



Yearly Status Report - 2017-2018

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		Govt. College
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)	https://www.gcmalerkotla.in/view/all/naac.jsp?task_id=1
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gcmalerkotla.in/view/all/home.jsp

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	85.45	2004	04-Nov-2004	04-Nov-2009
2	A	3.03	2016	17-Mar-2016	17-Mar-2021

6. Date of Establishment of IQAC	04-Oct-2016
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meetings of IQAC	05-Mar-2018 365	6

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College Malerkotla	Self Finance	HEIS	2018 365	1547999
Govt. College Malerkotla	Centre	UGC	2018 365	0
Govt. College Malerkotla	Centre	RUSA	2018 365	0
Govt. College Malerkotla	College	PTA	2018 365	8739588
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

IQAC Achievements As it was planned in the meetings the following plans were implemented 1. CCTV cameras installed all over the campus. 2. Class room benches and tables for the offices purchased. 3. Chemistry and Physics labs were renovated 4. College hockey ground has been leveled 5. Fire extinguishers have been installed at key points in the campus and corridors 6. Colored Inter locking tiles were laid in the passages lead to administration block 7. Efforts have been started to make online students admission portal and online fee depositing system.

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

Plan of Action	Achivements/Outcomes
To construct a new PG Block	Plan and map has been finalised
To improve infrastructure facility	Utilisation of available RUSA grant
To start more professional/skill based courses	Application has been moved for the affiliation for PGDCA and M.Sc. IT to Dean Academic Punjabi University, Patiala
Collaboration with industry for training and placement	MOUs have been signed with different industries for training and placement
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	13-Oct-2017

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

2018

Date of Submission

12-Dec-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

IQAC Achievements As it was planned in the meetings the following plans were implemented 1. CCTV cameras installed all over the campus. 2. Class room benches and tables for the offices purchased. 3. Chemistry and Physics labs were renovated 4. College hockey ground has been leveled 5. Fire extinguishers have been installed at key points in the campus and corridors 6. Colored Inter locking tiles were laid in the passages lead to administration block 7. Efforts have been started to make online students admission portal and online fee

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/entreprene urship	Skill Development
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
Nil	Nil	Nil
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
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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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
Nil	Nil	Nil
No file uploaded.		

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
<p>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</p>

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
BA	ARTS	2160	2316	2266
BSc	SCIENCE	360	292	264
BCom	COMMERCE	180	256	216
BCA	COMPUTER APPLICATIONS	120	95	82
PGDCA	COMPUTER APPLICATIONS DIPLOMA	40	35	29
MSc	INFORMATION TECHNOLOGY	40	15	11
MA	ARTS	280	267	243

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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
2017	2828	283	40	Nil	27

2.3 – Teaching - Learning Process

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

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

Informal methods of mentoring are followed. Mentoring at different levels i.e academic , extracurricular activities, sports and research is based upon the competence and inherent ability of the mentee. • At the beginning of each session, the Principal of the institute conducts an orientation programme for each stream, whereby the mentoring system is officially communicated to the students. The mentees are acquainted with the institution, its goals and mission, the facilities available and the rules and regulations of the affiliating university. The mentors thereby take charge of their mentees and maintain the details of each individual including educational background, socioeconomic status and aspired career goals from where starts the formal mentoring • Students of each subject have a fulltime allocated teacher as their mentor. For the subjects where the number of students is large,

more than one mentor are allotted and the students distributed in sections • At the beginning of the academic session, the subject wise names of the mentors for various classes are displayed on the college website and student notice board. The mentors hold the responsibility for academic progress and psychological wellbeing of their mentees • Academically speaking, mentoring is a routine in practical subjects, where students are distributed in small groups of 20-25 and in charges appointed to look after academic and psychological wellbeing of the allotted students besides monitoring their attendance performance • Research mentors are appointed by the respective HODs who guide the students and encourage them for short term in house projects in various streams viz. Basic sciences, BCA, B.Com., M.A Classes etc. • For Extracurricular activities, a talent hunt is organised at the beginning of the session to identify the students. As per the activity, different mentors are appointed to train the students and polish their skills. Even professional coaches are hired by the mentors as per the requirement who train the students in a professional way for various events and these students then represent the college in various Cultural fests and Youth Festivals • Sports coaches are there to mentor and train the students for various games as per their latent talent and the students under their training are able to compete for championships at State, National International level

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3111	67	1 : 46

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	67	4	Nil	15

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
2017	00	Nil	00
2018	00	Nil	00

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PGDCA	00	06/2018	31/05/2018	16/10/2018
BCA	00	06/2018	31/05/2018	16/07/2018
BCom	00	06/2018	31/05/2018	14/07/2018
BSc	00	06/2018	31/05/2018	15/07/2018
BA	00	06/2018	31/05/2018	18/07/2018
MA	PUNJABI	06/2018	31/05/2018	20/08/2018
MA	URDU	06/2018	31/05/2018	14/07/2018
MA	POL SCIENCE	06/2018	31/05/2018	28/07/2018
MA	ECONOMICS	06/2018	31/05/2018	27/07/2018

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

Govt. College, Malerkotla has a 2tier system of internal evaluation which is communicated in advance to students to monitor the academic performance. • Class Tests are held in each semester and the students who fail to qualify the minimum eligibility are given a second chance to appear in Conditional Class Test. • Besides Internal assessment is another method followed for evaluation that is based on snap tests, debates, extempore, group discussion, seminar presentations, regularity, competence, etc. In Practical subjects, short term projects (group projects independent projects), case studies, and overall practical performance of the student is considered for internal evaluation • Best students are selected for Academics, Extracurricular activities and Sports. They are honoured on Annual Prize Distribution function that inspires other students too

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

The college prepares academic calendar at the beginning of each session that is strictly followed. The academic calendar is communicated to the students through its admission brochure and website. The faculty has the same notified in their attendance registers that enables them to plan up their teaching plans. The institutional academic calendar reflects the - • Admission Schedule • Faculty wise orientation schedule • Semester wise teaching schedule of the college (Academic Term I Academic Term II) • Faculty wise student Freshers' schedule • Talent Hunt Week schedule • Punjabi University Patiala Zonal Youth Festival schedule (decided by Pbi Uni) • Schedule of Sports competitions • Tentative schedule of academic activities (Seminars/Workshops) • Schedule of various Clubs Societies (NSS, NCC, Van Mahotsava, Literacy Day, Yoga Day, Red Ribbon Club Activites, NSS, etc.) • Class Tests Schedule • Tentative schedule of Educational excursions tours Industrial Training Short term Project work • Cultural week schedule • Tentative schedule of End semester University examinations • Tentative schedule of Vacations (Winter break Summer break) • List of holidays (national holidays, state holidays, local holidays) • Schedule of Festivals celebrated by the institute (National , cultural religious Festivals) • Tentative schedule of Annual Prize Distribution Convocation • Tentative schedule of Placement Cell (As per the Placement companies) • Schedule of Annual Alumni Meet (SDAAC) • Faculty wise student Farewell schedule

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	BCom	COMMERCE	67	62	91.04
00	BCA	COMPUTER APPLICATIONS	25	21	84
00	BSc	SCIENCE	83	80	96.38
00	PGDCA	COMPUTER	29	27	79

		APPLICATIONS DIPLOMA			
00	MA	ARTS	125	106	84.8
View File					

2.7 – Student Satisfaction Survey

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

<https://www.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
Nil	Nil	Nil	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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
State	Mohammed Jameel	Punjab Govt.	15/08/2017	Social Work
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	05	00

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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)
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National	MUSIC	1	0
National	COMMERCE	2	0
International	COMMERCE	1	0
National	PSYCHOLOGY	3	0
International	PSYCHOLOGY	1	0
International	PUNJABI	1	0
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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
PHILOSOPHY	1
MATHEMATICS	3
PUNJABI	1
URDU	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

Number of Faculty	International	National	State	Local
Presented papers	3	6	1	Nil
Resource persons	Nil	1	Nil	Nil
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	Number of students participated in such
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		activities	activities
All mentioned in excel sheet	College Level	615	11892
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
NCC	Gold Medal First Position	Regmt. No. PB/19/SDA 180174	4
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 agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	At College District Level	Blood Donation	55	700
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
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	Nil	Nil	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	Nil	Nil	Nil
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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
1560154.5	1560154.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E GRANTH	Partially	2016	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	47496	Nill	41	5221	47537	5221
Text Books	12760	Nill	Nill	Nill	12760	Nill
Others(s pecify)	10	10320	Nill	Nill	10	10320
Journals	10	4325	Nill	Nill	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
NILL	NILL	NILL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	77	3	4	1	1	1	2	100	0

Added	0	0	0	0	0	0	0	0	0
Total	77	3	4	1	1	1	2	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
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
38092	38092	1522062.5	1522062.5

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)

(i) The computers with internet access is made available to about 40 of the teachers in their departments and even to non-teaching staff in the office.
(ii) As we have developed about 10 smart class rooms in the college. A large number of the teachers enrolled has been delivered their lecture using these ICT tools. (iii) The seminar hall is well equipped and has been developed as a virtual classroom with the installation of interactive board, LCD projector and all the accessories required for various kinds of presentation. (iv) The entire office work is executed with the help of computers. (v) Efforts are being made to prepare a wi-fi campus.

<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	SC POST MATRIC SCHEME, MINORITY SCHOLARSHIP	1255	6324939
Financial Support from Other Sources			
a) National	PROF. SUPINDER SINGH SOHI MEMORIAL AWARD, AVTAR SINGH BHULLAR MEMORIAL AWARD, PROF TERSAM LAL VIVEKY AWARD ECONOMICS	11	Nil
b) International	Nil	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
SOFT SKILL	Nil	30	NA
LANGUAGE LAB	Nil	20	NA
YOGA	Nil	50	NA
MEDITATION	Nil	52	NA
PERSONAL COACHING	Nil	45	NA
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Nil	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	96	BA, BSC, BCOM	BCA	GOVT COLLEGE/UNIVERSITY IES	MA, MSC IT, PGDCA, MSC, COM
No file uploaded.					

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
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Any Other	19
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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
SPORTS	NATIONAL/STATE	22
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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	GOLD	National	1	Nill	A00536301	01
2017	SILVER	National	2	Nill	A005370, A005366	02
2017	BRONZE	National	19	Nill	Nill	19
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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)

Various Awareness Programs were organized in the year 2017-18 Department of NSS organized an awareness camp on: (1) Promotion of healthy food habits, (2) Cancer awareness (3) Best Out of waste (4) Awareness of Ujjwal Yajna (5) Voter Awareness (6) Swachh Abhiyan (7) Fitness Camp Various Units of NSS Department celebrated National and International Days :- Yoga Day, World Earth Day. All the NSS units Conducted several cultural activities to enhance the interest in culture and tradition and to locate the hidden talent of the students. Our college conducted various activities such as seminars on various topics like Blood Donation, Awareness on Drug Abuse, HIV, Personality Development

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

115

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)

College Vision: To be the leading educational institution in the district to improve the quality of education, this can be reflected through responsible and civilized students. To be a globally compatible dynamic and student centered college. To be a historical institution by maintaining its integrity and heritage. Practices of Decentralization and Participative Management: The Government College Malerkotla provides decentralization and participative modes of managements by giving better opportunity to all the participating in decision making process. The college has different committees which associate to the quality improvements in different fields. The college has the college council which provides the leadership support to all the other committees. College Principal is administrative and Academic head of the institution, followed by the vice-principal, Bursar and departmental Heads. The principal holds and presides all the meetings of different working committees like campus, building, PTA, HEIS, Discipline, Finance, Sports etc. for good governance of the college. Vice principal acts as the head of institution in the absence of the Principal. In the starting of the session principal review the workings of the different committees of the past session. Then the new coordinators are appointed due to their ability and keen interest of holding the responsibility according to the nature of work.

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
Admission of Students	<p>Being the affiliated college to Punjabi University, Patiala. The institution adopt the procedure and guidelines designed by the university. The university has online admission portal. The students register them self on this portal and get the unique registration ID. The college has its own online MIS for admission. After getting UID from University the student can apply online or manually to the college. The admission committees hold the process and allot the seats according to merit and reservation policy directed by the department of Higher Education. Various fee concessions are given to deserving students such as SC/ST/BC/disabled students and EWS (economically Weaker Section) of the society. The college has a tradition to concession the fee of second child of the same parents. The institution providing rebate in fee to the students performed best in sports and cultural activities. In the days of admissions the institution form The Help Desk committee which assist the students to choose the course from the variety of courses and subject combinations.</p>

<p>Examination and Evaluation</p>	<p>The college has well organized examination branch which conducts internal and external examinations to evaluate the academic abilities of the students. Three internal MST's has been taken in each semester. External examination hold by university twice a year, being the reputed college of area 4 university exams centers has been setup in this college where regular students of nearby colleges and Correspondence/Private candidates appear in university exams. Under the supervision of coordinator (Principle) proper process is adopted to handle grievances regarding examinations with in the stipulated time. The university evaluation centre has been setup in this college. Which receives answer sheets from university and send the same after evaluating in college evaluation centre. The hierarchy of examination and evaluation are given below. Examinations Evaluation University Controller University Controller College Controller College Coordinator Co-coordinator Supt.-1 Supt.-2 Supt.-3 Supt.4 Paper Evaluators Asst. Checker Deputy Superintendents/ Invigilators</p>
<p>Research and Development</p>	<p>The institution motivates the faculty to participate in research work for academic growth on regular basis. Faculty is encouraged and provided financial support to participate in national and international workshops, seminars and conferences. Faculty is granted seed money to attend refresher and orientation programs at national and international level. To encourage the research work seminars, conferences and workshops are arranged time to time. The faculty is guided to follow the guidelines of university grants commission to participate the programs of research at state and national level. The teaching faculty is motivated to participate in online research programs running globally.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>In past sessions the institution has planned to introduce physical infrastructure according to need and strength of the students. The college roads are interlocked with tiles. New washrooms are under construction. The college library has an extensive collection of books/journals and</p>

	<p>magazines. The Management Information System named E GRANTH has been introduced for library. So, that availability of books, ease to access the books and issuing record can be computerized.</p>
Industry Interaction / Collaboration	<p>The college is inviting experts from industries, banks and corporates to deliver the lectures regarding Job opportunities in different fields.</p>
Teaching and Learning	<p>The university releases the academic calendar for each year according to which the time table is framed by the time table and classes are allocated to the teachers by the head of the department. The teachers prepare monthly plan of the syllabus and communicate to students for effective implementation. Audio vigil and graphics are used in teaching learning process. There are ten projector rooms to use ICT tools for effective teaching. The teaching process includes presentations, group discussions, seminars, interviews, quiz competitions, students are guided through educational tours and industrial visits.</p>
Human Resource Management	<p>The institution has keen interest to best utilization of its human resources. Many committees has been constructed by the principal for smooth working in each and every field. The principal hold meetings with these committees time to time. The number different working committees are 45. For better studies 42 guest lecturers are engaged on approximate 1.25 Crore from PTA fund and for campus caring 18 daily wages employees are appointed on approximate Rs.9 Lac. from college funds.</p>

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

E-governance area	Details
Student Admission and Support	<p>The college has its own online admission portal named gcmalerkotla.in for admission of students. The university has its online portal named pupadmissions.ac.in .After getting UID from University the student can apply online or manually to the college. The admission committees hold the process and allot the seats according to merit and reservation policy directed by the department of Higher Education.</p>

	<p>https://pupadmissions.ac.in/ (link of university admission portal)</p> <p>https://gcmalerkotla.ac.in/ (link of college admission portal)</p>
Examination	<p>The examination portal is governed electronically all the records are filled online awards of evaluation and internal assessments and practical records uploaded on university examination portal. Students can check and download their results from university portal. The link for examinations and results is given below: https://pupeexamination.ac.in/</p>
Planning and Development	<p>Teaching and non-teaching staff parents and alumni members are involved in planning and development programs of the institution The academic cultural and sports and other activities are communicated to the staff, students and society through e-E-mails, E- pamphlets and other electronic media.The college Website and FB pages for planning and development of every activity. The Link of college website is https://www.gcmalerkotla.in/view/all/home.jsp</p>
Administration	<p>The various areas of administration are governed electronically, EHRMS working is online which has all the information of the employees of the institution. Every employee has unique identification number at this portal. The service record, leave management, GPF management and GIS management has been done at this portal electronically. IFMS/PFMS all the salary and other bills of the employees are applied on this portal such as salary bills, arrears, GPF, disbursement of grants are done through this portal. E-Office this portal has been started by the DPI colleges for mailing all the official letters electronically.</p>
Finance and Accounts	<p>All the payments are taken and given electronically accounts of the college are managed through electronic mode NEFT/RTGS facilities are used to transfer payments the fee of the students is taken through online college portal by using bank gateway. Amalgamated, students funds, university funds, PTA funds and HEIS funds are governed electronically.</p>

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
Nil	Nil	Nil	Nil	Nil
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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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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
International Seminar (Uni. Of Delhi), As an Observer	1	28/02/2018	28/02/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	67	18	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The institution executes many welfare schemes for teaching staff which are running under regulations of Punjab Govt. for permanent employees. Teachers can take refundable and non-refundable loans from GPF. The employee can take loans from institution for higher	The institution helps its non teaching staff in any financial problem. The employee can take Festivals loans, wheat loans etc. against their salaries. which is to be deducted from their salaries according to the convenience of the employee.	As student centered institution, It provides many welfare schemes to the students so that they can get quality education without any discrimination. The students shining in the fields of sports and cultural activities are given fee concession. The students get scholarships under SC/ST and

studies of their children, Child marriage loan and home loans etc. Group Insurance schemes (GIS) is there under which the dependents of employee can take the assured sum and life cover after the death of the employee.

Minorities Scholarship scheme of state and Central Government.

6.4 – Financial Management and Resource Mobilization

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

Being the Government institution the external and internal audits are done as per rules of Punjab govt. The academic external audits are checked by DPI colleges and internal audits are completed under the supervision of college Principal. The Administrative External audits are completed by Auditors of Punjab Govt and internal audits are compiled by Bursars and Chartered Accountants regularly

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
Funds From PTA and HEIS	10287587	Salaries to staff and welfare of the students
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6.4.3 – Total corpus fund generated

10287587

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	DPI colleges Punjab	Yes	Principal
Administrative	Yes	Punjab Govt. Auditors and Chartered Accountants	Yes	Bursars

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

January-March: • Water purifier (R/O System) near Library • Wall clocks for staff room, Principal office, Library and computer labs • Dustbins for all the parks • Refreshment to students at athletics meet April-June: • Repair of old chairs for examination • Leveling of hockey ground • Purchase of chemicals, salt, Jars and glass frames for labs • Fitting of gas supply pipes for chemistry lab • Equipment for botany lab July-September: • Water coolers for cold drinking water • Purchasing of chairs • Renovation of building • New bathrooms for students • Printers and repair of labs apparatus • TA/DA to students of sports October-December: • Repair of windows and doors, fitting of glasses • Painting of Almirahs • Renovation of seminar hall • Notice boards for different departments • Refreshment to students for zonal activities • TA/DA to

students for participating in cultural activities

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

To support the staff in academic and research initiatives have taken to renovate the staff room, water purifies system is to be installed in staff room for safe drinking water.

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

Construction of new building block, construction of new canteen building, interlocking the campus roads and other physical infrastructure to be added.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	List Attached	01/04/2017	01/04/2017	01/04/2018	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
Awareness rally on Gender Equality	08/03/2018	08/03/2018	118	50

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

The institute has the facility of solar lights which saves almost 5 of the total power consumption.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	ntages	local community					
2017	1	1	05/06/2017	1	World Environment Day	Cleanliness	100
View File							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation	14/11/2017	15/11/2017	190
View File			

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

1. Tree Plantation 2. No automobiles are allowed inside the college campus 3. Rain water harvesting 4. Dumps for Waste Management 5. Awareness lectures to the students on Plastic Free Environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Rain water Harvesting--- The institute keeps on looking for innovative methods to save environment. Rain water harvesting is adopted to save water as well as to save energy. 2. Use of bicycles by staff and students---The local staff chooses at least one day in a week to come by bicycles to inspire and motivate students to give up or at least reduce the use of automobiles.

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/>

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 institute always strives to boost communal harmony as it is situated in the historic city of Malerkotla where people of different communities live together harmoniously. Along with academics, the institute tries to inculcate among the students respect and understanding for other religions in other ways also, like Sports and Cultural events. Time to time, Cultural events like Mushaira and debates are organized in the campus to boost cultural and communal ties among the students and people belonging to various communities. The institute also organizes and participates in various sports activities like Marathons for the same purpose.

Provide the weblink of the institution
<https://www.gcmalerkotla.in/>

8.Future Plans of Actions for Next Academic Year

1. Upgradation and digitalization of the college library 2. Renovation of the college canteen and cycle stand 3. To set up more and more smart class rooms 4. The college already has some PG courses. but keeping in view the interest of and

the demand by the students, the college is planning and preparing to introduce many more PG courses in the subjects like English, Commerce, Psychology, Physical Education, History etc.