	0
BORDER AREA/ BACKWARD AREAS	01	0	0	0	0
SPORTS PERSON	0	0	0	0	0

FREEDOM FIGHTER	0	0	0	0	0
DISABILITY	0	0	0	0	0
EX. SERVICEMAN	0	0	0	0	0
CHILD /WIDOW	0	0	0	0	0
RIOTS EFFECTED	0	0	0	0	0
WIDOW/ DIVORCEE	0	0	0	0	0

We have no Divyang or any Disabled student.

2.1.2.1. Total no. of Students admitted in reserved category: - 336

Sr.No.	Course	Category	No. of Students
1	REGULAR	BC	78
3		SC	89
4	SELF FINANCE	BC	16
6		SC	47
TOTAL			230

**2.2-  
Student**

**Catering to  
Diversity**

2.2.1. Catering To Student Diversity

College is committed towards identifying the student's problems, because they are from diverse backgrounds and college efficiently needs all the needs and problems of the students. Our college has the ability to cater different diverse group of students (from any stream any background). Our institution has a diversity of courses and students with different levels and caliber. We have to manage the learning ability students of different streams from different background. A, B.COM, B.C.A, PGDCA, MSCIT. In this Some of the students are fast learners and intelligent but some are less intelligent with low IQ. We manage the student's diversity in an appropriate way. Punjabi University is the main authority which gives the results, some students take good positions, some at middle level and some are weak, some are the failures, but our Institution manages all types of students according to their ability. Our faculty take care of weak students by taking their extra classes /tests etc.

Toppers or sharp students are exposed at their level and are being followed so that they become asset for the college. They are nurtured and different levels to develop them into smart personalities to represent the college's name. Their separate interviews and counseling's are done to give them better exposure. Various teaching methodologies are adopted by our teachers such as blackboard

teaching, PPT presentations, group discussion activities, quiz-based learning for non-practical subjects and try to deliver lectures in their mother language rather than English. -

Whereas the middle and the lower ones are identified separately, they are taken care of by taking extra classes tests projects in the free periods by our faculty members so that they are not left behind or drop outs. We also provide them extra books and notes. Their parents are regularly informed about their progress report and attendance. We have organized different types of committees to solve the problems.

Our Institution tries to cater very carefully to the student's diversity we have in our college.

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

No. of students-297                      Ratio is    **49:1**

No. of teachers-04 (Permanent) 02 (HEIS)

### 2.3-Teaching Learning Process

2.3.1 To make our students exceptionally smart, because they are from complete village background, we need different practices in teaching learning so that when exposed to the outer environment, the students should be confident. Our college always encourages students to undertake every type of learning in the college, classroom learning, through P.P.Ts., lectures, quizzes, and outside class room learning by Projects, assignments and field work. Tests and discussion in the classes of every stream are regular feature in our college. Learning and teaching through other ways like departmental activities are also conducted by every department throughout the session students are also motivated for self-studies in library so that they can analyzed themselves and learning become interesting for them. We have installed four digitally smart classrooms which enable our teachers and students to teach and learn in digitally smart way. They do not get bored by regular learning or teaching. Trips are also organized to make the students aware of the beyond curriculum subject. Our institute focuses on basic learning for the students so that why teaching learning process in our college is a very healthy one. Problem solving activities are also done by buddy groups.

**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 and become digitally smart which is the need of the day. Our teachers organize various types of webinars and lectures to keep the students updated. Our teachers are also able to operate laptops and pc's which help them to teach students in an effective way and teaching become interesting and high-tech for both students and teachers. Our teachers have also made E-Content of the syllabus which they are teaching which helps the students to have the syllabus accessibility own their PC's. We have installed two digitally smart classrooms which enable our teachers and students to teach and learn in digitally smart way. Teachers and students make ppt. and learn through YouTube channels in digital classrooms. It is demand of modern period that students learn more technologies so the teachers use to teach their communication and information technology is use to deliver information through ICT tools, such as projectors, printers, scanners, Goole meet, zoom meeting etc.



Today we are  
inaugurated the dig

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

#### 2.3.3.1-No. of mentors

<b>Full time teachers</b>	04	PAN Number
	Asso. Professor Navdeep Singh	ADTPS3881P
	(Pol sci.)	
	Dr. Pushpa devi (history)	CMJPD6025M
	Dr. Nidhi Bala(commerce)	CXVPB4695L
	. Asstt. prof. Rani devi (Comp. Sci.)	CMJPD6027K

Total no. of students      325

Circulars pertaining to assigning mentors to mentees



buddy group  
(1).pdf

### 2.4-Teacher profile and quality



teacher experience.pdf

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

<b>Full time teachers</b>	04	PAN Number
	Asso. Professor Navdeep Singh	ADTPS3881P
	(Pol sci.)	
	Dr. Pushpa Devi (history)	CMJPD6025M

	Dr. Nidhi Bala(commerce)	CXVPB4695L
	. Asstt. Prof. Rani Devi (comp. science)	CMJPD6027K

2.4.2-Number of full-time teachers with PhD/D Super specialty /D.Sc./D.Litt. During the year

2 Full Time Teachers

1.Dr. Pushpa Devi (PH. D)

2.Dr. Nidhi Bala (PH. D)

2.4.3-Number of years of teaching experience of full-time teachers in the institution



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### 2.4.3.1

Full time	Name	PAN Number	Experience
Teachers (4)	Asso. Professor Navdeep Singh	ADTPS3881P	26 Yrs.
	(Pol sci.)		
	Dr. Pushpa devi (History)	CMJPD6025M	16 Yrs.
	Dr. Nidhi Bala(Commerce)	CXVPB4695L	16 Yrs.
	Asstt.Prof. Rani devi	CMJPD6027K	15 Yrs.
	(Comp.science)		

## 2.5 Evaluation Reforms and Process

2.5.1-Mechanism of evaluation of our college is transparent and robust in terms of frequency and mode. In our institution Evaluation system is very clear and transparent. Students are always judged

1. On the basis of social and cultural activities.
2. Their performance in monthly tests.
3. How much they are attentive in class.

4. On the basis of class attendance.
5. Marks they obtain in tests, in MSTs.
6. How they do their assignments' given to them.
7. How they do project work given.
8. How much interest they take in practical classes.
9. How many times they visit library.
10. How much sensitive they are towards college property.
11. We add new processes and methods to improve the knowledge of the students.

On all these bases our evaluation is done which is very non-negotiable to a larger extent. we always try to do reforms in our evaluation system by changing our procedures and methods in our college.

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

**The examination is conducted, evaluated and there after presented to students for system their self-assess and students can cross check.**

Mechanism to deal with internal examination. We deal with internal examination related grievances in a very **cooperative** manner. The examination is conducted evaluated and there after presented to students for their self-assess and students can cross check. Students are judged or given internal assessment on the basis of their attendance, their behavior and MSTs which they give during the sessions. As we have made an **Internal examination branch and Internal examination grievance committee or cell**. Which manages any **grievance** related to examinations system in the college like some students are not able to give MST in time, some are not able to come in college regularly, some also face problems in getting their result from the university due to internal institutional problems. Their **problems are heard** and solved. The **Cell listens** to the problems of students and try to solve them by taking applications from the students about their problems then forwarded to **concerned teacher** and then to **Registrar examination** then to Principal. Their problem is solved and listened **Transparently** without any partiality so that student should not feel stressed about the examinations or its related issues. We always do **time bound** procedures to make process easy for the students and the teachers. Our **internal examination system** is very much **efficient** and effective which enables the students to free to talk to any teacher for the **smooth functioning** of the college in **students' interests**.

. M./M.Ch./D.N. B

## **2.6.-Student Performance Learning Out Come**

### **2.6.1. Student performance**

**Programmes and course outcome of all the programs are offered by the institution or stated on the college notice board and communicated the students with teachers.**

In our institute **students' performance is judged** time to time in every course.

It helps students to learn **more effectively**. Performance of the student is always **connected to learning outcome**. If a student **studies** well her performance will be **good** that will lead to good learning out comes that is **motto of our college**. It means that what students have learnt should always be having some, like **best knowledge** of her **subject, streams**, strong sense of self identity, strong sense of **competition** only then the student will be able to **feel the connection between her and the outer world** where she has to **compete**. The outcome of the **good knowledge** of the students gives **strong sense of well being, confidence. Performance** of a student is always related to outcome of learning process like students are forced or **encouraged** to give **good results** and they should know what they want to express. They should also know about their **future aspects, plans**. Importance of learning. Outcome is **discussed** in every **IQAC, meeting**.so that we can **improve** our **students learning outcome**. Students are also made aware of the learning out come in classes in our college.

### 2.6.2 Attainment of program outcomes and course outcomes are evaluated by the institution

The programme outcome and course outcomes are **measured** using various **indicators** throughout **semester** of academic year and the **MSTs** in the mid-session. Our faculty records performance of each student with the help of specified course by **continuous evaluation** process. We attain the program outcome by taking **Tests**, doing **discussion** and our day-to-day **weightage** system on the basis of student performance. Our Internal assessment system in every subject is **mandatory**, **students** are always made **aware** of their **judgement** and evaluation so that should always be **careful** towards their **performance, behaviour** and **attitude** towards study in the college. The theory and practical subjects are also evaluated separately. The number of students appeared, passed and fail is tracked every year and the improvement in various teaching methods are done as well.

### 2.6.3-Pass percentage of students during the year

Pass% (2023-2024)

**56%**

No.of students passed in Final year:

Class(Final Year)	Total no. of Students	Pass	Reappear
BA	62	23	39
B.Com	14	11	3
MSc.IT	3	3	0
BCA	22	04	18
Total	101	41	60

### 2.6.3.1-Total no. of final year students who passed the university examination during the year.

Pass% (2023-2024)

**40.59%**



## 2.7-Student Satisfaction Survey

[https://docs.google.com/forms/d/1kZy\\_jtOaEzr5KoV66PJlg3El5r\\_-XVSJmdzC6EYoKJY/edit](https://docs.google.com/forms/d/1kZy_jtOaEzr5KoV66PJlg3El5r_-XVSJmdzC6EYoKJY/edit)



respose graph.pdf

### 2.7.1-Student Satisfaction Survey (SSS)on overall institutional performance is as below



Response  
graph.pdf

## 3.Research Innovation and extension

3.1 Resource mobilisation for research:	NIL
3.1.1 Grant Received from government and non-government Agency:	NIL
3.1.1.1 Total grant from government and non-government agency for research:	NIL
3.1.2 No. of Teachers recognise as research guide	NIL
3.1.3 No. of departments having research projects funded by government and Non-government agency	NIL

### 3.2-INNOVATION ECO SYSTEM

Innovation Mean must revolve around making the students a competent personality. Our institute has created a good ecosystem for innovations and creations in the college. Being rural college, our college is not very much excelling in Innovation. Because innovation needs lot of research students and infrastructure and enthusiasm in the student. We have only BA, B.COM, BCA, MSC-IT and PGDCA but our students are of rural background and they do not show much interest in any research and innovation but still we try to indulge our students according to their competency in one way or other in research and innovation. This session we are trying to create good ecosystem in our college. We design our activities of the subjects keeping in view their IQ and calibre. We are also organising some educational tours We

planned so many visits with students at different places, e.g.; Potato Research Institute at Shimla, Nav Bahar Garden at Shimla, Sports Factory at Jalandhar, Rail Coach Factory at Kapurthala, Department of Horticulture of Punjab Centre of excellence of Punjab Centre of Excellence for Vegetables at Kartarpur on feb,2024, ICAI computer SITSKILL enhancement institute at Mohali on 24 jan,2024, NFL factory, Nangal also. We organised business related visit at malls. By forming buddy groups of college students, they are made aware of each other's problems and are taught to solve problems together to some industries to give our students better exposure and we have also planned to give students the field knowledge of the subject. Our library has good number of latest Books and Journals Newspapers form which students can gain some knowledge of innovation we also organise seminars and workshops are different topics such as fashion design, stenography, swing and stitching. talks to give innovative ideas to the students. This year we also signing MOU with a Rupnagar based organization for the start-ups. A course on "British Council" Project Department of Higher Education, Punjab was also conducted by the English Department. **We make the students prepare models and charts for the innovation of their talent. So that may be able to understand the IT, Commerce field by practicing all these systems. We invite resource persons to share their experience with students so that they can achieve their goals.**



potato research  
shimla (2).pdf



british council  
(1).pdf

A course on "Life Skill for Holistic Development of Students" was also conducted by the English Department. WE prepare models and charts related to different subjects for the innovation of college students so that students can understand IT commerce and constitutional system through practical. We invite resource persons to share their experience with students, so that they can achieve their goals. College students are encouraged for all around development by participating in Marathons at Nangal. By forming buddy groups of college students, they are made aware of each other's problems and are taught to solve problems together.

We prepare models and charts related to different subjects for the innovation of college students. So that students can understand It Commerce and constitutional System through Practical. Govt College Munne is a college for girls in which many programs related to girls are organized. An organization of Govt One Shop Sakhi Centre visit the college every year and aware the students about women's their legal rights. We celebrate Women's Day every year to empower the women.



merathon (1).pdf



Life skills for holistic  
development.pdf

3.2.2-No of workshops conducted on research methodology intellectual property rights and

Entrepreneurship during the year	NIL
3.3- Research publication and awards	NIL
3.3.1 No. of PhDs registered in PhD as per eligible teacher	NIL
3.3.2 No. of Research papers per teachers in journals on UGC website	NIL
3.3.3 No. of books and chapters in books published per teacher	01
3.3.3.1 Total no. of books and chapters written in the books	01

and papers in the national conferences.

### 3.4-Extension activities

3.4.1 –Extension activities carried out in the college about social issues or for their holistic development.

1. 31 july2023                      Orientation (online)



2. 7 august 2023                      Orientattion

3. 12 August 2023                      Appreciate Students Carry up to 90% marks



4. 15 August 2023                      Independence Day



5. 17 August 2023                      Teej Celebration

6. 22 August 2023                      PTA Meeting

7. 25 August 2023                      Principal Geetanjali Sharma honoured by Peer Baba

Jinda Shaheed Society for Giving Best of her For College

And Society

8. 29 August 2023

Braham Kumari Moral Education Rakhi Exhibition  
at college

9. 29 August 2023

Inauguration of Digital Panels in College



briksh day.pdf

10. 30 August 2023

Celebration as Vriksha Raksha Bandan

11. 5 August 2023

Teacher's Day Celebration

12. 12 September 2023

College Trip at Ludhiana for Innovation 15 days

Workshop of Fashion and Stenography

15 Days Workshop of Sewing

13. 14 September 2023

Hindi Diwas



hindi diws.pdf

14. 17 September 2023

Trip to Rail Coach Factory Kapurthala for innovation

15. 17 September 2023

Ozone Day Celebration with Poster Making



Ozone day (1).pdf

16. 26 September 2023

Seminar Gurudwara Sudhar Lehar History Department



history seminar.pdf



scholarship  
awareness day (1).pdf

17. 26 September 2023

Post Matric Scholarship awareness week

18. 2 October 2023	Celebrating Gandhi Jayanti
19. 4 October 2023	Appreciation to Kabaddi team for winning Gold Medal (Punjab Khel Mela)
	 kheda vatan diya (1).pdf
20. 4 October 2023	Participate in Youth Festival at Ropar
21. 6 October 2023	Project Presentation IT Department
22. 6,7 October 2023	Dastak Programme in Department
23. 7 October 2023	20 Students Qualified Basic Test of British Council Programme
24. 14 October 2023	Registration of ABC Portal
25.15 October 2023	Inauguration of Boundary wall by MLA DINESH CHADDA
 inauguration of boundary wall (1).pc	
26.29 November 2023	Second Prize in Gidhha in Youth Festival Nehru Yuva Kendra
27. 15 January 2024	Sachi Saheli Foundation (My Story)
28. 23 January 2024	One Sakhi Stop Distribute School Bags to Brilliant Student and Aware them for their Legal Rights
29. 24 January 2024	15 Day Workshop on Skill Development of Stenography
30. 26 January 2024	Republic Day Celebration
	 republic day (3).pdf

31. 6 February 2024 College Trip at Kartarpur Centre of Excellence for Vegetables
32. 6 February 2024 A Trip at Shimla Advance Study Centre Central Potato  
Research Institute
33. 6 February 2024 A Trip at Sports Factory
34. 7 February 2024- 13 Feb Staff Visit to Sen. Sec. School for campaign



**FASHION  
2023-24.pdf**

35. 12 to 20feb24 Beauty and Wellness Workshop

36. 13 February 2024 Basant Panchmi Festival Celebration

37. 20 February 2024 carrier guidance session by reliance insurance company



maa boli diwas  
(1).pdf

maa boli Diwas

- 38.22 February 2024

- 39.26 February 2024 Visit to NFL factory Nangal for innovation

- 40.1 MARCH 2024 Annual sports meet



annual sports fair  
(1).pdf

Farewell B.A., B.COM., BCA



BCA fairwell  
party.pdf



BCOM fairwell  
party.pdf

41. 6 MARCH 2024 Participate in youth festival organised by  
guru Gobind Singh study circle and got

many positions

42.14 March 2024

50 students participate in Marathan

organised by NFL

**3.4.2- Number of Awards and recognitions received for extension activity from Government or Government recognised bodies. NIL**

**3.4.3-Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/yr etc. (including the programmes such as Swachh Bharat, AIDS Awareness, gender issues etc, and/or industry, community and NGOs) during the year.**

Our institute organised no of extension programs though NSS and Red Cross. Swachh Bharat Abhiyan was organised in the college. Whole of the college campus was cleaned by the college Principal, Teacher's students and sweepers. We also organised a cycle rally on Swachh Bharat Abhiyan and Plastic free campus and surroundings. We also motivated our students to use more and more dustbins so as to make the campus clean. Our canteen area and ground, parks are always checked time to time by our Principal and Environment society. Our principal Prof. Geetanjali Sharma also gave a lecture to the students about gender issues. Our NSS programme coordinator organised all programmes under AIDS awareness, gender issues and community.



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yoga and cycle.pdf

**3.4.3.1-Number of extension and outreach programs conducted in collaboration with industry, community and non-government organizations through NSS/NCC/red cross/YRC during the year.**

Our institute organised no of extension programs though NSS and Red Cross. Swachh Bharat Abhiyan was organised in the college. Whole of the college campus was cleaned by the college Principal, Teacher's students and sweepers. We also organised a cycle rally on Swachh Bharat Abhiyan and Plastic

free campus and surroundings. We also motivated our students to use more and more dustbins so as to make the campus clean. Our canteen area and ground, parks are always checked time to time by our Principal and Environment society. Our N.S.S Volunteers planned so many visits nearby villages for the welfare of society by doing all these programs student get able to understand the problem of society. Our Principal Geetanjali Sharma also gave a lecture to the students about Gender issues and AID awareness, gender issues and community.



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yoga and cycle.pdf



cycle relly.pdf



nss (1).pdf

#### **3.4.4-Number of students participating in extension activities at3.4.3. above during the year**



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#### **3.4.4.1 Around 200 students participated in one or the other extension activities during the year**

**3.5-Collaboration** –Our college in collaboration with Nehru Yuva Kendra organised Skit and Lecture about the Drug awareness amongst to students.



nehru yuvaf (nehru yuvaf.pdf)

3.5.1-Number of collaborative activities for student internship during the year 01

3.5.1.1- Number of collaborative activities for research facility exchange & student exchange NIL

3.5.2- Number of Functional MOUs with institution otter university industry corporate houses 01

### **4.1 Infrastructure and learning Resources**



college pdf (2).pdf

#### **4.1.1 Physical facilities**



Our Institution has very **good infrastructure** for the **students**. We have very good **spacious airy classrooms** which can accommodate a good no. of students. Our college has a very **beautiful well-constructed building**. We have separate **administrative block**, good **Staff** room for the **faculty** members and **around 30 class rooms**. We have **separate** building for all streams BA, BCOM, BCA, PGDCA, MSC-IT. Our college has **high-tech** and **digitally smart, well equipped IT lab** with good **WIFI**. There are **two big lecture halls** to organised any type of extra-curricular or curricular activity. Our college has very good well-equipped **Library** with around **3500** books with good **table, chairs**. Our college has **Two** very **large** and **beautiful gardens** fully covered with **greenery**; **benches** are installed for the students in the gardens. **Girls common room** also there in our college where girls can relax in the free period. We have very **big ground** which is used by **physical education** students for various games. Our institute good no. of **washrooms** for faculty, non-teaching and girls. Our institution has very big and spacious **Auditorium** where various types of function take place. Our college also provide cycle stand shed, two water cooler, RO system, first Aid room, clean and airy rooms with smart board and black board new fans etc. Our college has a **Canteen** which full fills bare minimum requirements faculty and students. The College make efforts every year to provide necessary facilities to staff and college students.



college pdf (2).pdf

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#### 4.1.2. The institute has adequate facilities for cultural activities, Sports, games, Yoga

Our college has very big **auditorium** where student can do performs various activities, their lecture, seminars are conducted there. Entire college campus is spread over 5 **acres** with **good greenery infrastructure, building**. Our college has a good music room for **Gurmat Sangeet which is equipped with all musical instrument**. Over all our college has quite good facilities for **cultural activities All types of cultural festivals are celebrated in our college with lots of enthusiasms like Teej, Lohri etc. Sports: All types of Sports equipment are available in our college like Kho-Kho, Volleyball, Throws, Athletic equipment, weight lifting equipment's/\*+/- etc.** We practice **Yoga** in our very big **two gardens** and students play **outdoor games** in a very **big playground** but we do not have any special sports track.



college pdf (2).pdf

#### 4.1.3. Number of classrooms seminars halls with ICT enabled facility such as smart class rooms

We have **30 class rooms** in two buildings, a very big **seminar hall** for all streams. We have **separate departmental classrooms** for **BA, B. Com, BCA, PGDCA, MSC-IT**

We have Two good **condition IT Lab** which is fully equipped with **31 computers, WIFI and comfortable table chairs with projector and screens and Ac's**. We having four smart class room, we are now planning to develop more digitally smart class rooms this year.



IT infrastructre.pdf



class room.pdf

**4.1.4-Total expenditure for infrastructure excluding salary during the year (INR in lakhs)**

<b>HEIS</b>	<b>1978676.00</b>
P.T.A	877264.00
Funds A.F	1152343.00
Total	4008283.00

Building Expenditure -----201522.00

Total	3806761.00
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ਦਫਤਰ ਪ੍ਰਿੰਸੀਪਲ: ਸੰਤ ਬਾਬਾ ਸੇਵਾ ਸਿੰਘ ਮੈਮੋ ਸਰਕਾਰੀ ਕਾਲਜ(ਲੜਕੀਆਂ) ਗੁਰੂ ਕਾ ਖੂਹ, ਮੁੰਨੇ/ਨੂਰਪੁਰ ਬੰਟੀ/ਰੂਪਨਗਰ।  
ਟੈਲ ਨੰ. 01887-245870 E-Mail:- gregmanna@gmail.com

ਸੇਵਾ ਵਿਖੇ

ਡਾਇਰੈਕਟਰ,  
ਊਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ ਮੰਜਾਬ,  
ਐਸ.ਏ.ਐਸ.ਨਗਰ।

ਪੱਤਰ ਨੰ.-

ਮਿਤੀ

ਵਿਸ਼ਾ:-

ਵਿੱਤੀ ਸਾਲ 2023-24 ਦੌਰਾਨ ਦੱਖ ਦੱਖ ਸਕੀਮਾਂ ਅਧੀਨ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਗਰਾਂਟ ਦੇ ਵਰਤੋਂ ਸਰਟੀਫਿਕੇਟ  
ਭੇਜਣ ਲਈ।

ਚਰਚਾ:-

ਆਪ ਜੀ ਦੇ ਮਿਤੀ 05-02-2024 ਨੂੰ ਵਰਤਮਾਨ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਸੰਦੇਸ਼ ਅਨੁਸਾਰ।  
ਉਪਰੋਕਤ ਵਿਖੇ ਤੋਂ ਚਰਚਾ ਲਈ ਇਸ ਕਾਲਜ ਨੂੰ ਵਿੱਤੀ ਸਾਲ 2023-24 ਦੌਰਾਨ ਦੱਖ ਦੱਖ ਸਕੀਮਾਂ ਅਧੀਨ  
ਪ੍ਰਾਪਤ ਗਰਾਂਟ ਦੇ ਵਰਤੋਂ ਸਰਟੀਫਿਕੇਟ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਭੇਜੇ ਜਾਂਦੇ ਹਨ:-

ਲੜੀ ਨੰ.	HEAD/SUB HEAD	ਸਕੀਮ ਦਾ ਨਾਮ	ਅਲਾਟ ਕੀਤੀ ਰਕਮ	ਪਰਚ ਕੀਤੀ ਰਕਮ	ਬਕਾਇਆ ਰਕਮ	ਵਿਸ਼ੇਸ਼ ਤਰਨ
1	2207-03-103- 29-99-21	Support to the Govt Colleges for Tribal Class Rooms with a Common	936000/-	467955/-	468025/-	468000/- ਰਾਸ਼ਟਰੀ ਪੱਧਰ ਨਾਲੇ ਨਹੀਂ ਹੋ ਰਹੇ ਹਨ।
2	2207-03-103- 29-99-18	Scheme for Girls Orphanage in Govt Colleges of Punjab	190000/-	188794/-	1206/-	---
3	2202-03-103- 30-99-15	Medical Nutrition and Skill Orientation Program	150000/-	115005/-	34995/-	---
4	2202-03-103- 35-99-15	Medical Nutrition and Skill Orientation Program	80000/-	61000/-	0	---
5	2202-03-103- 01-01-15	HR, All Industrial Visit and Campore	150000/-	149960/-	1100/-	15,500/- ਕੁਝ ਦੇ ਖਿੱਚ ਪਾਏ ਗਏ ਹਨ ਵਿੱਚ ਦੋ ਪੈਸੇ ਹਨ।

ਮੁਹਿੰਮ

ਸੰਤ ਬਾਬਾ ਸੇਵਾ ਸਿੰਘ ਮੈਮੋ ਸਰਕਾਰੀ ਕਾਲਜ(ਲੜਕੀਆਂ)  
ਗੁਰੂ ਕਾ ਖੂਹ, ਮੁੰਨੇ/ਰੂਪਨਗਰ।

## 4.2. Library as a learning resource

Our library is very **modern and digitally smart** with **around 3407 books and journals newspapers** and we have **Koha app** for our up gradation for the library.

4.2.1-Name of ILMS software-**KOHA**

- Nature of automation (partially)
- Version-21.11.02.000
- Year of automation 2023-24

4.2.2-The institution has subscription for e-resources NIL

4.2.3. Annual expenditure for purchase of books

Expenditure of the purchase of books-31521Rs.

Expenditure of the magazines/germals-19363Rs.

Year of Expenditure-----2023-24

4.2.4-Number per day usage of library by teachers and students

Students-----50

Teachers-----07

Login data by teachers-----05



Upload last page of the Accession register details

Methods of computing per day uses of library KOHA

Number of users using library through E-Access 40

Number of physical users accessing library 50

Total working days----- 06

**4.3-IT Infrastructure – We have well equipped IT LAB with 33 computers and good table, chairs, well maintained 07 printers, one projector and 04 UPS screen. We always upgrade our windows10**

according to the latest needs. Our students very comfortably use **our Pc's** and do their practical work. **Our library** has also got **WIFI access** for the students. they also **login** to get some **study material**.



IT infrastructre.pdf

#### 4.3.2. Total No of Computers

Our college has **33 computers** in total **26 for students** and **7 for office work**.

#### 4.3.3. Bandwidth of internet connection in the institution

**40Mbps**

#### 4.4. Maintenance of Campus Infrastructure

Our college **maintains** very nicely the **Campus infrastructure** by repairing time to time the **old building, its washrooms, class rooms, blackboards, windows, doors and floors**. We have done **landscaping** of our back lawn and **renovated** the **staff room** and the **administrative block**. We have also renovated **First Aid Room** and also **IT lab** completely. **Herbal garden** and **Kitchen Garden** have also being developed in the college. We regularly repair every **nick** and **corner** of our college building with great efficiency and according to **student's needs**. So that students should not feel any problem in studying in our college. Overall college campus is the well maintained one with good infrastructure. We have also **applied for the construction of our boundary walls (backside of the college)** which will be **recently done**. Various types of committees have been formed in our college for the maintenance of the campus, like building committee, environment co- cleanliness, beautification time to time. Budged is allotted to these co-from for the maintenance of the college.



first aid room.pdf

##### 4.4.1- Expenditure on maintained of infrastructure excluding salary.

Total expenditure excluding salary during the year (INR in lakhs)

HEIS	508414.00
P.T.A	48604.00
Funds A.F	92244.00
Total	649262.00

Total 718361.00

#### 4.4.2 There are Established systems and procedures for maintaining and utilizing campus facilities.

Our buildings with **classrooms** are properly taken care of by our **administrative staff** and our **seawares**. In the class rooms **fans and lights** are checked by **electrician** and repaired. Buildings are cleaned duly by our sweepers. Building's, **washrooms** are also cleaned and maintained **hygienically** by our **sweepers**, **dustbins** are placed in every corner of the whole **campus**. Our institute has established system of maintaining the **campus** and its **surroundings**. Our **LA** takes care of **IT LABs**, its **computer**, its projectors, **PS screen**. **Software** is checked and **upgraded** time to time, **antivirus** treatment of the computer is done at regular basis.

We have full **library staff** to take care of the **books**, Librarian and library restorer. Returning of **books** and **issuing** is properly recorded on the **register**. We also have **Book bank**.

We **do not** have any particular **sports complex** but we have a **big ground** where students can **play** their games. We have **no professional coach** to keep the ground updated but our **Mali** takes care of the grounds.

If we have any **power outage** in the college, we have **invertors** and **generator**. We **do not** have any **professional buildings care takers** in the college to take care of the classrooms and administrative block but **our Mali and our chowkidar and LA** takes care of the whole campus

We **do not** have any **professional electrician** in the college to take cares of fans and lights, but still, we manage our campus with least resources and outsource people.

In the **class rooms**, **fans and lights** are checked by **electrician** and **repaired**. So collectively we can say that our campus is a nicely maintained campus with leased facilities, resources and funds. Pest control and lately sanitation are being done as safety purpose.



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## 5- Student Support and Progression

### 5.1- Student support

Our institute gets special SC scholarship for the SC Students from Punjab Govt, and

Centre Govt. We also get scholarship for Sikh minority students; free ship card is also made for the SC students.

Category	No. of Students
SC	127
OBC	NIL
Sikh Minority	Nil
Total students	127

### 5.1.2-No. of students

127

### 5.1.3-Capacity Building and Skill Enhancement and Incentive taken by institute.

**Soft skill, Languages, Communication skills, Life skill (Yoga, Physical Fitness, Health, hygiene), ICT computing skill.**

Our institute helps the students in building their **personality** and **enhancing** their **skill**, their **confidence** in various ways. We organize **soft skill lecture** by different resources to improve their body language, we organised the workshops in our college to improve communication **skills**, their aptitude and educate them to be smart enough to face the outer world.

In Life skills we organised **Yoga camps** to make them aware of their health and physical fitness. We also organised **Cycle rallies** to keep them healthy. We organized the **lectures** to motivate them, by the **doctors** on **hygiene** and **health** tips so that girls should be aware of problems in their health and hygiene.

ICT computing skills are being taught to our student in IT classes. We also teach our **BA students** about **computer** through **certificate course and B. Com** student by **Accounting and Taxation**. We have otherwise in our institution **BCA, PGDCA AND MSC-IT** courses in which **good number** of students are admitted and are already taking IT training. We have also organised **IT related extra-curricular** activities in the college to make the subject interested for the students.



yoga and cycle (1).pdf



yoga day speech by  
PM MODI.pdf

**5.1.4-** We try our level best to **counsel** all the **students** of the college. They are benefitted by **carrier counselling** cell of our college. We organized lecture by **IT skills company** on carrier counselling near about **200 students** attended the lecture and were benefitted. Associate professor Navdeep Singh also gave lecture on carrier counselling and their readiness for competitive examination. Our carrier counselling cell is very much active in organizing the activities which are required for the students benefit in the competitive examination.



career counselling (career counselling.pdf)



career guidance  
(1).pdf

### **5.1.5 The institution has a Transparent mechanism for timely redressal of student's grievances.**

We have **Sexual Harassment committee** and **Anti ragging committee** which time to time make the students aware about their approach for **zero tolerance** for the particular issues and follow the guidelines issued by bodies. Over all the committees are quite **active** and listen to the grievance of the students carefully and try to solve them. We are all girl's college so we do not have much problem related to sexual harassment.

#### **a) Sexual harassment committee**

We are all girl's college so we do not have much problem related to sexual harassment. But still Its meeting is held time to time during DASTAK programs students are heard of their problems and are solved. But still our girls are free to talk to any faculty member about any problem freely.

#### **b) Anti ragging Committee**

We have **Anti ragging committee** in our college which during the session takes orientation programs to tell the girls about **no Ragging** in the campus. Time to time DASTAK program is also held in which students are told about our Ragging free campus. We have painted on our outside boundary wall about Ragging free campus. So, our institute makes sure that no ragging should be done in our college.



sanjhi sikhya.pdf



slogan (slogan.pdf)



## 5.2- Students progression–

### 5.2.1- No of placements of outgoing students during year



STUDENTS IN  
JOBS.pdf



JOB PDF1.pdf

5.2.3- No of students qualified in state nation or international examination – **NIL**

## 5.3- Students participation and activities

5.3.1- Our students participate in **state level sports** and culture activities like- **Youth festival**

1. Our students participated in state level sports **PUNJAB KHED MELA** and excelled in **KABBADI** at **District level**



2. Our students took part in various activities in Youth Festival. **Our students attend all the Program and Camps offered by the Guru Gobind Singh Study Circle, also take the moral education exam and perform well by participating in Youth Festival.**

### 5.3.2- Our institution facilitates student participation and engagement in various co- curricular and extra-curricular activates.

Our institution facilitates students to participate in various Activities like-**Youth Festival** and Activities performed in **collaboration with Nehru YUVA KENDRA**. Any Call or Mail we receive from any other college we **encourage** our **students** to participate in the activity.

We do not have any particular student's **council body** but our students can represent their problems or issues to the **Principal and College Council** and other Grievance Committees. Our faculty and students **walk hand in hand to make the college environment healthy**.



Nehru yuva pdf.pdf

### 5.3.3- No of sports and culture events commutation in which students participated during the year.

Our institution facilitates students to participate in various Activities like-Youth Festival and Activities performed in collaboration with Nehru YUVA KENDRA. Any CALL or Mail we receive from any other college we encourage our students to participate in the activity. We do not have any particular student's council body but our students can represent their problems or issues to the principal and other academic and administrative committee. Our faculty and students walk hand in hand to make the college environment healthy. In the month of march **Sports Athletic** meet was conducted in our college in which good no. Of students participated and got prizes.



Nehru yuva pdf.pdf

## 5.4- Alumni Engagement-

5.4.1- There is registered in **Alumni Association** of the college-

**NIL**

## 6.GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1- Institutional Vision and Leadership

6.1.1- The governance of the institutes reflective of **Good Mission and Vision**.






Our Intuition provides **carrier oriented, skill oriented and life-oriented** path to the students. We educate students in every aspect so that they should be smart enough to face the modern world. which is **digitally smart** We try to **mould our youngsters to worlds greater heights** and their **goal in life**. Their **knowledge up gradation, their personality up gradation** is our main **motive and mission**.

### MISSION – VISION-

- a) To promote value-based system
- b) To Motivate less privileged students
- c) To promote religious harmony along with attachment to the modern world.
- d) To Facilitate leadership qualities in the students.
- e) To teach them carrier-oriented education.
- f) Our college has various committee and society which time to time organised various activities to make students more participative.
- g) We have college council of senior staff member who have great vision and teaching experience which helps the students in various ways.
- h) The college administration also makes sure that there is a supportive environment for female students.

### 6.2- Strategy Development.

**6.2.1 Our college is committed to impart quality education to students.** Our staff has been more **innovative** and **creative** about teaching the students. every faculty member made- **Content** of **syllabus** and PPTs. We **planned** our college **curriculum** and activities in a very nice way so that **students** should not feel unhappy about the college procedures. We have different **strategies** in every field to **cope** with the students. Our faculty member became **digitally smart** to teach the students.

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 indirect tax nidhi mam (2).pdf	 history ppt (1).pdf	

**6.2.2- FUNCTIONING OF INSTITUTIONALBODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES ADMINISTRATIVE SETUP AND PROCEDURE.** All records of college students at administrative level are kept in computer and digital format. The salary of all employees is credited to their accounts. All kinds of information are provided to the students and their parents through WhatsApp group and email and college website. **A complete account of income and expenditure is maintained month wise and is routinely examined by contract CA.** Our institutional bodies are **College Council** College, **Advisory committee**, **Academic council**, **Dean Student Welfare Society**, **NAAC**, **IQAC**, **Carrier Guidance**, **Placement Cell**, **Bursar**, **PTA Committee**, **HEIS Society**, **Examination branch**. We have Our College **Website**, College **Face book Account**, College **You tube Channel**.


  
PTA meeting .pdf

WE have different **committees** for smooth functioning of college.

1. Scholarship committee (Sc and Sikh Minority).
2. Environment committee

3. Beautification and Cleanliness committee
4. Anti ragging cell
5. Women sexual harassment Cell
6. College grievance Cell
7. Building Committee
8. College Property In charge
9. Library Advisory Committee
10. Yuvak Service Club
11. Cultural Activities
12. NSS
13. Time Table in charge
14. Prospectus Committee
15. Buddy Committee
16. Red Ribbon Club
17. Building Defacement cell
18. Alumni Association

We have all the above **societies, committee** and **clubs** for the smooth functioning of the college and these committees play a key role in the good governance of the institution.



PTA meeting .pdf



committee members  
pdfs.pdf

**6.2.3- IMPLEMENTATION OF E- GOVERNANCE IN THE AREAS OF OPERATION – We have implemented E-GOVERNANCE in every field in our college like in Administration, Office, Library, Fee, Internal assessment, Interaction with Punjabi University Patiala, IT and Salary of the Staff Members.**

### **6.3- FACULTY EMPOWERMENT STRATEGY.**

6.3.1-Our **institution motivates** and **encourages** the faculty members **add** to their **knowledge** and calibre by sending them to different types of **orientation** and **faculty development programs**

1.Faculty is allowed to attend **faculty development courses**.

2. They are allowed to go for **Refresher, Orientation** course to add to their knowledge so that they are being **enriched** and becomes **eligible** for next **promotions**.

3. They are **allowed** to attend **workshops seminars, write books, paper in Journals**

4. They are being motivated by our principal.

5. They are all given **medical leave, mobile allowance, house rent, maternity leave, child care leave**.

6. **Provide gratitude as per rules.**

7. **Contributory provident funds/employee provident funds.**

6.3.2- No. Of teachers provided with financial support to attend conferences / workshop- **NIL**

6.3.2.1- No. Of teachers provided with financial support to attend conferences / workshop - **NIL**

6.3.3- No. Of professional development /administrative training program for teaching and non teaching staff during the year: - **NIL**

6.3.4-NO OF TEACHERS UNDERGOING ONLINE, FACE TO FACE FACULTY DEVELOPMENT PROGRAM DURING THE YEAR- **NILL**

6.3.5-INSTITUTION PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON



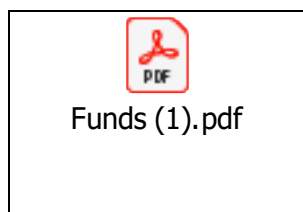
## TEACHING STAFF

Our college **follows** the particular **appraisal** system of teaching and non-teaching staff according to **Punjab Govt rules**. **ACRs of teaching and non-teaching staff** are written and judged by the **principal** of college. Teaching staff is **judged** on basis of their **results** of the classes, their **punctuality**, their **efficiency** towards **duties** they are given, **completion of the syllabus** or extracurricular activities performed by them in the college. Their **promotions** are done by the **DHE** on the basis **CAS- UGC guidelines**. The appraisal of **non-teaching staff** is also done by **Principal** on the basis of their **efficiency** towards the work given to them and their **punctuality**.

### 6.4-Financial management and resource mobilization

**6.4.1** The Institution conducts Internal and External **audits** regularly of the funds, PTA, ADMISSION FEE, ANNUAL FUND, STUDENT AID FUND, UNIVERSITY FUND, HEIS FUNDS. PTA and HEIS funds and govt. grants are **audited** by **authorized CA**. We spend our resources with too much care whether HEIS, PTA, Red cross fund or Amalgamated Fund. Each Expenditure is done on the basis of **strict rules** and **regulations** through proper procedures. No **laps** are there in spending our **Funds**. We also used govt. grants in time and send them UC.

We **do not** have any **UGC Fund** any **RUSA Fund** but still we spend our other funds according to the well-defined mechanism so as to monitor **effective utilization** of the available financial resources. The institute adheres to the utilization of the budgets available with us by going through all procedures which are transparent. The entire process of **procurement** is monitored by **purchase committee** and **Principal**.



**6.4.2 Funds/ Grant received from non-Govt. Body or individual**

**NIL**

**6.4.2.1 – Total grants received from non Govt agencies individuals**

**NIL**

**6.4.3-Institutional strategies for mobilization of funds and optimal utilization of recourses.**

We make **strategies** to use **effectively** our **funds** to fulfil our needs and **requirements**. **First demand** is asked from the **department** or the **committee** which needs interference then that demand is **discussed** with college **council** and then **plan** is prepared to spend it. Like any **activity** in the **department** any **educational** tour, refreshments for any function like Youth Festival, or any help to the students. We have



proper planning of budget of the institute which is used for the **development purpose** and **students benefits**. We **focus** on each and every part of the college which needs **development**. Whether it is **landscaping** or **building repair** or any type of the **purchase** and extension activity in the college, Youth Festival, any **sports related activity**. **Balance** is always maintained in all aspects we spend our money by proper **procedures** (**calling of quotations analysing it opening of quotations** in the presence of **principal and the committee member**) and then the **purchase** is done. Our institute every month **analyses** our funds so that they are **not** uselessly **depleted**. We follow all proper procedures to **maintain** our **expenditure** like proper **registers** are **maintained**, **chequebook** is maintained, cash **book** is maintained with the **signature of the principal** so in the end we can say that our institution has spent our funds by making proper strategies and their implementation should in favour in college.

## 6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (**IQAC**) as the name denotes IQAC this **cell** has to take care of the **internal quality** of the **institute** in all **fields** whether it is educational or extra-curricular or infrastructure.

Our IQAC has **contributed** significantly to our **institutional development** for achieving **mission, vision** and **target** to make our college one of the **best** in the area. To achieve **goals** of the college our IQAC team does the **consistent** and **catalytic** improvement in the **academic, administrative** and **professional** function of the college.

IQAC is responsible for **Assuring** the **robust** and **effective quality Assurance** in the college. It is also responsible for **HIGH QUALITY** teaching and maintain cordial atmosphere in the college between **faculty, on-teaching staff** and **students**.

IQAC takes the **regular meetings** of all the **committees** of the college time to time discussed with them their work **done** during the session. They also give proper **suggestions** to get them **implemented** for the benefit of the college.

IQAC takes **audits** of every part of the college including **departmental meetings, departmental registers, departmental** performance by analysing the students results through **DASTAK** programme, Non-Teaching part of the college and the Activities which are to be performed by various committees of the college so that colleges overall growth is analysed and improvement is done.

IQAC also **audits** the **budget** and **funds** of the institute. Our IQAC team is to maintain the momentum of quality consequences.

6.5.2 The institution reviews its teaching learning process, methodologies of operations and learning outcomes.

IQAC continuously takes **strides** to **improve** the **quality** of **teaching learning** process. **Academic calendar** is prepared according to which college functions.

IQAC also check the **methods** and the **operations** in the learning **out come** so that our institution reaches the **higher level** every year. Our IQAC team **periodically** attends the **meetings(online)** of **NAAC** to **improve** its own **working** level. IQAC in our institute is setup to improve the institutes **functioning** and making **program** of all the activities, extracurricular, curricular etc in an **innovative** way giving **persistent focus** on improving the student's **calibre** and **exposure**. So overall, our IQAC works as per **norms** and **regulations** keeping in view the **colleges benefits**.

### 6.5.3 Quality assurance initiatives of the institute: -

1. Regular meetings of **IQAC** are organized with the principal to discuss the **various issues**.
- 2 **Feedback** from the students are **collected** and **analysed** by the **faculty** members and this helps them to **improve** their **teaching** learning process.
- 3 This **procedure** of **meetings** and **decisions** and **feedback**, **collectively** improves the quality of **teaching**, **atmosphere** of college. Development of faculty of the college and making college as one of the good **intuitions** of the area, IQAC's main motive.

## 7.-INSTITUTIONAL VALUES AND BEST PRACTICES

### Best practice-1

The modern period, it necessary for the students to have some kind of skill, so this college organizes various workshops from time to time for the skill development of the students so that the students can become self -reliant. Workshops were organized so that the students could easily choose their future career. Looking at the interests of the girls, two workshops related to fashion designing and sewing were organized in the college so that the students could gain knowledge about these. We also organized a one-month communication skill development course for the students so that the students can prepare their own cv for interview. To develop a sense of confidence in them to give an interviewer which can also help them in choosing their career. A seven-day workshop was organized in the college for the personality development of the college girls.

1 Anti-drug campaign was organized from: -

- a. 21 June Yoga Day
- b. Poster Making Competition lecture SAY NO TO DRUG
- c. Fitness Activities
- d. Games in the playground
- e. Poem Recitation

f. Nukad Natak

1. **Anti-Drug Campaign** through webinar was organized
2. **Swachhata Pakhwada** was celebrated by NSS volunteers.
3. **Mission Green** was celebrated
4. **Poshan Maah** was celebrated
5. **A lecture on moral values was given to the girl's students**
6. A camp was organized on **HIV aids** by **NSS**
7. NSS One Day Camp was organized
8. Poetry Competition (poetry outloud was conducted by English Department).
9. Kavita recitation by Hindi department
10. Yoga Day on 12-05-2023
11. EK Bharat Shresth Bharat Function
12. Environment day on 04-06-2023

## Best practice-2

Title of practice -green campus initiatives

A green campus is a place where sustainable and eco-friendly. Practice is promoted through education and awareness. In this mission students are engaged to the activities to reduce carbon emissions, manage waste and educate about climate change. It provides students, faculty and staff in green campus initiatives by making different committees. Clean environment committee, beauty and cleanliness committee.

These committees run a number of programmes and events.

1. Plastic free campus – In our college plastic free campus has been set up in campus with the goal of reducing plastic pollution in campus.
2. Tree plantation: - Tree plantation is very necessary to provide oxygen to the environment and make the air quality better. So, our college celebrates environment day energy year and grow more and more plants in campus. College also encourages the students to grow more and more plants to their surroundings.

3. Develop green park and herbal garden: - under the leadership of principal and cleaning and beautification committee students create green park in front of blocks by making perfect outline with bricks. It adds to the beauty of college more and more and contribute to fulfill the saying green campus college also develop herbal garden in the campus to aware the students the importance of herbals with the help of college gardener.
4. Regular maintenance: -students from different clubs and college gardener regularly maintained the garden. Students of NSS, eco- club, regularly take care of all plants.
5. Dustbins for waste: -dustbins are kept at different locations of the campus which include academic, computer blocks, canteen, college park and garden.
6. Activities promoting: - To aware the students of college about environment are organized world environment day, earth day, water and energy conservation day are celebrated in the college.
7. No smoking campus: -college campus is completely smoke, drug and tobacco free.

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## 1. ANNUAL GENDER SENSITIZATION ACTION PLAN.

OUR INSITIUTION HAS PLANNED THE FOLLOWING ACTIVITIES

- A) Lecture On **Gender Sensitization** by a renowned personality
- B) Essay writing competition **Female Foeticide**
- C) Rangoli competition to **Save The Girl Child**
- D) Declamation on **Beti Bachao Beti Padhao.**
- E) Declamation on great Women **personalities.**

**2. Specific facilities provided for girls in our college in terms of safety and security, counselling, common room, day care centre for young children.**

Our institution has proper **Safety Measures** for the female staff and girl students. Ours is the all-girls college so this is the **positive point** for us. Girls feel quite comfortable here. They **do not** feel any **insecurity** because of the absence of the boys. Girls can freely move here and there, sit anywhere quite comfortably.

We have very good **Girls common room** where girls can relax and can feel comfortable, we have a chowkidar who is present 24\*7 at the gate and no **outsider** can enter our college **without permission**. No girl student is allowed to go outside college **before 1 pm without teacher permission**.

Counselling - We time to time council our girls about their rights their progression, their carrier orientation. In DASTAK programs regularly. They are motivated to stand in society with their head upright. We also make them aware of the dangers which they can face in the outer world. We also tell them about the Top Women personalities of the world like **Indra Gandhi, Kalpana Chawla, Lata Mangeshkar, Indra Nui, Mother Teresa, Usha, Sania Nehwal** so that they should also have the **vision** to reach to that level. Our college have also painted our boundary wall with (**Beti Bachao Beti Padhao, Save the Girl Child**)

We do not have any day care centre for young children.



#### **7.1.2-The institution has facility for alternate source of energy and energy conservation measure. (solar energy, bio-gas plant, use of led bulbs)**

- 1.Our institute has written to DHE to implant **solar panel** which is in **progress** and will be done shortly by this we will be able to **save energy** and our electricity bill will also be **reduced**.
- 2.We are also using **LED bulbs** and tubes in maximum part of our college which are energy **efficient** and are more **durable** with longer **lifespan** and have also got the capability to resist voltage fluctuation.



7.1.3- Describe The Facilities in the college for the management of following types of Degradable and non-degradable waste, solid waste Management, liquid waste management’s-waste management, water recycling system

Our college is in great **favour** of **management** all types of **waste** like **collecting** the waste and **treating** it and using it further we have good no of **dustbins** which are placed in every nook and corner of the college in which college waste is collected. **Plastic waste** is **separated** from the **organic waste** and **organic** wastes put in a **pidgin** the **corner** of the college. To make **fertilizer**(compost) from it. Our garden waste like dry leaves, green leaves, twigs are collected by our Mali and is put in the pit from where Compost (HUMUS) is formed and that compost is used as **fertilizer(organic)** in plant beds.

**Water storage** is also done during the **rainy season**

We also do **soil management** like wherever **extra** soil is there we collect that soil to make **corners** of the beds and **landscaping** by making small hills in the college and then these hills are **decorated** by the **plants** and the **waste material**. We also do **Best out of waste practice** like any stones or bricks collected from the college campus are used in **decorating** the college **plant beds** and plants beds in one way or the other. We believe in three **RRR**’s in waste management like **Reduce Reuse Recycle**. We are trying to make our campus **Plastic Free**. Any plastic bottles or plates or glasses or in our college campus are decorated and painted by our students otherwise one-time plastic plates or glasses or bottles are not allowed in our college campus.

We have very **less E -waste**. Every electronic equipment is **analysed, repaired and reused**. The electronic equipment which are beyond **repair** are **sold** to **vendors for recycling**.

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**7.1.4-Water conservation facilities available in the institution. Rain water harvesting Bore well construction of tanks, Distribution of water system in the campus.**

Our institution does not have any proper water conservation system, rain water harvesting. But we **reuse rain water** by our **construction of pipe system** which from **terrace** of college directly goes into the **plant beds**. Both purposes are solved, **water wastage is not** there and **plants** are **watered**. We also have **tanks** or **water storage pits** to store extra water which issued for washing purposes.



## 7.1.5-Green campus Initiative

### 7.1.5.1- The Institutional initiatives for greening the campus

-1. Our institute has a very **less flow** of **automobile** entry because of **rural college**. Most of the **students** come by **bicycle** or **local buses**. Our college is located in **green cover** surrounded by big trees and vegetation, so chances of **pollution** are very **less** but still we always try to make our **campus clean and green** by **more and more plantation** and our **Environment committee** time to time instructs the mollies to take care of the campus to make it **green** and **maintain** the plants which are already there.



2.**Use of bicycles**80% of our college students come on bicycles and the vehicle, automobile entry is very **less** and the most important point is that our college has only **5acres** of land and only **two** buildings no separate departments in buildings so we do not need any battery-operated vehicles.

3.**Ban on use of plastic**-We have **completely banned one time plastic in our campus** like **no disposable plastic plates glasses** are allowed in **campus**. If by one reason or the other they are used in the college They are **disposed of properly** or they **are reused** for any other purpose. We are trying our **level best** to keep the **campus plastic free**. We have **also painted** on the college **boundary walls** to educate the college staff and students about **less use of plastics**,” Say **No to Plastic**”. Students are also taught in the **Environment studies** subject about this topic and we always enlighten them about the **harmful effects of plastic**. Our **seawares** also are very careful about the use of plastic in the campus. In the **canteen** also we **do not allow** any type of **plastic** so in the end we can say that our **campus is almost plastic free** and we are trying to go one step ahead towards **environment friendly campus**.

4.**Land Scaping**-The word landscaping means the proper **beautification** and **maintenance of** land. In our **college** we have a very **beautiful landscape** which serves many purposes in our campus.

A. Extra **and Waste** soil of the campus is used in a nice way to make a **hill** like structure.

B. Extra **bricks and stones** are used in **decoration** of the landscape, we break the bricks into small pieces and add to the landscape. **Extra stones** are collected from the college to beautify in the way that the **beautification** is also done and **waste material is also used**.

**Beautification** of the campus is done **without spending any money**.

Our institute in future is also **planning** to do more landscaping. This is a very **efficient** way **to save the soil** from **erosion**, wastage and it also serves the purpose to **Save Environment**. In our campus, we are trying our best level.

## 7.1.6-Quality Audit on Environment

7.1.6.1-We have not done these audits by any outside agency but internal audit by the IQAC team is done on regular basis.

1.Green Audit-we do our green audit time to time by the help of IQAC team and Environment committee. We keep a check on whether our green cover is increasing or decreasing in any way. We keep on planting trees, shrubs, herbs in the college time to time by celebrating **Van Mohotsav**. In this way our staff and students also become conscious about the greenery  
Energy Audit –Our institute has not done any energy audit from any outside agency but internally we are conscious for the Energy Saving concept. We have also applied for **solar plant** installation in the campus to the DHE very shortly it will be implemented. We also have changed all the bulbs with LED, bulbs and tubes in the campus which save energy as compare to simple bulbs, consume less electricity and are energy friendly. We have also put notices in every corner of the college to **switch off the light and fans** when not in used.

3.Environment Audit-Our IQAC team convened by **Principal Geetanjali Sharma** who is botanist takes care of the Environment related issues of the college by doing discussion on the topic. Various activities are conducted to related to environment in the college like celebrating **Earth Day, Environment Day, Ozone Day, Forest Day, Plastic Free day**, Rangoli Programmes and Declamation, Poster making, Plantation drive on different environment days to make the college sensitive about the poor condition of the environment in India. Our IQAC team also audits the environment programmes in the campus to make our campus healthy and pollution free, Plastic free. We have also organised Webinars and Lectures on environment related issues from very renowned personalities.

4.Clean and Green Campus-We have a very good Environment Society and Beautification, Cleanliness society in college which sees all the aspects of clean green campus by Planting more and more trees, keeping check on cleanliness of every corner of the college and use of less plastic in the campus. We have also developed **Herbal Gardens** and **Landscaped the back lawn** of our institute.

To beautify the campus, we have kept dustbins in every corner of the college and tell the students to use them. The plants or the trees which are already grown up are pruned time to time by our Mali regular notices are put for the students to keep the campus clean and Green. Classrooms and Washrooms, Girls common rooms, Staff rooms, Administrative Blocks, IT labs are cleaned on daily basis. We also instruct our sweepers not to burn leaves and twigs to avoid **Pollution**. Many **Cycle rallies** were also organised on stopping burning leaves and no use plastic in the surrounding villages also. Our college promotes the **Environmentally Friendly** concept.

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### 7.1.7 The institution has disabled friendly barrier free environment with ramps with lifts for easy access to the class rooms

As such we have **no** particular student or Staff who is disabled in any way but our college is quite **disabled** friendly, there are **not** much **stairs** to be used whether for **the classroom entry** or to the **administrative entry**. We have **plain** and **smooth path** for the entry to any part of the college. All the class rooms are the **ground floor**. Our Library and canteen are on the first floor. Rest whole of the college is situated on the ground floor we have **proper signage** for every part of the college, All the **classrooms are Numbered**, Girls common room is also **differentiated**, washrooms and parking are **separately** defined with proper signage. So, ours is a student **friendly campus**.

### 7.1.8 Describe the Institutional Efforts- Initiative in providing inclusive environment to the students

Our institute does **great** efforts in providing **good** and **harmonious** environment to the students.

**1 Tolerance** – We **teach** our students about importance of the tolerance in life. We educate how to be **tolerant** in all the aspects like **religion**, any issue in **society**, at **home** in **college** or **outside world** where they have to deal with in students' groups, with teachers in their families with **tolerance**. We teach them that they will not be able to become **good human beings** without **tolerance**. Our life becomes hard and difficult without tolerance. We organise Lectures, **Group discussions** and **debates** on the topic **Tolerance** and guide them in DASTAK program how to be tolerant or try to be tolerant which is a great point of concern in today's youth.

**2 Harmony towards Culture, religion, linguistic, communal, socio economic and other diversities.**

Our institution guides the students to be **harmonious** towards every **culture** whether it is their **own culture** or someone else **culture**. We should **respect** every **culture** and **religions**. India is a **multicultural multilingual** nation so students have to be **adaptable** to every culture and religions and area. We also **motivate** our students to go on **tours** to other **states** so that they are able to **adapt** to other areas also with different **culture and language**. We also organised Heritage Mela under Ek Bharat Shreshth Bharat which in somehow created the **awareness** amongst the students about the culture. We educate our students to keep their **connection** to their **roots** and also to fly in sky because of the modern **days digitally smart world**.

Our college also teaches our students to **respect every religion** in their peer group or at their home or at their work place in future.

**Linguistics**-Ours is a rural college. Our students almost **speak one language Punjabi** but still we motivate them to speak **Hindi and English** and respect and tolerate every language.

**Communal, Socio-economic-** We educate our students to live in **communal harmony** with each other, by organizing declamation contests, discussions and debates on communal harmony. In college as well as outside college, they are taught **not to differentiate** between different **communities on socio economic background**. We teach them that social economic background does not matter much. They should not differentiate between each other on basis of their economic status. All students are equal for the principal and faculty members in our institute. We also celebrate the National days like **Independence Day, Republic Day, Constitution Day** with the students. This gives the message to students that **we are one**.

#### **7.1.9 Sensitization of the students and employee of the college to the constitutional Obligations, Rights Duties and responsibilities of the citizens**

Our institute sensitizes the students and employees of college about our **constitutional obligations** and values. **26 November** was celebrated as **Constitution Day** in the college to promote constitutional values amongst staff members and the students so that they should be aware of their duties and rights. Students and staff should respect our constitution. Our duties toward constitution, we also celebrated **HarGharTiranga HarGharJhanda** to motivate the locals (adjoining villages about the value of our National Flag. Students and staff are lectured to respect our Flag. We also guide our students about their duties, responsibilities and rights. By organizing various activities like Rangoli, Poster making, Selfie with Tiranga. We celebrated **National Voters Day** also. We encourage our students to make their voter card and vote for any party of their choice irrespective of their caste and religion. We also celebrate **Azaadi Ka Amrit Mahotsav** with great zeal. So that t students can know the **value of Freedom**.

#### **7.1.10 Our institute has prescribed code of conduct for Students and Teachers.**

**1: - Students** –Our is a rural college we do not have t much problem in maintaining code of

Conduct. Our Girl students **well behaved** and **disciplined** but still we educate them how to conduct themselves in the college and during the interview. During **Orientation** program and DASTAK programs. We basically guide them to respect teachers wishing them properly, talk less in the campus, useless mobile in the campus their body language, their dress code etc. They also being told about their responsibilities. towards **college** and **college propriety**, code of **ethics code of behavior in library, in corridors, in common rooms**.

**2: -Teachers-** Our Principal and our faculty members follow code of conduct like their behavior in the college campus with the students, in the class room and outside the class room. their **punctuality**, their **timeline** to finish syllabus in time.

**3.Office staff-** Our office staff is also made aware about their code of conduct towards teachers, students and their office duties.

**4.Administrator** – Administrator also is aware of his\her code of conduct, behavior with staff, with students, how to run the college with efficiency and to maintain punctuality. If everyone in the institute follows his/her code of conduct institute works in a smooth and progressive way.

**7.1.11 Institution Celebrates /Organises National, International Commemorative Days events and festivals**