Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**G.H.G. HARPARKASH COLLEGE OF EDUCATION FOR WOMEN, SIDHWAN KHURD**
Name of the head of the Institution	**Dr. Amandeep Kaur**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01624234941**
Mobile no.	**6239997177**
Registered Email	**ghgh_sidhwankhurd@yahoo.co.in**
Alternate Email	**dramandeep24@gmail.com**
Address	**V.P.O.- Sidhwan Khurd, Tehsil- Jagraon,**
City/Town	**Ludhiana**
State/UT	**Punjab**
Pincode	**142024**

2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Seema Chopra**
Phone no/Alternate Phone no.	**01624234941**
Mobile no.	**9417742601**
Registered Email	**ghgh_sidhwankhurd@yahoo.co.in**
Alternate Email	**drseemachopra@gmail.com**
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sidhwankhurdeducation.com/sites/default/files/download_files/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sidhwankhurdeducation.com/sites/default/files/download_files/COLLEGE%20CALENDAR%202017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**86.40**	**2003**	**29-Apr-2003**	**28-Apr-2008**
2	**A**	**3.38**	**2017**	**30-Oct-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC	**25-Jul-2018**
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
Organising IQAC Meeting	29-Jan-2018 1	8
Organising IQAC Meeting	06-Nov-2017 1	12
Organising IQAC Meeting	02-Nov-2017 1	9
Organising IQAC Meeting	14-Oct-2017 1	10
Organising IQAC Meeting	27-Sep-2017 1	11
Organising IQAC Meeting	16-Sep-2017 1	9
Organising IQAC Meeting	10-Aug-2017 1	12
Organising IQAC Meeting	20-Jul-2017 1	10
[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
Nil	Nil	Nil	2017 0	0
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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 :	**8**
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)

Organising Extension Lectures ? Organised extension lecture cum demonstration on 'Yoga and Exercise' on 14th Dec., 2017 by Dr. H.S. Sur. ? Organised extension lecture on 'Women's Health: Mental, Physical and Spiritual in Today's Scenario on 14th Dec., 2017 by Dr. Roohi Deol. ? Organised an extension lecture on 'Role of Drama and Music in Teaching' by Mr. Surinder Sharma on Jan. 17, 2018. ? Organised extension lecture on "Awareness of Health" by Dr. H.S. Sur on 19th Dec., 2017.

Educational Tour & Trip ? Organised trip to :- • Sanagatsar Gurudwara Sahib Rajgarh, Sher Shah Suri Sarai, Akbar Sarai, Manji Sahib Gurudwara, Vanasthali Jain National Tourist Spot and Nehru Planetarium on 17th Dec., 2007. • Maharaja Dalip Singh Memorial, Bassian on 14th August, 2017.

Rallies for Community Awareness ? Rally on the theme • "Ek Kadam Swachhata Ki Aur" on Sept. 22-23, 2017 • "Drug Abuse Prevention" on March 22,2018 • "Healthy Youth Healthy India" on 13th Dec., 2017

Youth Festival Participation ? 8 prizes in zonal & 1 prize in inter zonal youth festival

Skill in Teaching Competitions ? 6 prizes in skill in teaching and teaching aid preparation competitions.

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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 participate in Inter-Zonal Youth Festival	Second Prize in Naala Making
To participate in Zonal Youth Festival	Eight Prizes won in Zonal Youth Festival
To participate in Panjab University Inter College Sports Competition	Siver Medal in Javelin Throw
[View File](#)	

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 ?	Yes
Date of Visit	10-Oct-2017

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**01-Mar-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**1. SMS gateway to send important notifications to different stakeholders of the college. 2. Upgradation of the college website with special importance to MIS. 3. Communication of important information to general public through website and conventional notices. 4. Installation of GS Library Management software in college library for better management 5. All Administrative offices like Principals office, clerical office and Public Relation office are equipped with Management Information System. 6. The college has MIS to facilitate academic and administration functioning. The information is computerized and the entire database relating to academic and administrative aspects is available. It gives detailed student information, faculty information and salary account system, admission records of evaluation, which can be retrieved as and when required from the computer data storage device.**

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

• Our college is running three courses i.e. B.Ed. (Undergraduate course), M.Ed. (Post graduate course) and Post graduate Diploma in Guidance & Counselling. • Review of previous year activities with Advisory committee & senior members of IQAC for introducing new activities. • Preparation of semester wise college calendar as per university calendar (meeting with advisory council, senior members of IQAC) keeping in view the annual calendar of the Panjab University meant for B.Ed. & M.Ed. course. • Allocation of work by the Principal in the order work for the full session. • Framing of different time tables (teacher wise, section wise, consolidated time table keeping in view the students enrolled in different courses. • After the admission process is over, orientation is given to all the students on the opening day of each course. •

Flexibility in choice of subjects and medium of instructions & flexibility in imparting instructions. • Teacher Day in charge duty list also prepared for the smooth conduct of classes and for conducting various functions organized by different societies (Literary, Dramatic, Fine Arts, Eco Club, Sports Club, ICT club etc.) • Organizing inter house competition in literacy, dramatic, fine arts and sports activities. • Pre-Internship-I and II and internship programme is a regular feature of the teacher and prospective teacher. • Conducting micro, Demonstration, macro lesson (simulated and real teaching). College teaching practice committee finalizes the practice teaching schedule with school authorities. Pupil teacher preform actual teaching and get feedback from the mentor teacher. Pupil teacher guided by the mentor teacher regarding selection of topic, writing the instructional objective in proper way, testing of entering behaviour, subject matter to be taught and efficient use of teaching aid. • To inculcate among prospective teachers, the values like World Vision Wisdom, Tolerance, Sense of Responsibility and work culture, Self-control, Self-Respect, Truthfulness, Enthusiasm. We conduct Extension lectures, morning talk, Days celebration (Founders Day, National & International Day) • Wi-Fi facility for students and staff. Teachers sharing notes through you tube videos, screen shots of current news and sharing web site links of e content. Teachers & the students making ample use of ICT for curriculum delivery during Internship programmes, class Seminars etc. • Use of ICT by the staff and students to academic and non-academic activities. • Automated Library operations for staff and students. • Dissertation work of M.Ed. students on various topics which comprises quantitative and qualitative. • Tutorials, seminars, Pre internship programme, Internship Programme are a regular feature of our institution. Various opportunities including Training and micro and macro teaching techniques, inter and intra personal relationships, information are provided to the perspective teachers • Principal facilitates its staff members to participate in seminar, workshops, refresher and orientation courses, faculty development courses with a purpose of well-planned curriculum delivery. • To impart quality education to the students emphasise is given on Strategy Planning, Organizational Skills, Managerial Skills, Decision Making, Leadership, ICT etc.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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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
MEd	Field Project	5
BEd	Internship	49
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

• Micro-teaching cycle as well as Macro teaching is conducted repeatedly to bring quality improvement in the teaching of pupil teachers. Every pupil teacher is thoroughly observed and supervised by the teacher educators and the peer group The pupil teachers are given feedback in the form of suggestions. • During Real teaching pupil teachers perform actual teaching and get feedback from the mentor teacher. The mentor teacher also provides constructive feedback in the written form regarding the appropriate method of teaching to be used in classroom, preparing relevant teaching aids, improvement of black board writing, proper management of class and using appropriate technique of recapitulation in order to stimulate and reinforce the teaching of pupil teachers. 1. Assigning grades in Discussion lesson. 2. Conducting class wise test (monthly), semester wise House test (university pattern). 3. Marking of answer sheets and showing to the students. 4. Submission of Award lists to the conduct committee of the college. 5. Remedial teaching /Assignments on the basis of performance in exam. 6. The learning difficulties faced by students are identified and they are asked to give suggestions regarding methods of teaching to be adopted in the classroom. 7.The students who secure good marks are given special appreciation by announcing their names in the class and giving prizes on Annual Prize distribution function. 8. Underachievers are also identified and extra assignments provided to them in order to improve their performances. 9. ICT is used in assessment and evaluation process, the marks obtained by students in the house exams are recorded into the computer. 10.The ICT is also employed for preparing the internal assessment of the students subject-wise. The internal assessment marks obtained by the students are entered in a pre-defined proforma and sent to the university. This data helps in assessing the performance of students in an organized and systematic way. 11. Assigning grades in Discussion lesson. 12. Conducting class wise test

(monthly), semester wise House test (university pattern). 13. Marking of answer sheets and showing to the students. 14. Submission of Award lists to the conduct committee of the college. 15. Remedial teaching /Assignments on the basis of performance in exam. 16. The learning difficulties faced by students are identified and they are asked to give suggestions regarding methods of teaching to be adopted in the classroom. 17. The students who secure good marks are given special appreciation by announcing their names in the class and giving prizes on Annual Prize distribution function. 18. Underachievers are also identified and extra assignments provided to them in order to improve their performances. 19. ICT is used in assessment and evaluation process, the marks obtained by students in the house exams are recorded into the computer. 20. The ICT is also employed for preparing the internal assessment of the students subject-wise. The internal assessment marks obtained by the students are entered in a pre-defined proforma and sent to the university. This data helps in assessing the performance of students in an organized and systematic way.

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
BEd	Education	100	51	51
MEd	Education	50	21	21
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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	102	25	3	0	11

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
15	15	63	4	2	3141052
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)

Mentoring of students is conducted by the departments of sthe institution. Mentoring of students is based on the following objectives: • To increase the teacher-student contact hours • To identify and address the problems faced by learners • To decrease the student drop-out rates • To prepare students for the competitive world Every year, orientation sessions are organised for students of all the classes to explain the designing and implementation of the mentoring system of the college. In the mentoring process, all necessary information

related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected by the IQAC. Teachers maintain the records of class tests/surprise tests, attendance records, records of student seminars etc. related to the reviewing of the performance of the students. Teachers maintain interaction with students through individual meetings, tutorials, social networking sites. Teachers identify the problems faced by students and try to solve the related issues. Outcome of mentoring system as follows: 1. Significant improvement in the teacher-student relationship has been observed. 2. Students of (2017-2018) batch have qualified UGC-NET, PSET and CTET examinations. 3. Students have participated in Punjab University Zonal and Inter Zonal Level Youth festival. They have also won prizes in poster presentations, quiz competitions, debates and other contests. 4. Students have been placed in prestigious schools. 5. Students have participated in Punjab University Skill in Teaching and teaching aid preparation competitions at Zonal and Inter Zonal Level. They have also won prizes in different subjects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
127	14	1:9

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
12	11	1	1	11

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
No Data Entered/Not Applicable !!!			
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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
BEd	B.Ed.	4	30/05/2018	07/09/2018
MEd	M.Ed.	2	30/05/2018	17/09/2018
MEd	M.Ed.	1	29/12/2017	16/05/2018
BEd	B.Ed.	1	29/12/2017	21/09/2018
BEd	B.Ed.	3	13/12/2017	14/06/2018
MEd	M.Ed.	3	29/12/2017	16/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The process of internal evaluation is made known to all the stakeholder. IQAC and internal evaluation committee plays an important role in disseminating information about the entire evaluation process. The following reforms for continuous internal evaluation are as under: • Monthly tests, Student Seminars, Group discussions, PowerPoint presentations, debate competition, dissertations,

short-term field tours and report preparation, Projects on different topics related to the syllabus, assignments and presentations. • For teaching skill enhancement, the prospective teachers are exposed to rigours training in teaching i.e. demonstrations lessons by teachers, Simulated teaching sessions, teaching aid preparation competitions, 6 months internship programme and discussion lessons. The students' performance are evaluated on the basis of their active participation and achievements in the all the mention activities. • The students participate in the various activities i.e. literary, dramatics, fine arts and sports and their performance is continuously evaluated by the incharges of these societies. • Internal examination: During the house test the pattern of university examination is being followed. After the evaluation of the answer sheet every faculty member clear the doubts and suggest students for further improvement.

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

Planning of the academic calendar of curricular, co-curricular and extra-curricular programmes is done at the beginning of the year/semester by the members of the IQAC and time table committee. The Principal of the institution conducts regular meetings with the staff and discuss the complete schedule for the academic session and seeks their constructive suggestions for bringing in desirable modifications best suited for the students. The planned academic calendar is conveyed to the students by displaying it on the notice board. Examinations and internships are planned keeping in view the academic calendar of the affiliating university i.e. Panjab University, Chandigarh. All the information related to the organization of various curricular and co-curricular activities is displayed by the concerned committee on the notice board of the institution regularly. College conducts internal assessment of students and students are well informed about these internal examinations well in advance by the evaluation committee. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session.

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)

http://www.sidhwankhurdeducation.com/page/results

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
M.Ed.	MEd	Education	26	26	100
B.Ed.	BEd	Education	102	102	100
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2.7 – Student Satisfaction Survey

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

http://www.sidhwankhurdeducation.com/page/results

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
Total	**0**	**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
Save Mother Earth	**S.G.H.G.U. Hari Trust, Sidhwan Khurd**	**31/10/2017**

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
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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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
Department of Education, Panjab University, Chandigarh	**2**

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)
National	**Education**	**7**	**0**
International	**Education**	**9**	**5**
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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
Education	**14**
[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	2017	0	NIL	0

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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	2017	0	0	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
Attended/Seminars/Workshops	15	19	0	4
Presented papers	15	17	0	0
Resource persons	0	0	0	6

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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
Beti Bachao, Beti Padao	NSS	2	50

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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
Open Eye Meditation	Recognition	Mount Litra School	80

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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 activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

No file uploaded.

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	0

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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
B.Ed. Teacher Training Programme	Internship Programme	G.H.G Public Sen. Sec. School, Sidhwan Khurd	01/08/2017	30/11/2017	01
B.Ed. Teacher Training Programme	Internship Programme	Govt. High School, Bhaini Aarayian	01/08/2017	30/11/2017	06
B.Ed. Teacher Training Programme	Internship Programme	Satya Bharti Adarsh Sen. Sec. School, Sherpur Kalan	01/08/2017	30/11/2017	01
B.Ed. Teacher Training Programme	Internship Programme	S.L.S. Govt. Sen. Sec. School, Sherpur Kalan	01/08/2017	30/11/2017	02
B.Ed. Teacher Training Programme	Internship Programme	New Punjab Public Sen. Sec. School, Agwar Lopon, Jagraon	01/08/2017	30/11/2017	04
B.Ed. Teacher Training Programme	Internship Programme	Govt. High School, Sangatpura	01/08/2017	30/11/2017	04
B.Ed. Teacher Training Programme	Internship Programme	Sikh Girls Sen. Sec. School, Sidhwan Khurd	01/08/2017	30/11/2017	07
B.Ed. Teacher Training Programme	Internship Programme	Sikh Girls Sen. Sec. School, Kamal Chowk,	01/08/2017	30/11/2017	07

B.Ed. Teacher Training Programme	Internship Programme	G.H.G Academy, Jagraon	01/08/2017	30/11/2017	04
B.Ed. Teacher Training Programme	Internship Programme	Govt. Sen. Sec. School, Mandiani	01/08/2017	30/11/2017	02

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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
No Data Entered/Not Applicable !!!			
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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
405247	405247

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	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	Nature of automation (fully	Version	Year of automation

software	or patially)		
GS Library Management Software	Fully	2019.2.7.1212 copyright 2019 GillSoft Pvt. Ltd.	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5101	780040	218	18899	5319	798939
Reference Books	504	221000	2	2095	506	223095
e-Books	0	0	3135000	5900	3135000	5900
Journals	34	22520	0	0	34	22520
CD & Video	39	0	1	0	40	0
Library Automation	1	72000	0	0	1	72000
Weeding (hard & soft)	0	0	21	3671	21	3671
Others(specify)	8	11952	8	13600	16	25552
e-Journals	0	0	6000	5900	6000	5900
Digital Database	1	72000	0	0	1	72000

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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
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	54	43	54	4	2	3	1	4	0
Added	3	2	0	0	0	1	0	0	0
Total	57	45	54	4	2	4	1	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

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

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 facilites
342890	342890	405247	405247

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

The College has Wi-Fi Campus and well maintained, spacious and ventilated classrooms with computer along with internet facility. To maintain and utilize physical, academics and support facilities budget allocated and utilized for Maintenance of all the infrastructure of the College. This is done by holding regular meetings of various committees to ensure optimal allocation and utilization of the available financial resources. To ensure the safety of the students closed circuit television (CCTV) cameras are fixed at vantage points and the monitoring is done at the principals rooms. The laboratories are well maintained with good equipments for the undergraduate, postgraduate and research scholars. The consumable and non-consumable items for the laboratories are purchased by individual departments with the help of purchase committees. The items purchased are entered item wise in the respective stock registers of the departments. The library of the College has text books and journals and also suitable furniture for students to do their reference and reading works. The library is also in possession of some very old and rare books. The library is automated using the software GS Library Management Systems. Visitors, Staff and students have to enter their information in entry register maintained by the library. Librarian of the college holds orientation session for proper utilization of Library resources. The Library has book bank facilities for needy and meritorious students. The annual purchase of books and journals are done with the input given by the faculty members. Library is open for students 09:00 A.M to 04:00 P.M. Reading room facilities is open for 247. Sports Yoga are integrated part of curriculum. Periods are allocated in time table for sports and yoga. Students who participate in Inter College and University level competitions regularly practiced in the play fields and gym under the supervision of Physical Education teacher. ICT facilities are provided to all students and faculty members. Computer Labs are well maintained along with internet facility. Periods are allocated in time table for enhancing ICT skills. Computer Labs are open from 09:00 A.M to 4:00 P.M.

http://www.sidhwankhurdeducation.com/sites/default/files/download_files/Procedures%20%26%20Policies%202017-18.pdf

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	Bani Divas Memorial Scholarship	6	33000

Financial Support from Other Sources			
a) National	Merit Scholarship	3	13200
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	13/12/2017	50	Institutional Level
Yoga and Meditation	13/12/2017	50	Institutional Level
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	NIL	0	0	0	0
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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Kendriya Vidyala No2, Satya Bharti Sen. Sec. School, Sherpur Kalan,K.V.M. School, Abbo pura,Satya Bharti School, Malsian Bajan,Govt. Primary	8	8

			School, Galab Khurd,New Punjab Public Sen. Sec. School, Bhundri,Akal Academy, Sowaddi Kalan,G.H.G. Public S.S.		

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.Ed.	Education	Private Candidate	M.A. (Hindi)
2017	1	B.Ed.	Education	Khalsa College for Women, Sidhwan Khurd	M.A. (History)
2017	3	B.Ed.	Education	G.H.G. Harparkash College of Education for Women, Sidhwan Khurd	M.Ed.
2017	1	B.Ed.	Education	USOL, Panjab University	M.A. (History)
2017	1	B.Ed.	Education	S.D. College, Barnala	M.A. (Punjabi)
2017	1	B.Ed.	Education	Private Candidate	M.A. (History)
2017	1	B.Ed.	Education	Lovely Professional University	M.A. (Pol.Sci.)

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

Items	Number of students selected/ qualifying
NET	0

No file uploaded.

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

Activity	Level	Number of Participants

Badminton Matches	Institution Level	12
Kho-Kho Matches	Institution Level	36
Athletics	Institution Level	42
Throw Ball Matches	Institution Level	36
Talent Hunt Dramatics	Institution Level	116

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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	NIL	National	0	0	0	0
2017	NIL	International	0	0	0	0

No file uploaded.

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

There are Head Girls to represent every class i.e. B.Ed. and M.Ed. They manage and organize in class and outside classroom activities. Beside Head Girls there are office bearers selected by each society i.e. Dramatics Society, Literary Society, Fine Arts Society and Sports Society. They help in organization of various programmes in the campus. Hostel Head Girls assist in various disciplinary duties and Hostel matters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

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)

G.H.G Harparkash College of Education for Women, Sidhwan Khurd (Ldh) has a participatory administrative structure that involves the teacher as well as the students in college administration from the lowest to the highest levels. Transparency is rooted in the institutional culture of G.H.G Harparkash College of Education for Women and is reflected at the highest levels of decision

making and the day to day administration of the college. G.H.G Harparkash College of Education for Women is functioning under the leadership of Shri Guru Hargobind Ujjagar Hari Trust. It is registered body having its own constitution. Top management of the institution consists of the following: - Surjit Singh Sidhu - President Mrs. Shivinder Sidhu - Manager S. Harmail Singh Sidhu - Secretary Dr. Khem Singh Gill - Member S. Kirpal Singh Bhathal - Member Dr. Hardip Singh Sur - Member S. Pritam Singh Johal - Member For proper functioning of the different institutional activities, different committees are constituted by the head of the institution. Academic structure – Academic and Administrative body of institution. 1. Principal 2. Teacher in charges - M.Ed.-I M.Ed.- II 3. Teacher in charges - B.Ed.-I B.Ed.-II Principal has constituted the following committees and societies: - 1. Time table Committee 2. College Calendars Committee 3. Advisory Committee 4. IQAC 5. Research Committee (Research Centre) 6. Admission Committee 7. Seminar Committee 8. Inter-College Competition Committee 9. News and Press reporting 10. NSS Programmer Officers 11. Purchase Committee 12. College Magazine Electors 13. Evaluation Committee 14. Teaching Practice Committee 15. Gurudwara Committee 16. Guidance Cell 17. Placement Cell 18. Discipline Committee 19. Societies- Fine Arts, Sports, literary, Dramatic, IT. The Governing body of the College has two staff nominees along with the Principal. The senate of the college, the highest decision making body within the college IQAC consists of faculty and office bearers of student council of the college. The senate meets regularly to discuss all administrative, academic and financial matters. Periodic meetings of the head of the institution with faculty members are held to discuss and deliberate upon wide ranging academic and administrative matters. The Principal holds meetings with the entire college faculty to show the plans and future programs envisaged by the college management. The administration of the college is totally decentralized: • The management of the college has a decentralized democratic approach for functioning of each school or college. The Principal is given of all freedom to run the college and manage finance. Since this if Govt. College, Management has given freedom to principals to follow the instructions of DPI Punjab and Panjab University, Chandigarh. • The Principal decentralized the power among senior teacher. Various committees are formed by the principal and decisions are taken by the committee and the principal together. • Various activities like academic management, research, examinations, co-curricular activities and teaching practice are looked after by the respective committee and in charges. • The issues are put and discussed by the staff collectively and then suggestions are taken.

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
Industry Interaction / Collaboration	The college has linkages with other institutions / industries for internship programme of B.Ed. teacher trainees. College has linkages with 16 institutions for internship programme. The list is enclosed herewith. 1. G.H.G Academy, Jagraon 2. Sikh Girls Sen. Sec. School, Kamal Chowk, Jagraon 3. Sikh Girls Sen. Sec. School, Sidhwan Khurd 4. Govt. High School, Sangatpura 5. New Punjab Public Sen. Sec. School, Agwar Lopon, Jagraon 6. S.L.S. Govt.

		Sen. Sec. School, Sherpur Kalan 7. Satya Bharti Adarsh Sen. Sec. School, Sherpur Kalan 8. Govt. High School, Bhaini Aarayian 9. G.H.G Public Sen. Sec. School, Sidhwan Khurd 10. Govt. Sen. Sec. School, Mandiani 11. Govt. Sen. Sec. School, Bhundari 12. Govt. High School, Jandi 13. Saint Sant Ram Gurukul, Chimna 14. G.T.B Public National Sen. Sec. School, Mullanpur 15. Guru Nanak Public Sen. Sec. School, Mullanpur 16. Holy Dale Public School, Ludhiana
	Library, ICT and Physical Infrastructure / Instrumentation	• Library is automated and successfully running the software G.S. library management under various modules. Newspaper clipping service is provided and record is maintained in the form of vertical files. Provision of Book Bank facility for needy and meritorious students is available in the institution. Library has a membership of National Digital Library. College celebrates special days and book exhibitions are organized by the library committee. • College has Wi-Fi campus and well maintained spacious and ventilated classrooms with computer along with internet facility. To maintain and utilize physical, academics and support facilities budget is allocated and utilized for maintenance of all the information of the college. • To ensure the safety of the students Closed Circuit Television (CCTV) Cameras are fixed at vantage points and the monitoring is done at the principals room. • The college has well-furnished two computer laboratories which provide a multipurpose technology and collaborative workspace for staff and students. High speed Wi-Fi internet facility is available in the college campus to enable staff and students access study material, creating assignments and doing research work. • Computer Lab 1 features 21 personal computers with Microsoft Windows 7 / Windows 10 and Office 2007/ Office 2010 applications plus Printer cum Scanner capability. Wi-Fi internet facility is also available in the Lab. A variety of application software like word processing, spreadsheets, database management, presentation and graphics software are available to meet the needs of staff and students. LCD

	projector, smartboard and whiteboard are also installed so that teachers can deliver lessons effectively. Additionally, LCD projectors are also installed in lecture halls to make it easy for the faculty to utilize ICT strategies for teaching and learning process. • Computer Lab 2 houses 24 computers having recent versions of software. It also has high speed internet facility which helps greatly in accessing online educational resources. The Lab is equipped with Windows7 / Windows10 operating system and Office 2007 / Office 2010 application software. It also provides tools and technologies to create and edit documents, complete class assignments, communicate via email and conduct data analyses. Language Lab software is also installed in computers to help students in language learning and communication skill development. • Computer Laboratories incorporates a great many of essential and useful features. Both computer labs are dedicated to meet the teaching, learning and research needs of the faculty and students.
Research and Development	The college encourages Research Development through Research centre. Faculty members are actively involved in presenting research papers in International and National Conferences, seminars organized within the Country.
Teaching and Learning	The institution provides required facilities to ensure that the teaching and learning methods are effective. Overhead Projectors, Laptops, Smart Classroom, Multi-media Lab, Language Lab, Tech. Lab, Science Lab, Social Studies Resource Centre, Mathematical Lab, ICT, Library, Psy. Lab are provided to the teachers. Time to time special training is provided to the faculty to use these technologies. For effective learning faculty encourage students for peer tutoring, collaborative learning, Role playing etc. Faculty members also used simulation peer teaching, internship practicum etc for curriculum transactions. To ensure effective teaching learning process, faculty used various teaching methods- Assignment methods, Seminars, workshops, project, team teaching, interactive sessions and

	discussions, internet bared method, Taller by resource persons, Field trips, Action research etc.
Curriculum Development	Our college is affiliated to Panjab University, Chandigarh and it follows the curriculum prescribed by the University for B.Ed., M.Ed. and Pre Ph.D.
Examination and Evaluation	The institution employs examination and evaluation process prescribed by Panjab University, Chandigarh in which students are assessed externally as well as internally. For B.Ed. 20 marks are kept for internal assessment and 80 marks are kept for external evaluation whereas for M.Ed. 30 marks are kept for internal assessment and 80 marks are kept for external evaluation. The internal evaluation is done on the basis of monthly class test, unit test and one home tests (per semester), skill in teaching exams, discussion lessons, teaching aid preparation performance in co-curricular activities, seasonal work prescribed by the University etc. The external evaluation is done on the basis of theory exams conducted by the Panjab University, Chandigarh at the end of the semester. Practical exams and dissertation viva-voce are also conducted as per the requirements. The concerned teachers take remedial classes of the concerned subjects on the basis of monthly class test and unit test.
Human Resource Management	• Institution identifies the faculty development needs and career progression of the staff and organizes various workshops, seminars, conferences, training programmes and extension lectures. • Faculty members are encouraged to attend refresher course and orientation course required for their career enhancement. • Conferences and seminars at stat, national and international levels are attended by teachers regularly. The teachers have attended faculty development programmes from various institutions. • Institution organized seminar on 'Career Guidance' and 'Save Mother Earth'. • Street show was organized with the help of 'People's Art Group, Patiala' to awaken masses on the bad effects of drugs.

Admission of Students	• The college maintains transparency in the entire admission procedure. This is done according to admission criterion defined by the affiliated university which is applied to all the students. For admission to B.Ed. and M.Ed. course, the college strictly follows the reservation norms of the state govt. / Panjab University, Chandigarh. For admission to B.Ed. class the students are required to apply online by the stipulated date in which they are to furnish their preference of college and teaching subjects. As directed by the State Govt., entrance test is also taken. The University prepares the merit list according to major subjects. After allotment of seats in the counselling, the student report to the respective college where merit and original certificates are duly checked. For vacant seats, after second online counselling the University conducts manual counselling. College has no right to do admission on their own. • For M.Ed. admission, University and college advertises in the leading English and vernacular newspaper and on the website of the college. The application forms for M.Ed. admission are invite adhering to the norms of the University. The admission committee scrutinizes the form according to the prescribed eligibility criteria. Merit list is prepared and admission is done by the college accordingly. A proper admission record is maintained. • For admission, college admission committee and counselling cell gives appropriate guidance and counselling to the students by establishing free help desk for technical assistance.

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

E-governace area	Details
Planning and Development	Through e-governance the institution is able to interact with all stakeholders in a convenient and efficient manner. The activities of various committees are well coordinated and implemented with the use of technology. The institution maintains personal information and records of the employees.
Finance and Accounts	All activities related to finance and accounts have been computerised.

	Accounting software Tally is used to keep track of all financial transactions. Grants received from Punjab Govt., DPI, Panjab University, NSS grant etc. are received through Public Financial Management System (PFMS).
Student Admission and Support	The admission process begins with advertisement in Newspapers, through social media and the college website. For B.Ed. the entire admission process is centralised with the help of e-governance.
Administration	Through e-governance the institution is able to interact with all stakeholders in a convenient and efficient manner. The activities of various committees are well coordinated and implemented with the use of technology. The institution also maintains personal professional information and records of the employees. Students and staff WhatsApp groups, e-message, e-mail, Facebook, Twitter and college website etc. are used for effective administration. College time table, academic calendar, examination rules and instructions, date sheets and all important notices and circulars are shared with staff and students by using these technologies.
Examination	The examination office is equipped with computers. Students apply for their examination online. Admit cards of the students for examination are received online and the results are declared online by the University All the faculty members have their personal examiner ID which are allotted to them by Panjab University, Chandigarh and every time teachers fill online form by providing list of subjects taught by them during that semester to act as external examiner for checking external examination answer sheets. Panjab University sends duty list through personal e-mail and text messages to the concerned teachers. Institution also submits online internal assessment of all the students on the Panjab University examination portal.

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/	Name of the	Amount of support

| | | | workshop attended for which financial support provided | professional body for which membership fee is provided | |

No Data Entered/Not Applicable !!!

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Save Mother Earth	S.G.H.G.U. Hari Trust, Sidhwan Khurd	31/10/2017	31/10/2017	17	0

[View File](#)

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

No Data Entered/Not Applicable !!!

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	16	8	35

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Provision of paid study leave is there. • Staff members get the facilities for their work like access to internet in computer lab, high level research material (surveys, thesis, journals, online consultation of research material) and literature books by authors of national and international repute). Psychological lab, well equipped with more than	• Class-IV employees of the college are given uniforms and sweaters/jackets every year. • Advance money as and when required is provided. • Loan facility from PF is also available. • Leave encashment are made to the staff members. on retirement gratuity is provided as per Punjab Government rules. • Farewell party is organized for the	1. Shaheed Major Shivdev Singh Sidhu Memorial Scholarship (For student residing in Sidhwan Khurd Village). No. of Scholarship - 01 2. Pritam Kaur Memorial Scholarship by Shri Guru Hargobind Ujjagar Hari Trust, Sidhwan Khurd (College Trust) (For needy students) No. of Scholarship – 02 3. Satinder Memorial Scholarship by Shri Guru Hargobind Ujjagar Hari

150 psychological tests to be used as research tools. • Extension lectures on research methodology especially on the latest issues, methods and ethics are organized. • Regular as well as adhoc guides the M.Ed. for research work. • The faculties who complete their Ph.D. are honoured on the occasion of annual convocation. • Whosoever in teaching faculty writes and publish a book i.e. released by organizing a special book release ceremony. • The regular faculty on completion of their Ph.D. gets increments as per the UGC norms. • The principal always inspires and reinforces the staff members in their efforts of research work in Ph.D. • Staff members are encouraged to participate and present papers in the seminars which are organized in other colleges and universities. • TA/ DA and duty leave for attending seminars, workshops, etc. are sanctioned by the college. • The college has well furnished staffrooms, mess facility, drinking water facility in the staffroom, oven and air cooler. Staff is provided with small cupboards and washrooms. • There is a separate reading area in the library for staff. • For efficient management of curricular and co-curricular activities, separate committees of staff are formed where the staff members have freedom to take decisions for the execution of

retiring faculty. • To satisfy the spiritual needs a Gurudwara is maintained inside the campus where the staff members and students can visit as per their wish. • Provision of Employees Provident fund is there. • Safai Sewaks get free meals for whole family. • Tea is given twice to Non-Teaching staff daily. • Provision of providing lunch to all employees in college mess on minimal rates. • Provision of medical and maternity leave (for female staff) is also there. • Timely disbursement of salary is also a point of satisfaction for teaching and non-teaching staff. • Free accommodation is also available to class-IV employees in the campus.

Trust, Sidhwan Khurd (College Trust) (For needy students) No. of Scholarship – 06 (Tentative) 4. Scholarships on Founders Day by Shri Guru Hargobind Ujjagar Hari Trust, Sidhwan Khurd (College Trust): a) For Academic Achievements (No. of Scholarship - 04), Sports Achievements No. of Scholarship - 01 b) S. Gurdeep Singh Jhajj Memorial Scholarship for students scoring good marks in previous session. No. of Scholarship - 1 5. Scholarship for needy students from college fund. No. of Scholarship:10-12 6. Guru Harkrishan Education Scholarship (Marks obtained in previous class and family income less than 10,000/-) No. of Scholarship -14 (Tentative) (Accordingly to Society) From L Shri Guru Harkrishan Education Society, Chandigarh. 7. Scholarship for SC Students (Based on Caste and less Income) No. of Scholarship – SC Students) (Accordingly to Pb. Govt.) From: Welfare of SC BC Pb, SCO 128-129, Sec 34-A, Chd. 8. Punjab State Merit Scholarship (Obtained above 60 marks in last class) No. of Scholarship -01 or 02) (Accordingly to Pb. Univ. Chd.) From The Registrar, Panjab University, Chandigarh 9. Merit-cum-Means Scholarship (Family Income less than 3 Lac and marks obtained in Graduation) No. of Scholarship -05 From College Development Council, Panjab University, Chandigarh.

college activities. • There is staff welfare fund. • Staff hostel facility is provided to the staff members who are willing to stay in the college. • Well-furnished residence is provided to principal of the college. • Advisory committee comprising of senior members give constructive suggestions and recommendations to principal for the smooth conduct o activities of the college. • Teachers day is celebrated. • Friendly match of throw ball is also organized for staff members keeping in view their entertainment needs. • Advance money as and when required is provided. • Loan facility from PF is also available. • Provision of medical and maternity leave (for female staff) is also there. • Leave encashment one made to the staff members. On retirement gratuity is provided as per Punjab Govt. rules. • Farewell party is organized for the retiring faculty. • Advisory committee comprising of senior members give constructive suggestions and recommendations to principal for the smooth conduct of activities of the college. • Teachers day is celebrated. • Leave encashment are made to the staff members. On retirement gratuity is provided as per Punjab Government rules. • Farewell party is organized for the retiring faculty. • To satisfy the spiritual needs a Gurudwara Sahib is maintained inside the

10. Single Girl Child Scholarship (For Single Girl Child) No. of Scholarship -01 From College Development Council, Panjab University, Chandigarh. 11. Physically Challenged Scholarship (Percentage of Physical Challenged and marks obtained in last class) No. of Scholarship -01 From College Development Council, Panjab University, Chandigarh. 12. Physically Challenged Scholarship No. of Scholarship -01 From Director Social Security and Women and Child Development Dept. Chandigarh Ludhiana) 13. Late Dewan Som Nath Scholarship (Marks obtained in previous class and less family income) No. of Scholarship -01 or 02) From The Registrar, Panjab University, Chandigarh 14. Sports Scholarship (Achievements in Sports and Marks obtained in previous class No. of Scholarship -01 From College Development Council, Panjab University, Chandigarh. 15. Book Bank facility for students.

	campus.

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 conducts both internal and external financial audit. The institution has a Bursar. Internal Audit: - The internal auditors (Principal, Chartered accountant of the institution, Trust office superintendent) carry out both financial and system audit regularly and submit quarterly reports. The following areas are covered under internal audit- • Budget V/s Actual performance • Revenue and Expenditure Audit • Fixed deposits and interest receipt • Fixed assets and purchases • Statutory compliance on TDS, EPF • Salary statement of employees • Repair Maintenance expenditure • Mess expenditure External Audit: - Accounts of the institution one audited annually by Deputy Director (Audit Finance/Revenue). Financial department of Punjab Govt., Ludhiana also carry out Audit of Grants received from Punjab Govt. External Audit (every five years) is also carried out by AG of Punjab (Audit General of Punjab)

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
Shri Guru Hargobind Ujjagar Hari Trust, Sidhwan Khurd	716330	Trust share salary 5, 20, 25
[View File](#)		

6.4.3 – Total corpus fund generated

972358

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	NAAC	Yes	IQAC
Administrative	Yes	Panjab University, Chandigarh	Yes	Head of College Management

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

NIL

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

NIL

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

• Better library facilities • Promotion of sports by introducing sports for all. • Eco-friendly Campus • Waste Management. • Digitization of Administrative Office • More placement (on campus placements)

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	Yes	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Inauguration of new session	17/07/2017	17/07/2017	17/07/2017	52
2017	Welcome party organised for B.Ed., M.Ed. semester-1	09/09/2017	09/09/2017	09/09/2017	116
2017	Independence Day was celebrated	14/08/2017	14/08/2017	14/08/2017	110
2017	Hindi Divas was celebrated	14/09/2017	14/09/2017	14/09/2017	115
2017	NAAC Inspection	09/10/2017	09/10/2017	10/10/2017	116
2017	Participation in Youth Festival	15/10/2018	15/10/2017	17/10/2017	40
2017	Bani Divas (Founders' Day)	28/10/2017	28/10/2017	28/10/2017	115
2017	NSS camp was organised in the college	22/09/2017	22/09/2017	23/09/2017	50
2017	Participation in Panjab University Athletic Meet	16/11/2017	16/11/2017	17/11/2017	15
2018	Festival of Lohri was celebrated	17/01/2018	17/01/2017	17/01/2017	110
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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

Nukkad Natak	16/01/2018	16/01/2018	2	4
Poster Making Competition	31/10/2017	31/10/2017	2	0
Slogan Writing	31/10/2017	31/10/2017	2	0

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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	116
Provision for lift	No	0
Ramp/Rails	Yes	116
Braille Software/facilities	Yes	0
Rest Rooms	Yes	1
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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
2017	1	1	23/09/2017	1	Beti Bachao – Beti Padhao, Swachh Soch – Swachh Samaj	Gender Sensitisation	100
2017	1	1	13/12/2017	1	Rally on Drug Abuse	Drug Free Punjab Swachh Bharat	100
2017	1	1	17/12/2017	1	Trip to Shaheed Bhagat Singh Memorial, Khatkad	Educational Trip	100

						Kalan		
2017	1	1	18/12/2017	1	Eye Check Up Medical Camp	Eye Check Up	100
2018	1	1	13/01/2018	1	Lohri Celebration	Celebration of Festivals	100
2018	1	1	28/02/2018	1	Participation in Flower Show at P.A.U., Ludhiana	Co-curricular Activities	2
2018	1	1	04/03/2018	1	Participation in 'Balihari Kudrat Vasiya Flower Show' at Gurudwara Shri Guru Singh Sabha, Ludhiana	Co-curricular Activities	2
2018	1	1	07/04/2018	1	Trip to Virasat-E-Khalsa and Naina Devi, Shri Anandpur Sahib	Educational Trip	100
2018	1	1	22/03/2018	1	Rally	Drug Abuse in Society and its adverse effects	100
2018	1	1	31/05/2018	3	Visit to 30 Villages	Professional Guidance	100

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

Title	Date of publication	Follow up(max 100 words)
Prospectus	10/05/2017	• Prospectus of the college is published annually. It includes information about vision, mission, history and profile of the Institution. Rules and

		regulations for M.Ed. and B.Ed. students are mentioned in the Prospectus. Hostel and Library rules and code of conduct are also mentioned in it. • Orientation Session • Various cells and committees are formed in the college: - 1. Anti-Ragging Committee 2. Guidance and Counseling Cell 3. Discipline Committee.
Orientation Session	17/07/2017	• Recitation of Path of Shri Sukhmani Sahib • Motivational Talk on sacrifices of founders of Sidhwan Institutions • Informing students on college rules and regulations

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	14/08/2017	14/08/2017	100
Celebration of Teachers Day	05/09/2017	05/09/2017	106
Hindi Divas Celebration	14/09/2017	14/09/2017	104
Cleanliness Drive	22/09/2017	23/09/2017	111
Founders Day	28/10/2017	28/10/2017	106
Celebration of Parkash Gurpurab of Shri Guru Nanak Dev Ji	14/11/2017	14/11/2017	105
Celebration of Parkash Gurpurab of Shri Guru Gobind Singh Ji	10/01/2018	10/01/2018	110
Annual Sports Day	08/02/2018	08/02/2018	116
Visit to 'Deaf and Dumb School', Ludhiana	23/02/2018	23/02/2018	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Every new session is inaugurated by planting sapling. College campus is polythene free. • Students and faculty are encouraged to keep the campus green by plantation campaigns time to time. • The College is successfully running vermi composting unit. • Waste management is done through segregation of

different type of waste using three types of dustbins. • Organization of Seminar Save Mother Earth to inculcate environmental consciousness among the students and faculty is a regular feature.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice:-1 Title: - Career Guidance Programme Objective: - Career Guidance Program was introduced by the College to provide Career guidance to school and college students of the area for enabling them to choose best possible career option for them. Context: - Rural students of Punjab State are not so much aware about the Career opportunities available so they get allured by lifestyle and opportunities abroad prefer to migrate foreign countries. So institution initiated Career Guidance Program. Practice: - The faculty members visit various school of the area to provide Career Guidance to the students:- 1. Dr. Saravjeet Kaur visited Govt. Senior Sec. School, Sohian and Govt. Sen. Sec. School, Barsal. 2. Dr. Shally visited Govt. Sen. Sec. School, Sidhwan Kalan. Our Faculty members also visited: Khalsa College for Women, Sidhwan Khurd. PG College of Science and Research, Jagraon. DAV College, Jagraon GTB National College, Dakha to enlighten the college students about career options available in different streams. In the next stage of Career Guidance Program, our faculty members visited 30 nearby villages of Ludhiana district to disseminate the information about career options to children and their parents. Evidence of Success: - A good number of school and college students and their parents to know about various career options in India. Problems: - More efforts are needed to change their mindset and encourage children and their parents to opt for career and jobs in India. Best Practice:-II Title: - Professional Growth Programme for School Teachers. Objectives: - ? To develop Life-skills and Gender Sensitization among teachers. ? To equip the school teachers with latest Technical skills. ? To provide training to adopt new methodology and lesson planning. Context: -Most of the experienced school teachers are using traditional methods in their class rooms. They need to know about modern teaching methods. Practice: - Our faculty members Dr. Seema Chopra, Dr. Manjeet Kaur, Dr. Sarvjeet Kaur, Dr. Gurwinder Singh and Mrs. Manpreet Kaur conducted workshops for school teachers of various schools of the area. Evidence of Success: - More than 70 school teachers were benefitted through these workshops. Problems: - It needs more efforts and time to equip some teachers who are not so much Techno-Savvy with Technical Skills.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.sidhwankhurdeducation.com/sites/default/files/download_files/Best%20Practices%202017-18.pdf

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

G.H.G Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana is Rural Teacher Education Institution serving in the field of women education since 1955. This is a reputed institution affiliated to Panjab University, Chandigarh with these distinctive features:- 1. All regular Faculty members are Doctorate in Education. 2. This college is member of INFLIBNET N-LIST Program to access to resources. 3. Eco-friendly and green practices are regular feature of our institution:- (a) Functional Vermicompost Unit. (b) Save Mother Earth Annual Seminar to create environmental awareness. (c) Every year our College participates in Flower Shows organized by Punjab Agriculture University, Ludhiana and Gurudwara Shri Guru Singh Sabha, Ludhiana and wins number of

prizes. 4. Founders day Memorial scholarship provides to topper M.Ed and B.Ed students in the field of Academics, Sports and Religion. One student has been awarded Student of the Year scholarship. 5. The college provides Book Bank Facility to meritorious and needy students. 28 students availed this facility and benefited students get books from Book Bank for the whole session. 22/03/2018 - Anti-Drug Awareness Rally was organized. 22/05/2018 - Visit to Bal Ghar (Orphanage) Talwandi Khurd was organized. 07/04/2019 - Educational Trip was organized to Shri Anandpur Sahib and Naina Devi

Provide the weblink of the institution
http://www.sidhwankhurdeducation.com/sites/default/files/download_files/Institutional%20Distinctiveness%202017-18.pdf

8.Future Plans of Actions for Next Academic Year

1. To organize seminar / extension lectures / workshop in the college. 2. To organize educational trips / visits for students to provide real life experiences. 3. To organize rallies on social issues for increasing community awareness. 4. To make preparations for participation in Youth festival and inter college competitions. 5. To prepare for participation in Inter college sports competitions.