



Yearly Status Report - 2019-2020

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

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
To launch an online admission portal	15-Mar-2019 365	6000

To make an arrangement to collect fee through online mode	25-Jan-2019 365	3000
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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	RUSA	Centre	2020 365	0
Govt. College Malerkotla	PTA	College	2020 365	12734328
Govt. College Malerkotla	HEIS	Self Finance	2020 365	2506894
Govt. College Malerkotla	UGC	Centre	2020 365	0
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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

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 # The online admission portal has been launched for all graduate and post graduate courses from this academic session # An arrangement has been made to collect all the fee from students admitted through admission portal with State Bank of India Gateway from this session # New Master Degree courses in the field of Commerce, Psychology and English have been started from the this academic session # The computer courses under self finance umbrella of HEIS have been run successfully i.e. PGDCA and M.Sc. IT M.Sc.IT (Lateral Entry)

[View File](#)

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

Plan of Action	Achivements/Outcomes
To improve the campus facilities	A road map has been prepared to beautify the college campus and improve the facilities for students
The process of the construction of a separate PG block has been started last year	Now the construction work has been completing. A double storey building for PG students is being constructed having 8 class rooms including seminar room. Separate rooms will be provided to the faculty members of different PG departments and a provision will also be made for separate departmental libraries
Govt. of Punjab has identified the Govt. College Malerkotla as a Heritage Building	Rupees 2 Crores have been allocated under Heritage Building by the Punjab Govt. and a double storey 14 class rooms block will be constructed to meet the requirement of scarcity of class rooms.
Govt. of Punjab has approved the project of the construction of new canteen	The map for new canteen and other formalities have been completed and the construction work will be started shortly
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	20-Nov-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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. Wifi facility and Internet availability is an added feature

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	Skill Development
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urship

Nil

Nil

Nil

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Nil

Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Commerce	16/07/2018
MA	English	25/07/2018
MA	psychology	16/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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	Nil	0
No file uploaded.		

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	0
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
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
MCom	COMMERCE	40	48	41
MA	ARTS	360	459	321
MSc	INFORMATION TECHNOLOGY	120	38	28
PGDCA	COMPUTER APPLICATION DIPLOMA	40	45	23
BCA	COMPUTER APPLICATION	150	112	92
BCom	COMMERCE	180	252	195
BSc	SCIENCE	360	356	227
BA	ARTS	2160	1935	1866

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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
2019	2793	413	23	0	38

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
61	61	9	10	10	9

[View File of ICT Tools and resources](#)

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

As per the instructions from the Higher Education Department of Govt. of Punjab, Punjabi University, Patiala and our worthy Principal Dr. Jarnail Singh Dhaliwal, a focus has been made on student mentoring system. A close teacher student relationship has to be made for the better growth of the students. Various 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. 1. 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. 2. 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. 3. 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. 4. 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. 5. 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. 6. 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. 7. 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
2793	61	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	61	10	0	14

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
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	Nill	06/2020	31/05/2020	06/11/2020
BSc	Nill	06/2020	31/05/2020	28/10/2020
BCom	Nill	06/2020	31/05/2020	28/10/2020
BCA	Nill	06/2020	31/05/2020	Nill
PGDCA	Nill	06/2020	31/05/2020	06/02/2021
MSc	Nill	06/2020	31/05/2020	Nill
MA	Nill	06/2020	31/05/2020	Nill

[View File](#)

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

A good internal evaluation system has been established at college level which has been communicated in advance to the students to monitor their 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 honored 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)

With the start of a new academic session, the college prepare its own academic calendar which 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 • 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
0	BA	ARTS	519	177	36.34
0	BSc	SCIENCE	56	51	91.07
0	BCom	COMMERCE	65	60	80
0	BCA	COMPUTER APPLICATION	25	22	88
0	PGDCA	COMPUTER APPLICATION DIPLOMA	31	26	83.87
0	MSc	INFORMATION TECHNOLOGY	19	17	89.47
0	MA	ARTS	95	90	94.73
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	00	NIL	0	0
No file uploaded.				

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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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
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
0	0	0

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	0

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	Computer Science Applications	4	0
International	PSYCHOLOGY	1	0
International	ENGLISH	2	0

[View File](#)

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
MATHEMATICS	3
ZOOLOGY	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	00	0

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
Nil	Nil	Nil	Nil	0	0	00

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	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 activities	Number of students participated in such activities
As mentioned in xsl file	As given	533	9789
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
As mentioned in xsl file	As given	As given	17
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
As per xsl file	As given	As given	533	9789
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
NA	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	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11045337	11045337

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
Seminar halls with ICT 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 software	Nature of automation (fully or partially)	Version	Year of automation
e granth	Partially	Null	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	47620	Null	5	Null	47625	Null
Text Books	13039	Null	10	740	13049	740
Others(s pecify)	10	Null	Null	12840	10	12840
No file uploaded.						

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
Null	Null	Null	Null
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
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Existing	77	3	4	1	1	1	2	100	0
Added	8	0	0	0	0	0	0	0	0
Total	85	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
291304	291304	10754033	10754033

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)

Foundation of a new advanced canteen has been laid. A ramp has been constructed to facilitate the entry of physically handicapped Students and staff into the canteen Flooring and furnishing of the canteen has been completed the canteen has been functional for use of students and staff. The college is committed to upgrade its IT infrastructure and associated facilities. The college web site is maintained regularly and monitored from time to time by system administrator.

<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,NSP	874	Nil
Financial Support from Other Sources			
a) National	PROF. SUPINDER SINGH SOHI MEMORIAL AWARD,AVTAR SINGH BHULLAR MEMORIAL AWARD,PROF. TERSEM LAL VIVEKI ECONOMICS AWARD	11	Nil
b) International	Nil	Nil	Nil

[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 implementation	Number of students enrolled	Agencies involved
SOFT SKILL	Nil	62	NA
LANGUAGE LAB	Nil	84	NA
YOGA	Nil	112	NA
MEDITATION	Nil	112	NA
PERSONAL COACHING	Nil	87	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
2019	CAREER COUNSELLING LACUTERS	114	114	82	48
No file uploaded.					

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
7	7	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	0	0	Nil	0	0
View File					

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
2019	191	BA, B.COM, B.SC	BCA	GOVT COLLEGES/UNIVERSITIES	MA, MBA, M.S C, M.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
NET	1
No file uploaded.	

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

Activity	Level	Number of Participants
SPORTS	NATIONAL	9
CULTRAL	INTER UNIVERSITY	67
No file uploaded.		

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
2019	GOLD	National	3	Nil	A8287,8229	MOHD. SAHIL, MOHD. AGHOSH, NA
2019	BRONZE	National	6	Nil	NA	NA
View File						

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

Cultural activities provide exposure to innate talents of students who can actively participate, conduct cultural Programs through proper management. In order to achieve this mission several rallies and programs were organized under the guidance of various committees. NSS units of our college conducted various activities such as seminars on topics of Voter Awareness, Fit India, Healthy and Hygiene Food, Anti Drug, Anti plastic and Environmental Safety. Our college provide excellent sports culture for the students for their all-round development. It has a large independent playground for Football, Hockey, Hockey, Cricket, Kho-Kho, and indoor facilities for Judo and Wrestling. It also provides a well equipped Gymnasium Hall with multi Gym Facilities. Keeping in view the most prominent issue of 2019-2020 that is Covid-19 an awareness seminar was held. Students were explained all the guidelines regarding Covid-19. At the same time students were graphically illustrated the importance of digital network and service platforms to maintain the connectivity of the world. To create, maintain and to enhance quality in all spheres is the main task of our institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

112

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 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 t 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 by maintaining its integrity and heritage. Practices of Decentralization and Participative Management: in the beginning of 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	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 concess the fee of second child of the same parents. The

	<p>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>
Industry Interaction / Collaboration	<p>The institution takes keen interest to make our student compatible to compete in global scenario. So for the students of science and economics regular visits to popular Industrial units are arranged. The students learn the lesson of world class competition of industry. Lectures from Industrial personalities are arranged for the students time to time.</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</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>In past sessions the institution has planned to introduce physical infrastructure according to need and strength of the students. The college has spent Rs.32,95,744/- from college fund and Rs. 7,00,000/- from PTA fund to construct new rooms, college canteen and roads of college campus. Rs.1,91,917/- has spent on college library for books and other equipments. Rs.85,807/- has issued to buy laboratory instruments. The college roads are interlocked with tiles. New washrooms are under construction. The college library has an extensive collection of books/journals and magazines. The Management Information System has been introduced for library. So, that availability of books, ease to access the books and issuing record can be computerized.</p>
Research and Development	<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.</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</p>
<p>Teaching and Learning</p>	<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>
<p>Curriculum Development</p>	<p>The institution is affiliated with Punjabi university Patiala, therefore all the rules and regulations regarding curriculum are drafted by the university councils of different subjects. The college teachers participate in syllabus review committees regularly.</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>Planning And Development: ICT tools are used In planning of college events and activities. The institute uses electronic-mails for mailing purpose. Important Notices and messages are</p>

displayed on electronic Display Board from the administration block and messages are sent using electronic Media. All the planning activities are uploaded on college website. The staff of college, alumni members, PTA members, HEIS members and corporate sector representatives are engaged in planning and development process of the institution.

Administration

Administration: Due to Modern Era of Technology The institution governed the areas of administration electronically, The administrative block of the college works digitally. Different corners are made for different clerical units according to the nature of work. Each corner is digitized and having internet connection. All the important information is received and sent to Govt. offices Electronically. All the records regarding university kept digitized as well as manually.

Finance and Accounts

Finance And Accounts: All the financial matters of the institution governed electronically. Payments are taken and given electronically. The accounts of the college are managed through electronic mode by using IMPS/ NEFT/RTGS facilities 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.

Student Admission and Support

Student Admission and Support: The college has its own online admission portal for admission of students. The schedule and important dates for admission are displayed on this portal . Application for the admission in various courses demanded and submitted online. Firstly students apply on online university portal named pupadmissions.ac.in .After getting registered with University the student can apply online or manually to the college. The admission committees hold the process of counseling and manage dates. After necessary checking of documents the seats are allotted according to merit and reservation policy directed by the department of Higher Education.
<https://pupadmissions.ac.in/> (link of university admission portal)

	https://gcmalerkotla.ac.in/ (link of college admission portal)
Examination	<p>Examination: The institution being affiliated to Punjabi University Patiala. The semester system schedule is adopted by the university.</p> <p>Examination portal is governed electronically. All the records of Internal and External marks are filled online on university portal. The records of practical exams are uploaded on university examination portal. Students check and download their results from university site.</p> <p>https://pupexamination.ac.in/ The link for examinations and results</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
2019	NA	NA	NA	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)
2019	NA	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
1 day Workshop on capacity building for NAAC Accreditation of college	3	30/09/2019	30/09/2019	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
6	61	15	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Various faculty welfare schemes are introduced for employees of the institution. The teaching faculty is taking advantage of these initiatives. There is a provision of taking loans for teaching staffs under different Govt. schemes. Medical bills reimbursed for all the regular employees many allowances like, handicapped allowance, mobiles allowance, house rent allowance, medical allowance etc. are given under various governments schemes to the employees of all classes which are fixed by the state governments time to time. The institution provides jobs to the dependent on death of any employee of the institution under compassionate ground.</p>	<p>The institution provides many facilities to the Non teaching staff of the college. They can take loans like festival loans, Wheat loans etc. from the college against their salaries.</p>	<p>There are many welfare scheme for the students studying in the college. These are granted by the central Govt. and state govt. under different welfare schemes. The scholarships to the sc/st students are given under Dr. B.R. Ambedkar scheme. The scholarships for minority communities are given through National scholarship Portal</p>

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.

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	15241222	For the salaries of the contractual teachers non teaching employees and for welfare of students
View File		

6.4.3 – Total corpus fund generated

0

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	By DPI Colleges Punjab	Yes	Principal
Administrative	Yes	By Punjab Govt. Auditors and CAs	Yes	By College Bursars

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

The PTA association is formed in the beginning of the session democratically. This Association has the major role in development and welfare activities of the students. The furniture of the classrooms get repaired in the month of July and August. The regular meetings of PTA occurred in the presence of college principal. The income and expenditure of the of PTA is checked by the members of association. CCTV cameras are installed in the corridors and different entry points of the college campus. Students are given DA/TA and refreshment from PTA who are participating in the cultural activities. The partial salaries of the 43 guest faculty lecturers and salaries of the 16 daily wage employees are paid from PTA funds.

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

Nil

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

The Target to complete the construction of Building, class rooms , College Canteen and other Physical Infrastructure.

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
2020	List Attached	01/04/2019	01/04/2019	01/04/2020	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	Period from	Period To	Number of Participants
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programme			Female	Male
2. Women Day Celebration	09/03/2020	09/03/2020	125	50
3. Gender Seditization Programs	27/01/2020	03/02/2020	250	120
1. Women Awareness Workshop	17/08/2019	19/08/2019	100	30

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 doesnt have any other source of alternate energy besides Solar lights that 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	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
2019	Nil	Nil	05/09/2019	Nil	1. Ujjwala Yojna 2. Pardhan Mantri Jan Dhan Yojna 3. Pardhanmantri Jiwan Bima Yojna 4. Awareness on Renewable Energy 5. Work on Digital Literacy 6. Work on Cashless India 7. Other Awareness Programs	Nil	Nil

[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)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1.AIDS Awareness	02/12/2019	02/12/2019	120
2. Environment Day	05/06/2019	05/06/2019	150

[View File](#)

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

1. Efficient lighting -- switching to LED bulbs/tubes to save energy 2. Emphasis on use of bicycles and public transport to reduce carbon emission 3. Emphasis on less use of paper by endorsing digitalization 4. Lectures on how to stop or reduce paddy stubble burning 5. Save water Save Punjab Movement

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Recycling -- The institute follows the notion that Recycling is one of the most effective and sustainable ways to reduce waste and save the environment. The local recyclers are contacted to seek advice. Time to time NSS camps are organized and our NSS volunteers hold talks with students and guide them towards this initiative. The students are advised to use more and more recyclable goods, to plant more and more trees, to make less use of automobiles, to avoid using plastic bags or bottles. 2. Alumni Portal-- The college has set up Alumni portal to connect with Alumni and utilize their services. the members of the Alumni are invited to lend their valuable services to the institute in form of guest lectures, internship opportunities, placements etc. 3. Smart Class rooms-- To keep itself in race with modern times, the institutes emphasizes more and more use of technology. The teachers make good use of projectors to teach the students. This makes teaching-learning process interesting and creates good rapport between teachers and students.

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

Diversity Inclusion and Integration is the area distinctive to the Vision of the College. The institute puts tremendous thrust on Diversity Inclusion and Integration - . The Vision of the College is to educate, enable and empower young girl students that form a significant section of the student community in the College. The College leaves no stone unturned to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. The larger Mission is to lead the education not only towards financial independence, but also to motivate the students to the service of the community, in the quest for a better life for society and surroundings. The College is also planning 'Under One Roof Equal Opportunity Cell. The College frequently provides various opportunities for Economically Weaker Sections,

like skill training courses, computer literacy etc. the College also provides financial assistance to several students with partial and also full fee waivers. The College also helps students in need, to get financial help from other sources.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The construction of new class rooms under the Heritage Building Project of Govt. of Punjab has been near to complete and the space problem for classes will be solved in coming days. White wash to the college building, repairing of old furniture, levelling of sports grounds, interlock tiling work on passages in the campus, automation of library books, making more effective the online admission portal and college website etc. are the key areas where efforts will be put to make this college a glorious one. The institution have also the plans to start Under One Roof Equal Opportunity Cell. Under this initiative, the students belonging to marginal and weaker sections of society will be provided equal opportunities so that nobody feels neglected. All types of assistance would be provided to the needy students to make their mark in life. For this purpose, the institute plans to seek help from the Alumni and NGOs active in this field.