Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE MALERKOTLA**
Name of the head of the Institution	**Dr. Jarnail Singh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01675253016**
Mobile no.	**9872305965**
Registered Email	**gcmalerkotla@gmail.com**
Alternate Email	**irfanfarooqimlk@gmail.com**
Address	**College Road, Malerkotla**
City/Town	**Malerkotla**
State/UT	**Punjab**
Pincode	**148023**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Mohammed Shakeel**
Phone no/Alternate Phone no.	**01675253016**
Mobile no.	**9417319420**
Registered Email	**gcmalerkotla@gmail.com**
Alternate Email	**mumtazshakeel@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gcmalerkotla.in

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gcmalerkotla.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.03**	**2016**	**16-Mar-2016**	**16-Mar-2021**
1	**A**	**85.45**	**2004**	**04-Nov-2004**	**04-Nov-2009**

6. Date of Establishment of IQAC	**29-Jan-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Yoga Day	**21-Jun-2016** **1**	**356**
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College Malerkotla	Centre	UGC	2017 365	0
Govt. College Malerkotla	Centre	RUSA	2017 365	0
Govt. College Malerkotla	College	PTA	2017 365	2359506
Govt. College Malerkotla	Self Finance	HEIS	2017 365	1491114
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!

10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• To start more professional/skill ba new teaching faculty • To promote research activities. • Collaboration with different industries for training and placement. • To Monitor and suggest activities under College with Potential for Excellence grant • To improve infrastructure facility

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introduction of new courses	This year college has decided to start

	new courses in Self financing IT stream
Making improvement in the infrastructural facilities	**Previously received grant under RUSA has been utilised properly to improve infrastructure facilities at college level**
[View File](#)	

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

Name of Statutory Body	Meeting Date
IQAC	**30-Dec-2016**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2016**

Date of Submission	**20-Oct-2016**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**1. Administrative procedures: a. Daily rough cash book, personally checked by accountant and principal. b. Preplanned administrative feedback meetings. c. IQAC and College council meetings for feedback and decision making. d. Periodic meetings of various committees and decision making therein. e. Departmental meetings on syllabus completion and correction feedback and other departmental activities. 2. Student admission: a. Daily dayend reports on admission status. b. Compulsory parent meetings for feedbacks. 3. Students' records: a. Query based software used for maintaining students' record. b. Monthly attendance record and feedback of defaulter students. c. Record of fees in installments and its recovery. 4. Evaluation and examination procedures: a. Existence of fullfledged examination committee and updated maintenance of concerned records. b. Periodic meetings of examination**

committee. c. Inhouse central assessment program for quickest feedback on evaluation. d. Critical manual correction of border cases before declaration of results. 5. Other a Digitization of old records for decision making.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to Punjabi University, Patiala and follows the university syllabi designed by respective board of studies constituted by the University. As a significant change, university has brought semester system in all streams of undergraduate and post graduate courses. As an affiliated college, we have implemented this change. University introduced CBCS grading system in Post Graduate level courses. The subjective aspects in the various departments are delivered through a planned mechanism with the aid of various tools and processes. A class routine is prepared before the beginning of every academic session by a Routine Committee, which is entrusted with the task of allocation of appropriate classrooms for various subjects. Every department is required to maintain a LESSON PLAN CUM RECORD OF CLASSES which has replaced the earlier DAILY CLASS MONITORING DIARY, which is an authentic record of all the classes taken by the faculty members. The fundamental characteristic of this arrangement is that, there are separate registers for every paper/ course and at the completion of the syllabus, one-third of the students are required to certify that the syllabus of the respective paper has been entirely covered by the respective teachers. Practical classes are being held as per allotted schedule in the class routine, but for final year students, practical classes of the major course subjects are held in the department outside the fixed schedules, if necessity arises, since these batches of students do not have to attend general course classes in other departments and hence remain for the whole day in their major course department. Departmental Advisory Committee meetings are convened by the Heads of Departments at regular intervals for taking making assessments of syllabus completion status by the individual faculty members, as well as for planning for other academic activities like holding of student seminars, field works, class tests, allotment of assignments, etc. In subjects where field works/ institutional visits are mandatory and part of the syllabus, the heads of departments either allocates the field-in-charges for any upcoming field work or it comes as a voluntary agreement on the part of the teachers. The field-incharges makes arrangement for planning the journey schedule and takes care of all logistic requirements that might arise in connection with the field works viz. planning of the schedule, purchase of tickets, arrangement of stays, arrangement for local transportation, tie-ups with other institutional heads (in case of institutional visits), and finally assisting the students in the preparation of the field reports. The field reports are normally returned to the students as there is shortage of storage space in the departments, but one or two exceptional reports are retained back in the respective departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneur	Skill Development

			urship		
Nil	Nil	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
1. Administrative procedures: a. Daily rough cash book, personally checked by accountant and principal. b. Pre-planned administrative feedback meetings. c. IQAC, LMC and Governing council meetings for feedback and decision making. d. Periodic meetings of various committees and decision making therein. e. Departmental meetings on syllabus completion and correction feedback and other departmental activities. 2. Student admission: a. Daily day-end reports on admission status. b. Compulsory parent meetings for feedbacks. 3. Students'

records: a. Query based software used for maintaining students' record. b. Monthly attendance record and feedback of defaulter students. c. Record of fees in installments and its recovery. 4. Evaluation and examination procedures: a. Existence of full-fledged examination committee and updated maintenance of concerned records. b. Periodic meetings of examination committee. c. In-house central assessment program for quickest feedback on evaluation. d. Critical manual correction of border cases before declaration of results. 5. Other a Digitization of old records for decision making.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	ARTS	280	313	287
BCA	COMPUTER APPLICATIONS	120	120	104
BCom	COMMERCE	180	236	209
BSc	SCIENCE	360	299	279
BA	ARTS	2160	2893	2724
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	3316	287	39	0	30

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
69	69	9	10	10	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

A) Pick out the fast and slow learners amongst the students B) Special efforts to be made through extra classes to develop slow learners C) Feedback from the students other stakeholders to minimise the drop out rate

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3603	69	1:52

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	69	2	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	Nill	NIL
2017	NIL	Nill	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	NIL	06/2017	31/05/2017	14/08/2017
BSc	NIL	06/2017	31/05/2017	14/08/2017
BCom	NIL	06/2017	31/05/2017	14/08/2017
BCA	NIL	06/2017	31/05/2017	08/08/2017
MA	NIL	06/2017	31/05/2017	14/08/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Govt. college Malerkotla is co-educational Government institution affiliated with Punjabi University, Patiala. Our College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal assessment of students according to University guidelines. Students are well informed about the Class Tests and internal assessment criteria well in advance by the department concerned. Semester Examination, submission of examination fee and internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is to be printed in the college prospectus and uploaded at the college admission portal.

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

Punjabi University, Patiala prepares its own Academic calendar which is followed in totality by the college itself. The same calendar is published in the prospectus every year. Thereafter the academic calendar is to be prepared by the college and it is to be displayed on college admission portal. Our academic calendar provides important information about admission guidelines,

teaching dates, examination dates, extracurricular activities, list of holidays and semester examinations. Before the commencement of every semester, the respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this routine, a committee of the teachers prepares a detailed prospectus and timetable for the entire year. Finally, this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal/Vice Principal. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities. An orientation cum Induction programme for 1st year students of U.G. and P.G. has been conducted for all students before the commencement of regular classes.

2.6 – Student Performance and Learning Outcomes

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

https://www.gcmalerkotla.in/view/all/home.jsp

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	MA	ARTS	148	143	96.62
00	BCA	COMPUTER APPLICATIONS	21	18	85.71
00	BCom	COMMERCE	58	58	100
00	BSc	SCIENCE	68	65	95.58
00	BA	ARTS	583	496	85.077
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.gcmalerkotla.in/view/all/home.jsp

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Presenting Research paper	ASST.PROF. RAJPAL SINGH	Indian fedaration of united nation associations New Delhi	Nill	TEACHER

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
N.A.	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	01	01

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

Name of the Department	Number of PhD's Awarded
N.A.	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	Nill
International	Psychology	3	Nill
National	URDU	1	Nill
National	COMMERCE	4	Nill
International	PUNJABI	1	Nill
National	MUSIC	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BOTONY	1
MATHAMETICS	2
URDU	3
PUNJABI	1
COMMERCE	1

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N.A.	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N.A.	Nill	Nill	Nill	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	Nill	Nill	Nill
Presented papers	9	3	Nill	Nill
[View File](#)				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
PLANTATION	NSS	5	50
AIDS AWARNESS	NSS	5	50
SAWACH BAHART	NSS	5	50
[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Zonal Youth Festival	Overall Second	Punjabi University Patiala	120
NSS	Participation Ceritficate	Punjabi University Patiala	275
NCC	Participation Certificate	19 PB Battalion	53
[View File](#)			

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

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

agency			activites	activites
N.A.	Nill	Nill	Nill	Nill
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	00
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4121982	4121982

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully	Version	Year of automation

software	or patially)		
E GRANTH	**Partially**	**Nill**	**2016**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**12760**	**Nill**	**0**	**Nill**	**12760**	**Nill**
Reference Books	**47489**	**Nill**	**7**	**Nill**	**47496**	**Nill**
Others(specify)	**10**	**8964**	**Nill**	**Nill**	**10**	**8964**
Journals	**2**	**95**	**8**	**4230**	**10**	**4325**
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N.A.	**N.A.**	**N.A.**	**Nill**
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**21**	**3**	**4**	**1**	**1**	**1**	**1**	**100**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**21**	**3**	**4**	**1**	**1**	**1**	**1**	**100**	**0**

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered / Not Applicable	**Nill**

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	**0**	**4121982**	**4121982**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> The institution consistently endeavors to upgrade its learning facilities by enhancement of existing infrastructure alongside optimum utilization of pre existing resources. Renovation and maintenance of class rooms, Girls' Common room, activity room, Art gallery, Seminar halls and canteen is being monitored on regular basis. Construction of a separate PG block is under way. Toilets and washrooms are well sanitized and well maintained. A separate committee has been constituted for renovating and upgrading furniture. A number of committees such as College Council Building Committee, Purchase Committee and other committees chalk out and implement the various policies regarding all the infrastructure to make institution well equipped and technology enabled to cater to all aspects of modern education.

https://www.gcmalerkotla.in/view/all/home.jsp

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	POST MATRIC SC SCHOLARSHIP,NSP,	1676	Nill
Financial Support from Other Sources			
a) National	SUPINDER SOHI MEMORIAL AWARD,AVTAR SINGH BHULLAR MEMORIAL AWARD,TERSEEM LAL VIVEKI ECONOMICS AWARD	11	Nill
b)International	N.A.	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
As mentioned in xsl file	Nill	8325	As given
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	Nil	0	0	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Nil	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	91	BA	MA	GOVT COLLEGE MALERKOTLA	91

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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

Activity	Level	Number of Participants
WERSLING	INTERCOLLEGE	3
CRICKET	INTER UNIVERSITY	2

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	SILVER	National	1	Nill	005361	MUDASIR ALI
2017	BRONZE	National	1	Nill	005360	MOHD. AKHTAR
2017	BRONZE	National	1	Nill	005362	ABDUL

							REHMAN

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

Institute provide various facilities to students to participate in various co-curricular and extra curricular activities likewise NSS, NCC, Youth festivals ,literary societies and awareness camps etc. Out of which the sole aim of the NSS is to provide hands on experience to young students in delivering community service. NCC aims at developing characters, comradeship,discipline,a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens .The youth festival aims to propagate the concept of National integration, brotherhood, courage and adventure amongst the youth by exhibiting their cultural abilities in a common platform. Literary societies are to develop self-efficiency and confidence and would help to enhance the general knowledge base. The aim of an awareness campaign include reaching out to the public regularly, measuring that outreach accurately and motivating the public to take action.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

110

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution strives to rise for excellence in the fields with decentralization and participative management. The college has a committee to provide leadership support for good governance. This committee has members from college management, college staff, academic personal and civil society members. This body holds meetings time to time. All the governing decisions of the institution are taken by discussion with guidelines of college council. This committee monitors the administrative and development activities related to finance, physical infrastructure, human resource management and teaching learning process. The management committee reviews the activities of the institution by formal and informal visits, meetings, functions etc. For the smooth functioning of college the various committees are formed, the coordinators of these committees are assigned responsibilities of free and fare conduct academic, co-curricular and extracurricular activities for all around development of students with the guidance and approval of the main committee and principal of college. The principal holds committee meetings to ensure that each faculty member is properly involved in all the activities of the institution. In the beginning of the session the principal organized the

meetings to review the activities of previous session. By taking the experience from previous session the activities of the current session are framed. Vice Principal acts as officiating Principal in the absence of the Principal to deal with the academic and administrative matters of the college. All the college committees, Council and Bodies, work on the principle of participative management and decisions are taken unanimously.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	A) Syllabus for the session is unitised B) Class tests are functional. C) Teaching aids such as Projectors, Computers etc. are used for preparing PPT presentations by the students. D) Slow and fast learners are identified at the beginning of session and special attention is paid to slow learners.
Curriculum Development	Curriculum is developed and designed by the University and it is implemented at the institutional level.
Library, ICT and Physical Infrastructure / Instrumentation	A) The College Library owns approximately 60000 books on various subjects. B) Separate lounge and internet browsing area have been demarcated in the library for boys and girls. C) Latest magazines on Polity, Education, Sports, Business and literature are available in the library reading room
Research and Development	Project work is assigned and students are directed to prepare and present the PPT presentation on the basis of the findings of the project.
Industry Interaction / Collaboration	MoUs have been signed with some reputed industries of the area to impart technical knowledge and training to the students in subjects like Entrepreneurship, Accounting, Direct Indirect Tax Laws etc. Thus Commerce as well as Science and BCA students get some first hand practical experience and are thus benefitted.
Human Resource Management	Human resource at institutional level is managed at optimum level. Work is assigned according to the capacity and capability of the staff concerned.
Admission of Students	A) Admission process is done purely on merit basis. B) Reservation policy and rules are strictly followed. C) Waiting Lists are prepared and the

	merit lists are to be displayed on notice board before and after the admission.
Examination and Evaluation	A) Monthly and surprise Class Tests are conducted by the teachers at class level. B) Performance appraisal is made on the basis of score in Class Tests. C) Internal assessment is allotted on the basis of Class Tests Performance, class attendance and the project work assigned to the student.

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

E-governace area	Details
Examination	A) Admission process is done purely on merit basis. B) Reservation policy and rules are strictly followed. C) Waiting Lists are prepared and the merit lists are to be displayed on notice board before and after the admission. D) Post matric scholarships for SC/ST and OBC students are disbursed as per Central/ State Govt. Welfare Deptt. E) Scholarships for Minority Community Students are also available for needy students.
Planning and Development	A) Monthly and surprise Class Tests are conducted by the teachers at class level. B) Performance appraisal is made on the basis of score in Class Tests. C) Internal assessment is allotted on the basis of Class Tests Performance, class attendance and the project work assigned to the students.
Administration	All the plans and policies regarding governance are to be imparted by the Punjab Higher Education Deptt.
Finance and Accounts	All the administrative work regarding the maintenance of students admission cum registration examination record, fee collection, correspondence with the University authorities, State Govt. And all the correspondence with the UGC is made with the help of a sound MIS. Internet availability is an added feature of this erstwhile princely state background institution.
Student Admission and Support	All the accounts relating to salaries of staff and registers of fee collected from the students are to be maintained as per University and Punjab Govt. rules and regulations.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee

of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	As mentioned in xsl file	As given	As given	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Voice Culture (Seminar)	Nill	25/02/2017	25/02/2017	1	Nill
2017	International Seminar (Uni. Of Delhi)	Nill	14/03/2017	Nill	1	Nill
2017	Techniques of Writing Research paper: Application of statistical tools	Nill	29/05/2017	04/06/2017	1	Nill
2017	Opening The gate for FDI by present Govt.: Is it A boon or Bane for India (National Seminar)	Nill	24/03/2017	25/03/2017	1	Nill
2017	Skills in management and applied Sciences (Inter. Conference)	Nill	24/04/2017	25/04/2017	1	Nill
2017	Strategies	Nill	17/03/2017	18/03/2017	1	Nill

| for global Competitiveness and economic growth | | | | | |

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	0	Nill	Nill	00

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	69	21	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	THERE IS THE PROVISION FOR NON TEACHING STAFF TO TAKE LOANS (WHEAT,FESTIVAL ETC.)FROM THE COLLEGE AND THE SAME CAN BE REFUNDED FROM THEIR SALARIES AMONG NEXT MONTHS ACCORDING TO THE EASE OF THE EMPLOYEE.	THERE ARE MANY WALEFARE SCHEMES FOR THE STUDENTS OF DIFFERENT CATAGORIES.SC/ST STUDENTS GET SCHLOARSHIPS UNDER DR. B.R. AMBEDKAR PORTAL. STUDENTS OF MINIORITIES GET SCHOLARSHIPS FROM NATIONAL SCHOLARSHIP PORTAL UNDER DIFFERENT SCHEMES. THE COLLEGE GIVE FEE CONCESIONS TO THE STUDENTS PERFORMING BEST IN SPORTS AND CULTURAL ACTIVITIES.SECOND CHILD OF SAME PARENT IS GIVEN FEE CONCESION IN ADMISSION.

6.4 – Financial Management and Resource Mobilization

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

The Institution audit its accounts regularly the internal audit for all the students funds carried out by the auditors of finances departments of Punjab time to time. The colleges itself arranges the audit of accounts of PTA (Parents teacher Associations), HEIS (Higher Education Institution Society) and UGC, which is carried out by the authorized chartered accountants. The external audit of all government grants is carried out by the auditors of AG office Punjab. The last audit is done in the year of 2016 by the department. The audit report for this audit is given below………

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
HEIS and PTA	3850620	SALARIES AND WELFARE
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6.4.3 – Total corpus fund generated

3850620

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes, By DPI Colleges, Punjab	Yes	Yes, By the Principal
Administrative	Yes	Yes, Punjab Govt. Auditors and CAs	Yes	Yes, By the Bursars

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

Parent Teacher Association (PTA) held frequent meetings to monitor the income of the association for the current year and expenditure for the purchase of infrastructure and functions to be held in the college. Main expenditure occurred during the year is (a) for payment of salaries to guest faculty and other staff of the college (b) for the purchase of infrastructure for the development of the college. (d) Payments for expenditure occurring during academic, cultural and sports functions held in the college.

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

Nil

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

A new project/ portal of MIS named IHRMS has been introduced by the Govt. of Punjab to put all the service record of its teaching and non- teaching employees in digital form. Service record of each employee, his/ her GPF, Leave management, payroll, medical bills, income tax calculation, annual property returns, banking details, arrears calculation, transfer/ promotion/ disciplinary action etc. all these activities will be done and implemented in digital form in coming days. The college has put all its efforts to make all the official record regarding its employees available on IHRMS portal. Implementation of Rain water harvesting scheme in college. Smart classrooms and internet facility in campus

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

2017	List Attached	01/04/2016	01/04/2016	01/04/2017	8

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens day	08/03/2017	08/03/2017	280	110

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Government College Malerkotla is an eco-friendly institution. Its lush green campus with a variety of trees, plants and eye-soothing, verdant lawns are cynosure of all who step into it. To make students aware of issues relating to ecology, slogans/inspiring quotes related to environment conservation/ecological balance have been displayed at different places in the campus. N.S.S. volunteers and N.C.C. cadets of this institution play an important role in maintaining existing plants and plant new saplings in and round campus during their camps and on the Vanmahotsava Day. The College involves local NGOs in environment conservation programs.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	0	0	Nill	00	Nil	Nil	0

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

Title	Date of publication	Follow up(max 100 words)
Prospectus	02/06/2017	Admission and rules

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti Drug Road Safty	26/12/2016	02/01/2017	250

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
o Energy conservation o Water harvesting o Efforts for Carbon neutrality o Plantation o Hazardous waste management o e-waste management
Any Three of the above

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Holistic Development of the Learners Personality: The State of Punjab remains in the headlines for many wrong reasons. A large section of the youth has fallen prey to intoxicants. The demographic profile of the State makes for dismal reading owing to skewed sex ratio. Female foeticide is rampant and now the dreaded honour killings have started raising their ugly head with impunity. Agriculture is in a state of crisis farmer suicides are a matter of grave concern. Conspicuous consumption makes households unsustainable. It is in this context that the College focuses on holistic development of the students personality. The College strives hard to provide an atmosphere in which the personality of the students can blossom to its fullest potential. The task is not very easy because it involves striking a perfect balance so that the teaching-learning continuum does not get relegated to the second spot but is rather supplemented by extra-curricular, co-curricular and sports activities. A vast majority of the College students comes from rural background, where agriculture/marginal farming/daily wage earning and many other subsistence level occupations happen to be the main stay. Many students from villages who join the College inform us that they also help their parents earn their livelihood in their spare time and on holidays. These students who entertain hopes of a good future are also the potential drop outs. Apart from the State Govt./Central Govt. Scholarships, the College extends all possible help to such students to enable them to continue and complete their studies. 4. The Practice The practice involves making the maximum number of students participate in several activities aimed at honing their innate talents and realizing their multiple potentialities. All the Clubs and Societies and Community Oriented Programmes undergird our efforts involved in the pursuit of this practice. The College Youth Club provides opportunities to the students to exhibit their talents. Inter-class and inter-college competitions such as elocution contests, poetry recitation, essay/story writing, poster making, slogan writing etc are routinely organized by the Club, singly as well as in collaboration with other clubs and societies. The topics for these contests are carefully chosen so that the spirit of competition and cooperation, fun element and social message get amalgamated. The Sadbhawna Club, Divinity Club, and community oriented programmes such as NSS, NCC, Health Club and Red Ribbon Club strive to engender sentiment of patriotism and sympathy for the less privileged. The NSS and NCC units organize camps at which the volunteers learn not only life skills but dignity of labour also. The NSS volunteers undertake cleanliness drives within the campus and in its periphery thus getting firsthand experience of what it takes to be a manual labourer. They learn how to work synergistically in tandem with one another and they also discover their leadership potential. The NCC camps also aim at bringing forth the leadership potential of the students while teaching them life skills and making them tougher for the hard grind called life. The NSS and Youth Club volunteers put up water stalls at all important functions in the College. The volunteers of the Red Ribbon Club are entrusted the responsibility of providing First Aid facilities at the College functions. Various departmental societies such the History Society, Punjabi Sahit Sabha, Hindi Sahitya Sabha, English Literary and Theatre Society and the Readers Club are platforms for students to give a good account of their proficiency in their subjects. The Health Club organizes functions to generate awareness about healthy practices such as cleanliness, hygiene, pollution related health

problems, misuse of prescription drugs and harmful effects of intoxicants. The Environment Society endeavours to make the students sensitive to ecological concerns. The educational tours and excursions aim at combining education and recreation. These outdoor activities provide an opportunity to the students to unwind and to recharge their creative batteries. The Sports department provides sufficient opportunities for further growth of budding sportspersons while contributing immensely to their physical fitness and developing spirit of sportsmanship in them. The Science departments organize tours to industries, factories and Pushpa Gujaral Science City to bridge the gap between theory and practice. The Career Counselling and Guidance Cell organizes workshops for personality development. The Placement Cell arranges for campus and off campus placement of the students. Various State Government and Central Government Scholarships available to the students are: 1. Post Matric Scholarship for SC/Minorities 2. Sanskrit Scholarships 3. Scholarships to the Riot Affected 4. Scholarships for Non-Hindi Speaking 5. Fee Concession to SC/BC Students. 6. Fee Concession for Girl Students up to UG level. In addition to these the College provides liberal financial assistance to the needy and deserving students by way of scholarships/cash prizes instituted by philanthropists/social workers/old students and teachers of the College. The Old Students and Teachers of the College. The Old Students Association has played a very important role in motivating its members to denote liberally for the cause. The College, out of the Student Aid Fund, also provides financial help to the needy. The College library has a book bank which loans text books to economically poor students for the entire academic session. Many college teachers pay fees/university examination fees of the students who are not in a position to pay these fees. The year-wise details of the scholarships/financial help provided by the College to the such students is given below: 5. Evidence of Success Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words. It is difficult to set quantifiable benchmarks for assessing the outcome of a practice aimed at holistic development of the personality of the students. Nevertheless, the remarkable attainment of the students in extra-curricular, co-curricular and sports fields the last four years are fair enough indicators of the success of the practice. Outstanding achievements of the college students in various fields are given below: The scarcity of support staff, such as regular sports coaches and musical instrument instructors are major impediments. At the time of youth festivals, the college has to hire the services of professional musical instrument players, which come at guest cost and in the form oftime gap arrangements only. Most of the students who received these scholarships/financial help would not have been able to continue their studies but for the help extended to them by the College and individual members of the teaching faculty. No formal Green Audit is done. However, the College keeps on improving the green cover in the campus by planting more trees. All developmental activity is guided by concern for environment. Recycling: o The College has a vermi-compost pit where food scraps from the canteen is recycled. o There are two types of garbage bins placed at different places one for the biodegradable waste and another for non-biodegradable waste. The waste is collected by the municipal authorities. o Notices have been put up in the College Campus to discourage the use of polythene bags by the students. The canteen contractor has been instructed to make minimal use of non biodegradable packaging materials. Sewage disposal: o The College has a proper sewerage connection for sewage disposal. Water quality: o Water for drinking purpose is deep soil water which is periodically checked for quantity of Total Dissolved Solids. Water coolers are equipped with water purifiers. Water conservation: o No faucets or water/toilet pipes and fixtures are ever left leaking. The property Care Taker has been entrusted with the responsibility of getting all leaking pipes/fixtures/faucets repaired the moment they are noticed. Air Quality: o The green cover takes care of the air quality. No cars are allowed

into the College campus beyond the parking area. Noise: o A new diesel generator that has been installed is of the silent type (as per Govt. norms regarding emission and noise) than the older one.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.gcmalerkotla.in/view/all/home.jsp

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has the privilege of being situated in the heart of the city Malerkotla, which is famous all over for its communal harmony as the city has, since its existence, housed cordially the people hailing from various communities and religions. the institution has always played a vital role in maintaining this harmony by organizing cultural and communal events and programs. students belonging to different cultures and religions participate in these events and get an opportunity to learn and respect other religions. Similarly , the students celebrate together various festivals belonging to other religions cordially and reverently. whether it is Eid or Diwali, students, irrespective of any communal differences or prejudice, sit together, share sweets and wishes. in nutshell, the institution has always set a precedence in the field of communal harmony and has set an example of unity in diversity.

Provide the weblink of the institution
https://www.gcmalerkotla.in/view/all/home.jsp

8.Future Plans of Actions for Next Academic Year

Future plans of Govt. College Malerkotla A plan in regard to digital functioning of college activities will be chalked out and implemented in near future. Maximum usage of ICT tools in teaching will be promoted and highlighted. Ours is a premier institution of higher education in the area and we are always strive to provide its students a cutting edge in education. We have plans to invite eminent scholars from diverse fields to deliver lectures to our students. We have a rich alumni and we now plan to organise lectures of the eminent personalities .to promote research among students and faculty. Upgradation of main library and departmental libraries. To adopt new Eco Friendly Practices to conduct Quiz sessions in different subjects. To develop Infrastructure for the betterment of the college.