



Yearly Status Report - 2019-2020

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, District - Ludhiana
City/Town	Ludhiana
State/UT	Punjab
Pincode	142024

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
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)		https://www.sidhwankhurdeducation.com/sites/default/files/download_files/AQAR%202018-19.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/View%20File_1.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			26-May-2009		
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
IQAC Meeting	13-Feb-2020 1	14
IQAC Meeting	04-Nov-2019 1	14
IQAC Meeting	18-Jul-2019 1	13
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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
NIL	NIL	NIL	2020 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 :

3

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 1. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised "An Orientation on Placement opportunities in Teaching Job" on 10 th July, 2019. 2. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised College Level Seminar on Draft New Education Policy 2019 on 23 rd July, 2019. 3. Bhai Sahib Bhai Narain Singh ji Memorial Annual Seminar on "Save Mother Earth" Organised by Eco Club of GHG Harparkash College of Education for Women, Sidhwan Khurd on 31 st October, 2019. 4. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised "Personality Development Programme for B.Ed. Students in the College Campus from 1 st Nov. 15 th Nov., 2019. 5. An extension Lecture on "Career opportunities after 10th and 102 Classes organised by IQAC Cell of GHG Harparkash

College of Education for Women, Sidhwan Khurd on 18th November, 2019. 6. An extension Lecture on "Computer Based Training" organised by IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd on 27 th November, 2019. 7. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised An extension Lecture on "Legislative Provisions for Women Empowerment in India" on 6 th February, 2020. 8. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised Online Declamation contest on Post Covid Challenges: Society, Economy and Education in Collaboration with Dept. of Youth Welfare, Punjab University, Chandigarh on 28th May 2020. 9. IQAC Cell of GHG Harparkash College of Education for Women, Sidhwan Khurd Organised Online one day Webinar on the theme "Using Online Tools for Research and Report" Writing on 4 th May, 2020.

Educational Tour and Trip 1. A trip was organised for students to Watch Educational Movies on 10 th August, 2019. 2. A trip was organised to visit Jang-E-Azadi Kartarpur and Rangala Punjab on 9th November 2019.

Rallies for Community Awareness A Rally on the theme "Save Environment" was organised on 08 Jan., 2020.

Youth Festival Participation Our college won 36 prizes both in team and individual Events in P.U. zonal and 2 prizes in inter zonal youth festival.

Skill in Teaching Competitions Our college won 6 prizes in skill in P.U. skill in teaching and 1 prize in P.U. 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
Conducting Online Theory and Practical Examination for all the Classes.	Conducted online theory and Practical examination for the final year students.
Planning for Online teaching for Ph.D. Course work Students, M.Ed., B. Ed., and P.G. Diploma in Guidance and Counseling by using Different Learning Platforms.	Online Classes were taken by the Teachers in the covid-19 Pandemic period by using online platforms like Google Classroom, Zoom, Web Ex and Google Meet etc. and Social Media platform ; Development of E-Content by the Faculty ; Online submission of the practical work, Sessional work by the students.
Planning for Awareness Programme on the theme "Covid-19" for Faculty and students.	Organized Awareness Programme on the theme "Covid-19" for Faculty and students.
Applying New Course i.e. Desktop Publishing Operator (DPT) one Year Diploma under the UGC Scheme NSQF.	Applied for New Course i.e. Desktop Publishing Operator (DPT) one Year Diploma under the UGC Scheme NSQF.
Installation of New CCTV Cameras,	Installation of New CCTV Cameras was

Building Safety etc. for Security Purpose	done and Building Safety Measures were Taken.
Organization of Tour and Trip	A trip was organised for students to Watch Educational Movies on 10 th August, 2019 ; A trip was organised to visit Jang-E-Azadi Kartarpur and Rangala Punjab on 9 th November 2019
Organization of Seminar, Workshop, and Webinar	Organization of the Activities as per the Annual College Calendar Extension Lecture on "Legislative Provisions for Women Empowerment in India" on 6 th February, 2020 Online Declamation contest on Post Covid Challenges: Society, Economy and Education in Collaboration with Dept. of Youth Welfare, Punjab University, Chandigarh on 28 th May 2020 Online one day Webinar on the theme "Using Online Tools for Research and Report" Writing on 4 th May, 2020
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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	2020
Date of Submission	25-May-2020
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)	It is a system designed to systematically organize information related to the management of educational development. MIS is responsible for the promotion and use of information for policy planning and implementation, decision making, and the monitoring and evaluation of an education system. MIS also substantially aids efforts made to assess the performance of an education system. The features of MIS maintained by the college are as following: 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. 7. The information related to the students roll numbers their course details and their other information is part of this module. 8. Preparation and display of academic calendar and timetable is done on this module. 9. Students through Fees Payment module can pay their annual tuition fee, exam fee and other fees using online mode. 10. Institutes accounts and finance is run with all its functions using accounts and finance modules. It also helps in monthly salary payment of all employee of the institute. The Provident fund of employees is maintained online. The deposit of TDS is also accomplished through online mode. 11. The day to day data related to attendance of regular and temporary faculty is part of biometric attendance module. 12. The examination module takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection and compilation of internal and external evaluation marks, end semester marks and declaration of results. 13. IT resources are provided to all students of the college as well as teaching and supporting staff. Information Technology resources include all computers and communication facilities, services and resources including networking devices, email service,

wireless devices and any associated peripherals and software that are owned, managed and maintained by the College. 14. Library is fully computerized and functions through automated GS Library software. 15. College has Created YouTube Channel in the Month of March and video Lectures were uploaded on this College YouTube Channel by the Teachers for their Students. 16. Teacher's Used Online Platforms to Teach their Students and these online Platforms are Zoom, Google Meet and online LMS Google Classroom.

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 four courses i.e. 1. B.Ed. Course (Undergraduate course) 2. M.Ed. Course (Post graduate course) 3. Ph.D Course work in Education 4. Post graduate Diploma in Guidance & Counselling (1 year) For the smooth functioning of all courses, the following mechanism is being followed:-

- Review of previous year activities with Advisory committee & senior members of IQAC for introducing new activities.
- Preparation of semester wise college calendar by IQAC as per Panjab university (Chandigarh) annual calendar
- Allocation of work by the Principal in the order book 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
- Orientation to all the students on the opening day of each course.
- Recommendation of relevant books by the teachers to the students
- Flexibility in choice of subjects and medium of instructions & flexibility in imparting instructions
- Maintenance of House Test Record regarding date sheet, seating plan, invigilators on duty, signature sheet and answer sheet of students
- 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, Sports Society, Eco Club & ICT club etc.)
- Pre-Internship-I and II , internship programme, micro, Demonstration, macro lesson (simulated and real teaching for prospective teacher. Various opportunities including Training in inter and intra personal relationships, information to the prospective teachers
- Preparation and implementation of practice teaching schedule with school authorities. Pupil teacher perform actual teaching, 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 and get feedback from the mentor teacher.
- Conducting Extension lectures, morning talk, Days celebration (Founders Day, National & International Day) to inculcate values like Wisdom, Tolerance, Sense of Responsibility and work culture etc.
- Youtube Channel, official Facebook Page, Twitter Account and Alumni Whats App Group of the college.
- Wi-Fi facility for students and staff. Teachers sharing notes through you tube videos, screen shots of current news and sharing web site links and upload econtent on you tube channel & use of ICT through different online learning platforms (Zoom, google meet, webex, whatsapp) for curriculum delivery for academic and non-academic activities.
- Automated Library

operations for staff and students. • Arrangement of Educational Tours to develop interpersonal relationship and to create awareness about the cultural heritage of our country. • Institution magazine(Gyan Anjan) to enhance the students creative ability • Dissertation work of M.Ed. students on various topics which comprises quantitative and qualitative research. • Tutorials, seminars are a regular feature of our institution. • Strategy Planning, Decision making, Leadership, Organizational, Managerial skills for curriculum enrichment • Facilitates to faculty to participate in seminar, workshops, refresher and orientation courses, faculty development courses for well-planned curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Post Graduate Diploma in Guidance Counselling	25/07/2019	365	Yes	Yes

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	Nil	18

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
Personality Development Programme	01/11/2019	60
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MEd	Education	8
BEd	Education	106
PG Diploma	Guidance and Counselling	18

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Feedback program that accommodates all stakeholders, including employees, students, alumni, employers and parents regarding the teaching schedules, teaching methods and student assessment to bring quality, efficiency effectiveness in teaching-learning process. FEEDBACK FROM STUDENTS : House test Feedback Mechanism • Conducting class wise test (monthly), semester wise House test (university pattern) • Marking of answer sheets and showing to the students • Submission of Award lists to the conduct committee of the college and internal assessment marks to the evaluation committee • Remedial teaching /Assignments on the basis of performance in exam • Special appreciation by announcing their names in the class and giving prizes on Annual Prize distribution function. • Identify Learning difficulties of underachievers • Use of ICT for uploading Internal assessment to the University Internship Feedback Mechanism • Verbal feedback Record of the comments of the Teacher educators Micro, Macro, Simulated and Real teaching in lesson plan notebooks • Written Feedback by the Mentor teachers regarding methods of teaching to be adopted in the classroom and extra assignments provided to them in order to improve their performances (during 16 weeks practice) • Assigning grades in Discussion lesson Final Lessons plans • Seeking, utilizing and analysing feedback through well structured Self-made proformas to assess: 1. Micro, Macro, simulation Real Teaching Practice in Schools 2. College Level Activities and Competitions. • Assessment by the Principals of the conduct behaviour of faculty Verbal feedback 1. From the Post,E-mail, Suggestion Boxes (in college hostel), Visitors Register, Alumni meetings, students' comments in the placement registers 2. From Grievance Redressal, Anti Ragging, Prevention of sexual harassment, guidance and counselling placement cell • Regular meetings of principal with the staff members • Reagarding resource availability • Interaction of class representatives, members of the students' Council and Youth club with principal for curricular transactions and co-curricular activities. • Periodic and Annual meetings of principal with the management for desirable modifications • Feedback collected through Google forms also. TEACHERS : • Organising periodic faculty meetings for improving the curricular and co-curricular activities, teaching learning methodology and devising innovative ways to embark on various important events and days. • Appropriate recommendations for implementation of agenda discuss with the teachers concerned ALUMNI :. • Annual Alumni Meeting meet one day prior to convocation. • Occasional visits of the alumni in the office work (for abroad purpose) • Writing of comments of alumni in the placement register • Photographs of the alumni star candidates placed in good job are displayed in the visitors room , corridors and outside the classrooms. PARENTS: • Feedback of the parents during their visits in the college • Feeling of security among parents regarding their daughters stay in the College premises. EMPLOYERS: • After completing course, students get good employment not only in India but abroad also and their record

maintained in placement register and also through online form. Feedback analysis is done and is utilized for the overall development of the institution.

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
PhD or DPhil	Course Work	10	10	10
PG Diploma	Guidance & Counselling	40	18	18
BEd	General	100	59	59
MEd	General	50	3	3

[View File](#)

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	106	26	5	Nil	12

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
17	17	69	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)

Student mentoring is done by keeping in mind the following objectives: ? To increase the teacher-student interaction hours. ? To identify and address the problems faced by learners. ? To decrease the drop-out rates of students. ? To prepare students for the competitive world. Every year, the mentoring system of the college, its designing and implementation is introduced to all the students in orientation sessions. 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. Mentoring of students is also done with the help of different societies, houses, guidance and counselling cell, placement cell, tutorials, remedial teaching classes and in regular classes. Teachers identify the problems faced by students and try to solve the related issues. Students are also encouraged and supported to participate in various curricular and co-curricular activities. Outcome of mentoring system as follows: 1. Significant improvement in the teacher-student relationship has been observed. 2. Students of (2019-2020) batch have qualified UGC-NET, PSET and CTET examinations. 3. Students have participated in online competitions and won prizes. 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. 6. Students have shown outstanding performance in Zonal youth and heritage festival. College has bagged second runners up trophy in this festival.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
142	17	1:8

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	10	2	Nil	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Shally (International Level Conference)	Assistant Professor	Best Paper Presentation by IPDA
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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
PG Diploma	Guidance and Counselling	1	27/12/2019	17/06/2020
BEd	General	4	01/10/2020	24/10/2020
BEd	General	3	31/12/2019	14/05/2020
BEd	General	1	28/12/2019	12/06/2020
MEd	General	1	30/12/2019	05/08/2020
MEd	General	3	29/12/2019	14/05/2020
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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: 1. Monthly tests, Student Seminars, Group discussions, PowerPoint presentations, debate competition, dissertations, Projects on different topics related to the syllabus, assignments and presentations. Many activities like online submission of sessional work, online tests, online submission of assignments etc were carried out through online mode during COVID-19 Pandemic. 2. For teaching skill enhancement: The prospective teachers are exposed to rigorous 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 mentioned activities. 3. Internal examination: During the house test the pattern of university examination is followed. After the evaluation of the answer sheet every faculty member clarify the doubts and suggest students for further improvement. Subject teachers credit marks to students as per their performance in unit tests, house examinations, assignments and project work (field work) submitted.

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

In the beginning of the session IQAC prepares date wise academic calendar including all the activities for the whole session i.e. curricular, co-curricular, house test, university examination, winter and summer breaks, internships, educational tours, workshops, seminars and conferences etc. Utmost efforts are made by the college to strictly adhere to the academic calendar. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice boards, staff notice boards, college website, SMS, Whats App groups and also verbally(telephonically) by the faculty members. This year examinations (internal as well as external) were carried out through online mode. College conducted internal assessment of students and students were well informed about these assessments well in advance by the evaluation committee. Internal assessment dates were also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website. Due to uncertainty of situations certain changes were made in the calendar to facilitate the students.

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.sidhwanekhurdeducation.com/page/programme-outcomes>

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
B.Ed.	BEd	General	47	47	100

[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://docs.google.com/forms/d/1Vvzr-jyB8oh15OENUmGSM26uxfx9Pfbwa_HeyXOfDmI/edit?usp=sharing

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
Major Projects	0	0	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
New Education Policy-2019	G.H.G.Harparkash College of Education for Women, Sidhwan Khurd	23/07/2019
Bhai Sahib Bhai Narain Singh Ji Memorial Annual Seminar on Save Mother Earth	G.H.G.Harparkash College of Education for Women, Sidhwan Khurd	31/10/2019
Seven Days Workshop on Enhancing Teachers Competencies	G.H.G.Harparkash College of Education for Women, Sidhwan Khurd	14/12/2019
Webinar on Using Online Tools for Research Report	G.H.G.Harparkash College of Education for Women, Sidhwan Khurd	04/05/2020

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
Paper Presentation	Dr. Shally	IPDA	22/02/2020	Best Paper Award
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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
0	0	0	0	0	31/12/2020
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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	1

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	Nil	0

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

Department	Number of Publication
0	Nil
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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
0	0	0	2020	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2020	Nil	Nil	0
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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	30	82	7	2
Presented papers	10	23	Nil	1
Resource persons	1	8	1	5
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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
Exercise Session by Ms. Gurpreet Kaur	NSS	2	50
Cleanliness Drive	NSS	2	50
Aerobic Exercises by Ms. Gurpreet Kaur	NSS	2	50
Lecture cum Demonstration on	NSS	2	50

Tie Dye and Flower Making by Ms. Chetna Bharti			
Demonstration on Cakes,Macroni Salad and Mexican Pasta by Dr. Parveen Grover	NSS	2	50
Best Out of Waste Competition	NSS	2	50
Trip to P.A.U. Ludhiana, Nehru Rose Garden, Nehru Planetarium, Dr. Uppal Museum, Plant Breeding Genetics Museum, Museum of Punjabi Culture	NSS	2	50
Rally on the theme Save Environment	NSS	2	50
Lecture on Role of Individual and Society in Saving the Environment by Dr. Amandeep Kaur (Principal)	NSS	2	50
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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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 activities	Number of students participated in such activities
0	0	0	Nil	Nil
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
0	0	0	0
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
Internship	School Internship Programme	2. Govt. High School, Cheemna	13/09/2019	24/11/2019	1
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	Panjab University, Chandigarh	01/07/2019	30/06/2020	13
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	M.M.Modi College, Patiala	01/07/2019	30/06/2020	13
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	PMMMNTT, MHRD, Govt. of India	01/07/2019	30/06/2020	13
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	Centre of Academic Leadership Education Management (CALEM) P.U. Chd.	01/07/2019	30/06/2020	13
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	G.H.G. Khalsa College of Education, Gurusar Sadhar	01/07/2019	30/06/2020	13
Research Facilities	Ph.D. Research Centre	P.U. Chandigarh	01/01/2020	31/07/2020	10
On-the-Job Training	FDP/Short Term Course/Orientation/ Induction Programme	Ramanujan College, University of Delhi	01/07/2019	30/06/2020	13
Research Facilities	Research Facilities	Centre for Curriculum Research, Policy Education Development, School of Education,	01/07/2019	30/06/2020	13

		Central University of Punjab, Bathinda			
Internship	School Internship Programme	1. Govt. Sen. Sec. School, Akhara	13/09/2019	24/11/2019	2
View File					

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
K.R. College of Physical Education, Bhagoo Majra, Mohali	27/02/2020	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	18
Saini Bar College Bulhowal, District-Hoshiarpur, Punjab	27/02/2020	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	18
Jagat Sewak Khalsa College for Women, Amargarh Daroo Mehna	28/08/2019	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	16
G.H.G. Institute of Law for Women, Sidhwan Khurd, Ludhiana	29/08/2019	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	25
Shri Ram College, Dalla, Ludhiana	29/08/2019	PARAMARSH-UGC scheme for mentoring NAAC accreditation	16

		aspirant institutions to promote quality assurance in higher education	
Bajaj College, Chaukiman, Ludhiana	27/08/2019	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	16
Nankana Sahib College of Education, Kot GanguRai, Ludhiana	29/08/2019	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	20
D.A.N. College of Education for Women, Nawanshahr, Punjab	09/03/2020	PARAMARSH-UGC scheme for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education	19
View File			

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
111246	111246

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

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
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	5371	812029	132	24026	5503	836055
Reference Books	507	223995	1	925	508	224920
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	33	22782	1	625	34	23407
e-Journals	6000	5900	Nil	Nil	6000	5900
Digital Database	1	72000	Nil	Nil	1	72000
CD & Video	42	Nil	1	Nil	43	Nil
Library Automation	1	72000	Nil	Nil	1	72000
Weeding (hard & soft)	29	Nil	8	542	37	542
Others (specify)	8	11600	Nil	16200	8	27800

[View File](#)

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
Dr.Gurwinder Singh	Methods of Poetry Teaching (Pedagogy of Punjabi)	www.youtube.com/watch?v=jsNLYtT7OTkt135s	31/03/2020
Dr.Gurwinder Singh	Ways and Methods of teaching Poetry	https://www.youtube.com/watch?v=UjSjDV	31/03/2020

	Intersting	u2TViIt260s	
Dr.Gurwinder Singh	Psychological Needs of Guidance	https://youtu.be/9CyDdmsOoVA	15/06/2020
Dr.Amandeep Kaur	Lesson Planning Sci.1	https://youtu.be/7Llwq-QdZLQ	27/03/2020
Mrs. Pushpinder Kaur	Five Laws of Library Science	https://youtu.be/IERWrU9sLyI	26/03/2020
Dr.Gurwinder Singh	Importance of Mother Tongue in Basic Education (Mudli Sikhya vich Maat bhasa da mehtav)	https://drgurwindersingh.blogspot.com/2019/	01/09/2019
Dr.Gurwinder Singh	Eclectic Counselling	https://youtu.be/IFgBx4qtrWo	03/04/2020
Dr.Gurwinder Singh	Non-Directive Counselling-1	https://youtu.be/j5yLWCf_OZc	28/03/2020
Dr.Gurwinder Singh	Non- Directive Counselling-2	https://youtu.be/AQuSYjhuAM0	28/03/2020
Dr.Gurwinder Singh	Need and Importance of Audio Visual Aids	https://youtu.be/IQovVtzMQcM	26/03/2020
View File			

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	57	45	57	4	2	4	1	4	0
Added	10	10	10	0	0	0	0	0	0
Total	67	55	67	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
Smart Boards, LCD Projectors, Web Camera, Speakers, Laptop, Headphones, Tripod Stand	https://www.youtube.com/channel/UCkj3G99unGmy2OYyYx2xC_w/videos

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
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391147

391147

411301

411301

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 physical, academics and support facilities and Maintenance of infrastructure of the College regular supervision is done by competent authority. Various committees are formed 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 principal's rooms. The laboratories are well maintained with latest equipment 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 committee. The items purchased are entered item wise in the respective stock registers of the departments. The library of the College has good collection of text books, general books, reference books, various national and international journals and magazines and also provide comfortable furniture for students to do their reference and reading works. The library possesses some very old and rare books. It is automated with 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 provides book bank facility for needy and meritorious students. The annual purchase of books and journals is 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 and 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 practice 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://sidhwankhurdeducation.com/sites/default/files/download_files/Procedures%20and%20Policies%20%282019-20%29.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 Diwas Memorial Scholarship	7	33000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
View File			

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

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Open Education Resources	17/12/2019	51	Institution Level
Developing Lessons on MOOCs	19/12/2019	47	Institution Level
C.V. Writing and Interview Skills	19/12/2019	55	Institution Level
Language Lab Training	10/11/2019	52	Institution Level
Remedial Coaching	22/11/2019	10	Institution Level
Yoga	03/01/2020	41	NSS Unit
Meditation	03/01/2020	41	NSS Unit
Personality Development Programme	01/11/2020	46	Institution Level
Personal Counselling and Mentoring	11/03/2020	22	Institution Level
NSS Camp	03/01/2020	41	Institution Level
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	B.Ed. Entrance Test Coaching	30	30	30	30
View File					

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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Satya Bharti Foundation	12	12

Schools

[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
2020	18	B.Ed.	Education	Khalsa College for Women, Sidhwan Khurd LLRM DAV College, Jagraon SCD Govt. College for Boys, Ludhiana	Post Graduation

[View File](#)

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	3
Any Other	10

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

Activity	Level	Number of Participants
Talent Hunt Dramatics Society	College Level	120
Hindi Diwas	College Level	110
Teachers Day	College Level	120
Teej Festival	College Level	100
Fine Arts Competitions	College Level	118
Mehndi Competitions	College Level	40
Inter House Quiz Competition (Written)	College Level	47
Inter House Debate and Poetical Recitation Competition	College Level	47
Inter House Creative Writing Competition	College Level	47
Inter House Quiz Competition	College Level	100

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	National	Nil	Nil	Nil	Nil
2020	Nil	International	Nil	Nil	Nil	Nil
No file uploaded.						

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

The college facilitates the progress of student support services. Student council is very much functional and participate in the organization, planning and execution of events organized by the institution. Members of student council are the class representatives, Head Girl of hostel and Office Bearers of various Societies. Members of Student Council actively participate and assist in various Committees of the college like College Disciplinary Committee which maintains discipline in various events organized by the institution. Representatives of the Council take care of organization of Morning Assembly and Morning Talks held by institution on daily basis. There are Class Representatives in every class. They showcase their abilities of management, organization and leadership to manage the class as well as activities outside the classroom. Students Council helps in maintaining discipline, organizing seminars, maintaining College Campus and they represent their respective classes at different platforms. Students Welfare Committee actively participates in youth welfare. youth festival activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Following activities were organized by Alumni Association:- 1. Alumni Meet 2. Extension Lectures 3. Orientation to the students 4. Guidance Counselling to the students

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a Decentralized Governance System. 1. Principal Level:- The Principal in consultation with the faculty nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational. policies are based on the unanimous decision of the governing body, the IQAC and the staff

of the College. 2. Faculty Level:- Faculty Members are given representation in various Committees/Cells. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. The Principal has constituted following committees and cells:-

1. Internal Quality Assurance Cell
2. Advisory Committee
3. Admission Committee
4. College Calendar Committee
5. Time Table Committee
6. Seminar Committee
7. Extension Lecture Committee
8. Workshop Organizing Committee
9. Editorial Board of College Magazine
10. Prospectus Publication
11. Annual Report Writing
12. Inter College Competitions
13. Internship Committee
14. Youth Festival Coordinators
15. Literary Society
16. Dramatics Society
17. Fine Arts Society
18. Sports Society
19. House Incharges
20. Internal Assessment Coordinators
21. Examination and Prize Distribution Coordinators
22. University Practical Coordinators
23. B.Ed. Entrance Test Coaching and TET Coaching Coordinators
24. Personality Development Programme
25. Eco Club Incharges
26. IT Club
27. NSS Programme Officers
28. Day Celebration Committee
29. Discipline Committee
30. News in Press
31. Career Guidance Programme Advertisement
32. Gurudwara Committee
33. Help Desk for Online Registration
34. Purchase Committee
35. Library Committee
36. Committee for Prevention of Sexual Harassment of Women at Workplace
37. Internal Committee for Students with Disabilities
38. Prevention of Caste Based Discrimination Committee
39. Research Centre Coordinators
40. Guidance Counselling Cell
41. Grievances Redressal Cell
42. Placement Cell
43. Anti-Ragging Cell
44. Staff Meeting Report
45. Alumni Association Incharges
46. Campus Cleanliness Check Committee
47. Campus Maintenance Committee
48. Website Update
49. Daily Attendance and Leave Record
50. Daily Activities Record
51. Hospitality Committee
52. Day Masters Duty List Update
53. Coordinators of Students for Bus Facility
54. Visiting Website of NAAC, UGC, MHRD, PU, NCTE etc. for new opportunity
55. Notice Boards Maintenance
56. Hostel Committee
57. Mess Committee
58. Visitors Book Maintenance
59. AISHE Nodal Officer
60. Tour Organizers
61. Feedback From Students and Analysis

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>1. 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. 2. 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</p>

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. 3. 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. admissions are invited 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. 4. For admission, college admission committee and counselling cell gives appropriate guidance and counselling to the students by establishing free help desk for technical assistance.

Human Resource Management

1. Institution identifies the faculty development needs and career progression of the staff and organizes various workshops, seminars, conferences, training programmes and extension lectures. 2. Faculty members are encouraged to attend refresher course and orientation course required for their career enhancement. 3. Conferences and seminars at state, national and international levels are attended by teachers regularly. The teachers have attended faculty development programmes from various institutions. 4. Institution organized seminar on National Education Policy-2019 and seminar on 'Save Mother Earth'. 5. Institution organized international webinar on 'Using Online Tools on Teaching and Research'. 6. Institution organized one-week state level workshop on 'Enhancing Teachers' Competencies'.

Research and Development

1. The Principal and some of the faculty members are approved research guides of Dept. of Education, Panjab University, Chandigarh. They are supervising Ph.D. (Education) students of P.U., Chd. 2. The college encourages Research Development through Research Centre. After re-visit by Panjab University, Chandigarh, 5th batch of Ph. D. course work in Education was started. 2. During the course work

online presentations on synopsis (qualitative and quantitative), PowerPoint presentations, graphical presentations, tool construction and validation, online submission of assignments, online curriculum delivery through e-platforms like Zoom, WhatsApp, Google meet, Web ex etc. were used. 3. Faculty members are actively involved in presenting research papers in International and National Conferences, seminars organized within the Country. 4. International webinar on topic 'Using Online Tools in Teaching and Research' was organized.

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 70 marks are kept for external evaluation. The internal evaluation is done on the basis of monthly class test, unit test and one home test (per semester), skill in teaching exams, discussion lessons, teaching aid preparation performance in co-curricular activities, sessional work prescribed by the University etc. The internal evaluation is done on the basis of online internal examination (theory), online practical examination, submission of online assignments and online PowerPoint presentations by students. 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.

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, Psychology 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, participative teaching learning strategies, seminars, workshops, project, team teaching, interactive sessions and discussions, internet based method, talks by resource persons, field trips, action research etc. E-resources and college you tube channel are used for teaching contents. Curriculum is transacted through different e-platforms like Zoom, Web ex, Google meet 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., P.G. Diploma in Guidance Counselling and Ph.D. Course Work in Education.

Industry Interaction / Collaboration

The college has linkages with other institutions / industries for internship programme of B.Ed. teacher trainees. The list is enclosed herewith. 1. Govt. Sen. Sec. School, Akhara 2. Govt. High School, Cheemna 3. Govt. High School, Dhatt 4. Govt. High School, Gagra 5. Govt. High School, Kothe Pona 6. Govt. High School, Malak 7. Govt. Sen. Sec. School, Manuke 8. Govt. High School, Mandiani 9. Govt. High School, Pabbian 10. Govt. High School, Pandori 11. Govt. High School, Roomi 12. Govt. Sen. Sec. School, Sohian 13. Govt. Sen. Sec. School for Girls, Jagraon 14. Govt. Sen. Sec. School for Boys, Jagraon 15. Govt. Sen. Sec. School for Girls, Gill 16. Govt. Sen. Sec. School , Threeke 17. GMSSS, PAU 18. Govt. Sen. Sec. School, Gobind Nagar 19. Shaheed-E-Azam Sukhdev Thapar GGSSS, Bharat Nagar Chownk 20. Govt. Sen. Sec. School, Sahnewal 21. Govt. Sen. Sec. School, Basti Jodhewal 22. Govt. High School, Kamalpura 23. Govt. High School, Bharowal Kalan 24. Govt. Sen. Sec. School, Galib Kalan 25. Govt. High School, Ramgarh Bhullar 26. Govt. High School, Raliwal 27. Govt. Sen. Sec. School for Girls, Sidhwan Bet 28.

Govt. Sen. Sec. School, Sidhwan Kalan
 29. Govt. High School, Talwandi Khurd
 30. Govt. Sen. Sec. School, Talwandi
 Mallian 31. Govt. Sen. Sec. School for
 Girls, Kokri Kalan 32. G.H.G. Public
 Sen. Sec. School, Sidhwan Khurd 33.
 Sikh Girls Sen. Sec. School, Sidhwan
 Khurd 34. Adarsh Kanya Sen. Sec.
 School, Jagraon 35. Lajpat Rai Kanya
 Vidyalaya, Jagraon 36. G.H.G. Academy,
 Kothe Baggu, Jagraon 37. Sikh Girls
 Khalsa Sen. Sec. School, Jagraon 38.
 Blossom Convent Sen. Sec. School,
 Leelan Megh Singh, Jagraon 39. Tejas
 Public School, Sidhwan Khurd 40. Sant
 Sunder Singh Public School, Boparai 41.
 GMT International School, Kakowal Road,
 Ludhiana 42. Merry Mint Public High
 School, New Aman Nagar, Ludhiana 43.
 Kirpa Nidhan Sen. Sec. School, Threeke
 Road, Ludhiana 44. Ekta Public Sen.
 Sec. School, Guru Amardas Nagar,
 Ludhiana 45. Adarsh Kanya Sen. Sec.
 School, Jagraon

Library, ICT and Physical
 Infrastructure / Instrumentation

I. Library is automated and
 successfully running the software G.S.
 library management under various
 modules. 1. Newspaper clipping service
 is provided and record is maintained in
 the form of vertical files. 2.
 Provision of Book Bank facility for
 needy and meritorious students is
 available in the institution. 3.
 Library has a membership of National
 Digital Library. College celebrates
 special days and book exhibitions are
 organized by the library committee. 4.
 INFLIBNET N-LIST membership
 subscription for e-resources (including
 databases, e-journals and e-books) 5.
 Use of e-resources from NDLI 6.
 Provision of reference service 7.
 Provision of reprographic services 8.
 Library orientation to the users II.
 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. III. To
 ensure the safety of the students
 Closed Circuit Television (CCTV)
 Cameras are fixed at vantage points and
 the monitoring is done at the
 principal's room. IV. 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 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. V. Computer Lab 1 features 22 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. VI. Computer Lab 2 houses 28 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. Feedback is collected from students to improve library services and physical infrastructure of the college.

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

E-governance 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.

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 Whats App groups, e-messages, 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.

Finance and Accounts

All activities related to finance and accounts have been computerized. 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

For B.Ed. the entire admission process is centralized with the help of e-governance. The admission process begins with advertisement in Newspapers, through social media and the college website.

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. For internal examinations date sheet, seating plan and instructions for examinations are also shared in Whats App group and through e-mail. Information regarding university examination is also shared via SMS, email and Whats App messages.

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
2020	Mrs. Pushpinder Kaur	Punjabi Sahit-Punjab Sankat De Vartman Paripekh	Partap College of Education, Ludhiana	500
2020	Dr. Shally	Punjabi Sahit-Punjab Sankat De Vartman Paripekh	Partap College of Education, Ludhiana	500
2020	Dr. Kiran Duggal	Maa Boli Punjabi-Samkal Atte Bhavikh	K.C.W., Sidhwan Khurd, Ludhiana	500
2020	Dr. Manjeet Kaur	Maa Boli Punjabi-Samkal Atte Bhavikh	K.C.W., Sidhwan Khurd, Ludhiana	500
2020	Dr. Seema Chopra	Maa Boli Punjabi-Samkal Atte Bhavikh	K.C.W., Sidhwan Khurd, Ludhiana	500
2020	Mrs. Gurpreet Kaur	Maa Boli Punjabi-Samkal Atte Bhavikh	K.C.W., Sidhwan Khurd, Ludhiana	500
2020	Dr. Gurwinder Singh	Adarsh Samaaj Sirjan Vich Sahit Di Bhoomika	K.C.W., Sidhwan Khurd, Ludhiana	500

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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	Local Level	Nil	29/07/2019	29/07/2019	15	Nil

	Seminar on National Education Policy-2019					
2019	One Week State Level Workshop on Enhancing Teachers Competencies	Nil	14/12/2019	21/12/2019	18	Nil
2019	Bhai Sahib Bhai Narain Singh Ji Memorial Annual Seminar on Save Mother Earth	Bhai Sahib Bhai Narain Singh Ji Memorial Annual Seminar on Save Mother Earth	31/10/2019	31/10/2019	18	25
2020	International Webinar on Using Online Tools in Teaching and Research	Nil	04/05/2020	04/05/2020	16	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
Faculty Development Programme on Enhancing Teachers Competencies	9	14/12/2019	21/12/2019	7
FDP ON MOOCs and E-learning Technologies	1	10/04/2020	15/04/2020	6
FDP on Managing Online Classes and CoCreating MOOCs	1	20/04/2020	06/05/2020	14

Online Course on TTT- Teach the Teacher Using Flipped Classroom Approach	1	22/04/2020	15/05/2020	21
FDP on Research Methodology for Social Sciences	2	20/06/2020	26/06/2020	7
Online Course on Cooperative Learning Pedagogy	1	22/05/2020	18/06/2020	28
Induction / Orientation	1	04/06/2020	01/07/2020	28
Online Refresher Course on Career and Guidance Counselling	1	22/06/2020	05/07/2020	15
Faculty Induction Programme	1	04/06/2019	03/07/2019	30

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	16	8	32

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Provision of casual leave, earned leave, medical leave and paid study leave is there. 2. 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 150 psychological tests</p>	<p>1. Class-IV employees of the college are given uniforms and sweaters/jackets every year. 2. Advance money as and when required is provided. 3. Loan facility from PF is also available. 4. Leave encashment are made to the staff members. on retirement gratuity is provided as per Punjab Government rules. 5. Farewell party is organized for the retiring faculty. 6. To satisfy the spiritual needs a Gurudwara is</p>	<p>1. Pritam Kaur Memorial Scholarship, SGHGU Hari Trust, Sidhwan Khurd. 2. Satinder Memorial Scholarship, SGHGU Hari Trust, Sidhwan Khurd. 3. Founders Day Scholarship, SGHGU Hari Trust, Sidhwan Khurd. 4. S. Gurdeep Singh Jhajj Memorial Scholarship, S.G.H.G.U. Hari Trust, Sidhwan Khurd. 5. Scholarship for needy students by College. 6. Guru Harkrishan Educational Scholarship, Guru Harkrishan Educational Society, Chandigarh. 7.</p>

to be used as research tools. 3. Extension lectures on research methodology especially on the latest issues, methods and ethics are organized. 4. Regular as well as adhoc faculty guides the M.Ed. students for research work. 5. The faculties who complete their Ph.D. are honoured on the occasion of annual convocation. 6. Whosoever in teaching faculty writes and publish a book i.e. released by organizing a special book release ceremony. 7. The regular faculty on completion of their Ph.D. gets increments as per the UGC norms. 8. The principal always inspires and reinforces the staff members in their efforts of research work in Ph.D. 9. Staff members are encouraged to participate and present papers in the seminars/conferences which are organized in other colleges and universities. 10. TA/ DA and duty leave for attending seminars, workshops, etc. are sanctioned by the college. 11. The college has well-furnished staff rooms, mess facility, A.C. and Oven facility in the staff room, Staff is provided with small cupboards and washrooms. 12. There is a separate reading area in the library for staff. 13. 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 college activities. 14. There is staff welfare

maintained inside the campus where the staff members and students can visit as per their wish. 7. Provision of Employees Provident fund is there. 8. Safai Sewaks get free meals for whole family. 9. Tea is given twice to Non-Teaching staff daily. 10. Provision of providing lunch to all employees in college mess on minimal rates. 11. Provision of medical and maternity leave (for female staff) is also there. 12. Timely disbursement of salary is also a point of satisfaction for teaching and non-teaching staff. 13. Free accommodation is also available to class-IV employees in the campus.

Scholarship for SC Students. Govt. of Punjab. 8. Punjab State Merit Scholarship, Registrar, Panjab University, Chandigarh. 9. Merit-cum-Means Scholarship, College Development Council, Panjab University, Chandigarh. 10. Scholarship for Single Girl Child, College Development Council, Panjab University, Chandigarh. 11. Scholarship for Physically Challenged, 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.

fund. 15. Staff hostel facility is provided to the staff members who are willing to stay in the college. 16. Well-furnished residence is provided to principal of the college. 17. Teachers day is celebrated. 18. Friendly match of throw ball is also organized for staff members keeping in view their entertainment needs. 19. Advance money as and when required is provided. 20. Loan facility from PF is also available. 21. Provision of medical and maternity leave (for female staff) is also there. 22. Leave encashment one made to the staff members. On retirement gratuity is provided as per Punjab Govt. rules. 23. Farewell party is organized for the retiring faculty. 24. Advisory committee comprising of senior members give constructive suggestions and recommendations to principal for the smooth conduct of activities of the college. 25. To satisfy the spiritual needs a Gurudwara Sahib is maintained inside the 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 are audited 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	868035	Trust share for salary 5 percent, 20 percent, 25 percent
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6.4.3 – Total corpus fund generated

1064798

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	No	Nil	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)

1. Conducting yoga session for all the staff members. 2. Organisation of trip to Shri Harimandir Sahib, Amritsar and Wagah border. 3. Distribution of sweets on the occasion of Diwali and Lohri. 4. Distribution of uniform every year to class IV employees.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. New course Post Graduate Diploma in Guidance Counselling was started in the college. 2. Student Satisfaction Survey 3. E-Platforms like Zoom, Web ex, Google meet were used for online teaching, examination and evaluation etc. 4. YouTube channel of college was created and faculty members uploaded e-lessons on it. 5. Plantation drive was organized in the college on 10th August, 2019. Fruit plantation was done in Nanak Bagichi to commemorate 550th birth anniversary of Shri Guru Nanak Dev Ji. 6. College campus is polythene free. 7. Waste management is done through segregation of different type of waste using three types of dustbins. 8. Feedback from students, teachers, participants were collected through Google forms.

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

2019	An Orientation on Placement opportunities in Teaching Job	10/07/2019	10/07/2019	10/07/2019	52
2019	College Level Seminar on Draft New Education Policy -2019	23/07/2019	23/07/2019	23/07/2019	15
2019	Bhai Sahib Bhai Narain Singh ji Memorial Annual Seminar on "Save Mother Earth"	31/10/2019	31/10/2019	31/10/2019	110
2019	Personality Development Programme for B.Ed. Students	01/11/2019	01/11/2019	15/11/2019	56
2019	An extension Lecture on "Career opportunities after 10th and 12th Classes	18/11/2019	18/11/2019	18/11/2019	49
2019	An extension Lecture on "Computer Based Training"	27/11/2019	27/11/2019	27/11/2019	51
2020	An extension Lecture on "Legislative Provisions for Women Empowerment in India"	06/02/2020	06/02/2020	06/02/2020	58
2020	Online Declamation contest on Post Covid Challenges: Society, Economy and	28/05/2020	28/05/2020	28/05/2020	54

	Education in Collaboration with Dept. of Youth Welfare, Punjab University, Chandigarh				
2020	Online one day Webinar on the theme "Using Online Tools for Research and Report Writing	04/05/2020	04/05/2020	04/05/2020	57
2019	A trip was organised for students to Watch Educational Movies	10/08/2019	10/08/2019	10/08/2019	48
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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
Extension lecture(Policy Initiatives for Gender Equality and Women Empowerment in India)	06/02/2020	06/02/2020	55	Nil

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
<ul style="list-style-type: none"> Plantation Drive was organized in the college on 10th August, 2019. Fruit plantation was done in NANAK BAGICHI to commemorate 550th birth anniversary of Shri Guru Nanak Dev Ji. Annual Seminar on SAVE MOTHER EARTH was organized on 31/10/2019. Chief Guest and Keynote speaker was Dr. S. S. Kukal (Dean, College of Agriculture, Punjab Agricultural University, Ludhiana) and School and college level Poetical recitation, PPT, Poster Making and Slogan Writing Competitions were also organized. It is the tradition of our college to present 'Saplings' to our guests on different occasions.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	132

Provision for lift	No	Nil
Ramp/Rails	Yes	132
Braille Software/facilities	No	132
Rest Rooms	Yes	132
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

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	1	1	03/09/2019	1	Teej Festival	Cultural Values	100
2019	1	1	31/10/2019	1	Save Mother Earth (Seminar)	Environment Management	120
2020	1	1	03/01/2020	7	NSS Camp	Various issues	47
2020	1	1	08/01/2020	1	Rally	Environment Management	47
2020	1	1	26/02/2020	1	PAU Flower Show	Environment Management	6
2020	1	1	03/03/2020	1	Flower Show Gurudwara Shri Guru Singh Sabha, Ludhiana	Environment Management	6

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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)
College Prospectus	15/05/2019	<ul style="list-style-type: none"> Prospectus of the college is published annually. It includes

information about vision, mission, history and profile of the Institution. Rules and regulations, fee structure and leave rules for M.Ed., B.Ed. and PGDGC 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inauguration of session with Path of Sukhmani Sahib	26/08/2019	26/08/2019	100
Celebration of Teachers Day	05/09/2019	05/09/2019	120
Hindi Divas Celebration	14/09/2019	14/09/2019	110
Teej Festival	03/09/2019	03/09/2019	100
Founders Day	26/10/2019	26/10/2019	120
Trip to Jang-e-Azadi and Rangla Punjab	09/11/2019	09/11/2019	70
Buddy Programme by College NSS Unit	14/11/2019	14/11/2019	121
Celebration of Parkash Gurpurab of Shri Guru Nanak Dev Ji	15/11/2019	15/11/2019	100
70th Anniversary of Indian Constitution	26/11/2019	26/11/2019	80
Celebration of Parkash Gurpurab of Shri Guru Gobind Singh Ji	24/01/2020	24/01/2020	120

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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 are encouraged to minimize the wastage of paper and left-over sheets of internal examination sheets are used for rough work by faculty members. • Students and faculty are encouraged to keep the campus green by plantation campaigns time to time. • The college is successfully running vermi-compost 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 of our college. • Presenting saplings to guests on special occasions. • Reduction in the use of disposable cups, glasses, plates etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice:-I Title:- Personality Development Programmes for B.Ed Students.

Objective:- To equip B.Ed. students with effective communication and employability skills and to develop and groom their personality. The Context:- As most of the students are from rural background, they have less exposure and communication skills. Therefore, a well framed PDP was needed. The Practice:-

1. Personality Development Programme was introduced for B.Ed. Semester-I students. Various activities were done from 1st November to 15th November, 2019 in Language Lab by using WORDSWORTH Software. The curriculum included eight modules:- Modules Program I Listening Skills II Reading Skills III Conversation IV Language Lab usage V Speaking Skills VI Writing Skills VII Self Grooming VIII Interview Skills. 2. Orientation programmes about Employability and Interview skills were conducted by Dr. Puneet Sohi (Principal, Mahapragya School Jagraon), Representatives of Satya Bharti Foundation and Mr. Pawan Sood (Principal, GHG Public School, Sidhwan Khurd) Evidence of Success:- The following changes have been noticed- 1. Better Communication Skills 2. Enhanced personality and self confidence 3. Better Academic outcomes 4. Some of the students got jobs offers in the reputed schools of the area. Problem Encountered:- Initially students were not confident to use Language Lab/Software and were reluctant in using it. But after regular exposure they became competent enough to use Language Lab software in their internship program. Best Practice:-II Title: -Professional Growth/Faculty Development Programmes for In-service Teachers. Objectives: - 1. To equip the teachers with latest Pedagogical, Psychological and Technical skills. 2. To provide training to teachers to adopt new methodology for teaching, caring and dealing with Adolescents. 3. To develop Life-skills and Sensitization among teachers. Context:- Most of the school teachers are using traditional methods in their class rooms. They need to know about modern Psychological techniques while dealing with Adolescents. Practice: - 1. Our faculty members Dr. Seema Chopra, Dr. Sarvjeet Kaur and Dr. Shally conducted workshops for school/college teachers. 2. Workshop 'LIONS QUEST-Skills for Adolescents' was organized with the help of Lions Club (Jagraon) for school teachers of various schools of the area. Evidence of Success: - School/College teachers were benefitted through these workshops. They use acquired knowledge and skills in their day-to-day teaching. Problems:- No problem was experienced in conducting these workshops. Best Practice:-III Title: -Development and Promotion of Healthy Organizational Culture. Objectives: -To cultivate, promote and sustain healthy organizational culture through team outings of administrative, teaching and non-teaching staff. Context:- A good organizational culture has the ability to maximize employees creative ideas and working strategies. Therefore a healthy and co-operative culture needs to be developed by providing opportunities for group interactions among all administrative, teaching and non-teaching staff. The Practice: - 1. An in-formal get-together was organized for teaching staff to promote emotional bonding, and cooperative culture. 2. Principal, teaching, non-teaching staff and their children visited Shri Harmandir Sahib, Amritsar on one-

day trip. Evidence of Success: - Co-operative work culture, good relations and emotional attachment among all employees of the institutions is developed. All employees work with co-operation to achieve higher, care for the well-being of each other, welfare of students and good of institution. Problems: - Mostly these activities were planned and organized on holidays therefore no problem was experienced in practicing these activities.

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

http://sidhwankhurdeducation.com/sites/default/files/download_files/Best%20Practices%202019-20.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) This college is UGC approved Mentor (HUB) Institute under PARAMARSH Scheme and providing mentorship to 6 Mentee colleges. 2) This college is Panjab University approved Research Centre to run Ph.D. Course work. 3) The college has started Post-graduate Diploma in Guidance and Counselling. 4) Personality Development Program is organized for B.Ed. students to train them How to Communicate with others and improve their communication skills through various modules. 5) All regular Faculty members are highly qualified (Doctorate in Education) and college provides opportunities for their professional growth by giving financial incentives for this purpose. 6) This college and faculty are members of INFLIBNET N-LIST Program to access e-resources. 7) The college has own YOU TUBE channel, FACEBOOK page, TWITTER account and ALUMNI WHAT'S APP groups. 8) Faculty members develop and share e-content through their YOU TUBE channels, web pages and blogs. 9) Eco-friendly and green practices are regular feature of our institution:- a. The college has functional Vermi-compost Unit. b. Save Mother Earth Annual Seminar is organized to create environmental awareness students, faculty and society. c. Every year our College participates in Flower Shows organized by Punjab Agriculture University, Ludhiana and Gurudwara Shri Guru Singh Sabha, Ludhiana and wins a good number of prizes. 10) Every year Founders day Memorial scholarship are provided to the topper M.Ed and B.Ed students in the field of Academics, Sports and Religion. One student is awarded Student of the Year scholarship. Financial assistance is also provided to high-achievers and needy students. 11) The college provides Book Bank Facility to meritorious and needy students. Students get books from Book Bank for the whole session. 12) The college provides coaching facility for B.Ed. Entrance Test free of cost. 13) Remedial Teaching is provided to the slow bloomers and subject wise expert teachers are appointed to take their classes after taking home examination.

Provide the weblink of the institution

<http://sidhwankhurdeducation.com/page/institutional-distinctiveness>

8.Future Plans of Actions for Next Academic Year

1. Planning to introduce new courses like B. Voc. Web Designing and Multimedia and Modern Office Practice under the National Skills Qualification Framework (NSQF). 2. Planning to establish the Research Cell in the college to promote the research culture and provide the better opportunities for the teachers to engage themselves in research-oriented activities. 3. Planning for formation of Social Welfare Committee to work for the welfare of the community and seek the

participation of the community to improve the existing practices in the college.

4. Planning to establish Parents Teacher Associations in order to have an advancement of excellence of academic performance of students. To derive maximum benefit from the Teaching Learning process and for all-round development of a child, importance of PTA is gaining momentum day by day. It is a living organization where all the parents and teachers have to participate in equal footings.
5. Planning for Green Audit which can be a useful tool for a college to determine how and where they are using the most energy or water or resources the college can then consider how to implement changes and make savings. It can also be used to determine the type and volume of waste, which can be used for a recycling project or to improve waste minimization plan.
6. Planning for Energy Audit to determine ways to reduce energy consumption per unit of product output or to lower operating costs. An energy audit is an analysis of a facility, indicating how and where that facility can reduce energy consumption and save energy costs. It's insight to energy efficiency and conservation can lead to significant savings on the college's utility bill.
7. Planning to initiate some services like Industry Interaction and Collaboration, Associations with NGO and Registration of Alumni Associations to seek the participation of different stakeholders (practicing schools, administrators, students-teachers, alumni, guardians and community) in the college activities for improving the college functioning and existing practices.
8. Library digitalized with OPAC facility in order to provide better facilities for the students as well as teaching staff.
9. Arrangement of Faculty exchange programme for the faculty members that give them the opportunities to interact with other educationists to enhance their knowledge and teaching skills.
10. Planning to organised Training workshops/programmes for support staff.
11. Planning to establish Solar Panel and Rain Harvesting system.
12. Planning to develop own Learning Management System (LMS) for College. Learning Management System help the Teachers to teach their students by using new methodology like Blended Learning/Flipped learning in their classrooms.
13. Planning for to take Grants for Govt. and Non-Govt. Agencies. The grant taken from Govt. and Non-Govt. Agencies can be used for strengthening basic infrastructure viz. books and journals including a book bank, basic teaching equipment, scientific equipment, sports kit.
14. To provide assistance for extension/renovation of existing building and construction of new buildings including the development of sports facilities.