

TRANSLATED COPY OF THE QUALITY AUDIT

DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF PUNJAB

QUALITY AUDIT

Objective: The purpose of conducting Quality audit of colleges is to obtain information about the academic and administrative performance of the college, to analyze it and to make suggestions

The audit team will conduct a thorough investigation and evaluation of all facts.

Part:

Serial No: 1 : Basic Information about the College

Sr. No	Description	
1	College Name	Government Shivalik College, Naya Nangal
2	Complete address of the college Phone number and e mail Website	Government Shivalik College, Naya Nangal, District: Rupnagar-140126 01887-220643, gcnayanangal@gmail.com www.gcnayanangal.com
3.	Name of the College Principal Address Phone Number and email	Mrs. Renu Arora F-15, Sector-14, Chandigarh. 98760-46841, regupta@gmail.com

Series No 2: Maintenance of Building and surroundings

Sr. No	Description	Detail
1	General Cleanliness of the whole campus	Good
2	External Appearance of the college(Upload Photo	Attached in Punjabi Version
3	Cleanliness of Classrooms and Corridors	Good
4.	Cleanliness level of Canteen and Hostel mess and Quality of food provided	The college has a canteen facility. The cleanliness of the canteen and the quality of food and drinks provided is good.
5.	Provision of drinking water	5 water coolers in running condition
6	Flowering plants and landscaping	Botanical Garden, 3 green areas (Gardens), Landscaping is well done and work is going on
7	Management of sewage system in the college	Yes
8	Cleanliness of the washrooms in the college	Yes
9	Facility of Biometric attendance	M service app
10	Rain water Harvesting	No
11	Facility of Cameras	Yes, there are 32 cameras
12	Vermicompost	Being made ready
13	Green audit	Every year saplings are planted during Van Mahautsav. These Plants are present in the college campus (Ashoka 38, Dek-7, Sal-5, Silver Oak-24, Seemal-01, Bohar-1, Pipal-3, Litri-01, Tilia-01, Kusum-02, Pogem-02, Bottlebrush-03, Bill-01, Milea-05, Kareena-03, Safeda-10, Arjun-07, Bahera-08 etc.)
14	Barrier free environment and Ramps	Yes and Ramps to 1 st and 2 nd floor not available
15	Wheel chair	Yes (01)
16	Book Shop	No
17	Bank Facilities	Yes, Punjab National Bank, Mojowal
18	Post Office	There is no post office in the college, but a post office is present at 500mts from the college.

PART B

Information regarding education and other administrative areas

Sr. No : 1 EDUCATION

Sr. No.	Details	Yes or No	Description
1	Whether audio video technology is used to teach the students	Yes	09 Interactive Panels, 05 projectors, 03 seminar rooms, 50% staff use this technology
2	Do teachers prepare lesson plans to teach their subject	Yes	All departments prepare a subject wise teaching plan before the session (New Annexure-1)
3	Are class test taken of students	Yes	After 15 days
4	Are parents regularly informed in writing about students performance	Yes	Students are informed through website and Whatsapp groups
5	Is Parent Teacher meeting held regularly in the college Details of the meetings	No	The parents of the students are called when necessary
6	Are there any special measure of learning for weaker students	Yes	S.C., O.B.C scholarships, Book Bank and the teachers help the students at their own level during admission. Extra classes are taken if necessary on the demand of the students
7	Does the college publish its own magazine, pamphlets etc. (Details to be given)	Yes 9 A copy of the previous magazine is attached. This year's magazine is under process	"The Sutlej" Annual Magazine Chief Editor: Mrs. Gurmeet Kaur, (Asst. Prof.) Assitant to Chief Editor: Ms Anupriya (Asst. Prof.) Assistant Editors: 1) English: Mrs. Jyoti Bhardwar (Asst. Prof.) 2) Punjabi: Mr. Jagpal Singh (Asst. Prof.) 3) Hindi: Mrs. Nisha Gandhi (Asst. Prof.) 4) Science: Ms. Anju (Asst. Prof.) 5) Commerce: Ms Leena (Asst. Prof.) 6) Planning Forum: Mrs. Neeru Chaudhary (Asst. Prof.) 7) Computer: Mr. Rohit Kumar (Asst. Prof.) 8) News: Dr. Kamal Kumar (Asst. Prof.)
8	Are any books etc. printed by the Institute	No	-
9	Do teachers perform tutorial and Proctorial Duties	Yes	Annexure-2 Tutorial Duty Annexure-3 Proctorial duty
10	Does organization has a feedback system (Students, staff and other stakeholders)	Yes	Annexure-4
11	Whether self assessment performa of the staff is filled regularly	Yes	Annexure-5
12	Whether extension lecture are conducted in the college, if yes then details of the last 3 years should be given	Yes	Annexure-6
13	Details of the research project received by the teaching staff	No	-----

Series : 2 LIBRARY TOOLS

Sr. No	Description	Details
1	Number of books, magazine, newspaper in the library	30978 b00ks, 11 magazines, 10 newspapers
2	Number of e- resources facility	Nil
3	Photostat facility for staff and	Yes, one photostat machine is available

	students	
4	Is library software used. If yes, what software is used	Yes, work is being done on Koha software
5	Internet Facility	Yes, 04 computers have internet facility in the library
6	Book Bank Facility	Yes
7	Number of books withdrawn by teachers from 01.04.2021 to 31.03.2022	447 books
8	Are e resources used by the college staff	Yes
9	Number of Books withdrawn by students from 04.04.2021 to 31.03.2022	1284 books
10	Purchases for library in the last 3 years	1428 books, Rs 371282/- (In Total during last 3 years) Year 2019-20 Books purchased 1272 worth Rs. 309547/- Year 2020-21: Nil Year 2021-22: Books purchased 156 worth Rs. 61735/-

Series No. 3: Quality of Non Teaching Staff/ Personnel:

Sr. No.	Description	Count Details
1	Out of total non teaching staff of the college, how many office and technical staff know how to operate a computer	01 Daftari, 03 HEIS employees work on computers.
2	Whether College staff service books, staff papers, files, stock registers, other records etc. are properly maintained. Is this data online?	Yes staff service books and other data are online
3	Whether the relevant accounts of the institution are properly maintained and their audit carried out?	Yes, PTA and HEIS account audits are being conducted every year. But other government funds were audited in April 2015.

Series No. 4 : Details about co-educational, sports, cultural and other activities

Educational Activities:

Sr. No	Description	Yes or No
1	Are inter-college academic competitions conducted among students	Yes Annexure 7
2	Are inter-departmental educational activities conducted for students at departmental level	Yes Annexure 8
3	Should students be taken on educational tours	Yes Annexure 9
4	Are students included in special seminars	Yes, students are included in the webinars and seminars held at different times. Annexure 10

Sports:

Sr.No.	Description	Yes or No, Details
1	Is annual athletic meet held every year	Yes, Annexure 11
2	Whether participate in Inter-college sports competitions	Yes, Annexure 12
3	Achievements of previous year's university sports events(Summary)	Yes, Annexure 13

N.C.C./N.S.S./Any other activities

Sr. No	Description	Yes or No, Details
1	How many units of N.C.C. are at college	01 unit (Total seats 50)
2	How many units of N.S.S. are at college	02

3	A brief description of the achievements of the College, in charge and students in N.C.C. and N.S.S.	Yes, N.S.S Annexure 14 Yes, N.C.C. Annexure 15
4	Any other similar activity	Yes 1) Buddy and Dapo Program 2) Red Cross 3) Red Ribbon club 4) Eco Club 5) Ek Bharat Shreshth Bharat 6) Legal literacy Club Annexure 16

Heritage and Cultural related activities

Sr. No	Description	Yes or No, Details
1	Does college organize cultural activities to connect the students with their heritage	Yes 1) Teej Festival 2) Lohri 3) Ek Bharat Shreshth Bharat 4) Yoga day
2	Do college students participate in Inter college and University youth fairs and cultural fairs?	Yes, College students participate in Inter college and University youth fairs and cultural fairs
3	Achievements in last year cultural competitions (Summary)	Achievements in last year cultural competitions are attached Annexure 17

Initiatives Related to Moral Education

Sr. No	Description	Yes or No, Details
1	Does the college conducts Program in Moral education	Yes, Annexure 18

Series No. : 5 Efforts for placement of students:

Sr. No.	Description	Yes or No
1	Does the college have a placement cell	Yes
2	Are any efforts made for placement of students	Yes, Job fairs are conducted Annexure -19 (1)
3	Is there any major industry established in the vicinity of the college?	Yes(Government Institutions like N.F.L., B.B.M.B., P.A.C.L. and Industrial Area Mehatpur and Tahliwal, Himachal Pradesh)
4	Number of students placed in last 3 years	14 students, Annexure- 19 (2)
5	Any other special statements	MOU signed by college with Bajaj Finance company, in which one batch has completed training and second batch is running from April 2022 Annexure- 19 (3) Copy of MOU attached

Serial No. 6: Discipline In the college: Regarding Staff

Sr. No	Description	Yes or No, Details
1	Detail of disciplinary action taken/ warning given to any employee	No
2	Are there any court cases of the employees?	1) Shri Dev Lal- Case No. 141 of 2019 2) Smt. Shweta Rani, P.S. No.36598/2018 (H.E.I.S.)- case No.
3	Is the Principal satisfied with the relationship amongst staff	Yes

Serial No. 7: Regarding Students

Sr. No	Description	Yes or No, Details
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1	Are IQAC, Sexual harassment cell, Grievance Redressal cell, Suggestion Box, Anti Ragging Cell established in the college	Yes 02 suggestion box are there, one is in the library and the other one in front of the principal office. Annexure – 17
2	Details of any complaint of ragging by the student in the college	Nil
3	Details of disciplinary action taken against the student	Nil

Serial No. 8: Efforts being made by the college to increase the number of students

Sr. No	Description	Yes or No, Details
1	New course to be introduced in the coming session in the college	Half unit of B.Com and B.C.A. are under proposal Annexure-18
2	Efforts being made to increase the number of enrolled students	Yes, teachers have been put on duty, assigned various schools to visit in the catchment area, who have visited these schools at different times and have been spreading awareness about admissions through pamphlets and flex boards. Advance enrollment has been done for 400 students. Annexure-18 (1)
3	Any kind of assistance from the college to the needy and deserving students to increase the number of students	On the request of economically weaker students, P.T.A. funds are waived and financial assistance to needy students is provided by the staff on their own level and books are provided free of charge. Annexure-18 (2)
4	Any other than above	S.C./S.T., OBC and merit scholarships are given by the government and financial aid provided by teachers for other needy students

PART C

Serial No.: 1 SWOC analysis of the organization

(To be done with the advice of the head of the organization and 4-5 senior staff members)

1. Strengths

• Teaching and College Staff

Government Shivalik College, Naya Nangal is affiliated to Punjabi University, Patiala and prepares its annual calendar by adopting the academic calendar of Punjabi University, Patiala. It organizes an orientation program at the beginning of the session to familiarize with the college staff. The students are made aware of different procedures, committees and discipline. There are 33 highly qualified teachers in the college, out of which 08 teachers are Ph.D, 10 teachers are pursuing Ph.D's and 10 have cleared the NET and 4 teachers are M.Phil.

• Infrastructure and other facilities:


The college has 16 lts, 31 classrooms, 01 hall, 10 science labs, 01 seminar room, 13 computerized labs, library equipped with modern facilities and canteen for the convenience of students, badminton court, volleyball ground, basket ball court, 200 mt track, Gym as sports facility. NCC wing, C- Phyte, Science wing, Arts Wing, H.E.I.S. wing, Botany & Zoology museum as well as language lab. The college also has security cameras, Genset.


• Number of students:

The number of students in the session 2021-22 is 1169 and increasing every year. In 2019-20 it was 1156 and 1093 in session 2020-21

• Placement:

Two job fairs were conducted in the college for the placement of students in the year 2019 and 14 September 2021, Career counseling cell is established which conducts seminars from time to time to make students aware about employment opportunities in various fields.


IQAC/NAAC
Co-ordinator
Govt. Shivalik College
Naya Nangal


Principal,
Govt. Shivalik College
Naya Nangal-140126

2. Weaknesses

- **Teaching and College Staff**

There is shortage of regular staff and many subject posts are vacant due to retirement for the last several years due to which there is a problem. Non teaching office posts like Superintendent, Steno, Clerk posts are all vacant and lab staff, Safai Sewak, Gardener, Attendant and Security Guard posts are also vacant.

- **Infrastructure:**

The college lacks multi- purpose hall/ auditorium. There is lack of coaches, transport, dispensary, book shop and ramps. There is no principal residence facility in the college.

- **Financial Difficulties:**

Due to large size of college campus, there is no other fund available to hire persons for maintenance of grounds.

- Declining Number of students : No
- Number of staff more than required: No
- Unpleasant relations: No
- Any other : No

3) Opportunities:

- **Population Demographics of the location of the college:**

The college was established in 1979 in Naya Nangal city. According to the 2011 census, Nangal had a population of 48,000. Males constitute 51% of the population and females 48%. Nangal has an average literacy rate of 78.15%, higher than the national average of 74%, Male literacy is 80.69% and female literacy is 71.56%.

- **Number of Educational Institutions in the area:**

There are 25 other educational institutions like government and private schools in the vicinity of the college from where students come to us for admission.

- **Financial Assistance:**

Municipal council, Nangal helps in cleaning of the grounds and during various programs

- **Potential Placement:**

The college has entered into an MOU with Bajaj Finance Limited and industrial establishments like NFL, BBMB, PACL, Industrial area Mehatpur and Tahliwal lie in the vicinity of the college, where students can get employment according to their ability. The college will organize employment fairs in the coming time and efforts will be made to provide employment to the students.

4) Challenges

- **Population Demographics of the location of the college:**

The college was established in 1979 in Naya Nangal city. According to the 2011 Indian census, Nangal had a population of 48,000. Males constitute 51% of the population and females 49%. Nangal has an average literacy rate of 78.15%, higher than the national average of 74%, Male literacy is 80.69% and female literacy is 71.56%.

- **Number of Educational Institutions in the area:**

03 Colleges- Aided colleges : Sri Guru Teg Bahadur Khalsc College, Sri Anandpur Sahib, SDPG college, Bhatoli and there are 03 government college in an area of 40kms- 1) Government College, Mahain, 2) Government Shivalik College, Naya Nangal and 3) Sant Baba Sewa Singh Khalsa Government College(Girls), Munne and there are 25 schools from where students in the college take admission but with the opening of Government College, Mahain, the number of schools in catchment area is reduced to 14.

- **External Financial Support :** None

- **Political or any other external interference:** None

- **Others:**


Lack of regular teaching and non teaching staff is the biggest challenge for the college

Note: The Annexure File is too large to be uploaded. It can be seen by the Inspection team. All details have been included in the SSR.

GOVERNMENT SHIVALIK COLLEGE NAYA NANGAL

ACTION TAKEN REPORT

- The college was able to increase its enrollment percentage by visiting nearby schools and motivating the students to join the college.
- Number of books in the library was increased with the purchase of more books.
- ICT facilities were augmented by the purchase of more Interactive Panels, visualizers, Electronic lectern , Electronic Kiosk.
- Inlibnet membership was procured resulting in abundance of e-resources.
- Proposal for ramps for the physically challenged, New Girls common room, Multi Purpose Hall and Principal Residence was sent to the government. An amount of 1.26 lakhs has been sanctioned by the government for principal's residence, Ramps and girls common room. Technical vetting of these projects is being carried out by a special team deputed by the Chief Minister of Punjab.
- Workshop on Employability skills, communication skills was arranged for the students.
- Industrial visits for students were arranged to get the students a measure of requirement of the industry.
- Upgradation of college office was undertaken, Work stations were installed, work was carried out to increase storage space.
- Ramps were constructed to ease mobility.
- Keeping energy conservation in mind, solar panels of 30 kW capacity was installed.
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