



GHG Harparkash College of Education for Women Sidhwan Khurd (Ludhiana)



Annual IQAC Report 2020-21

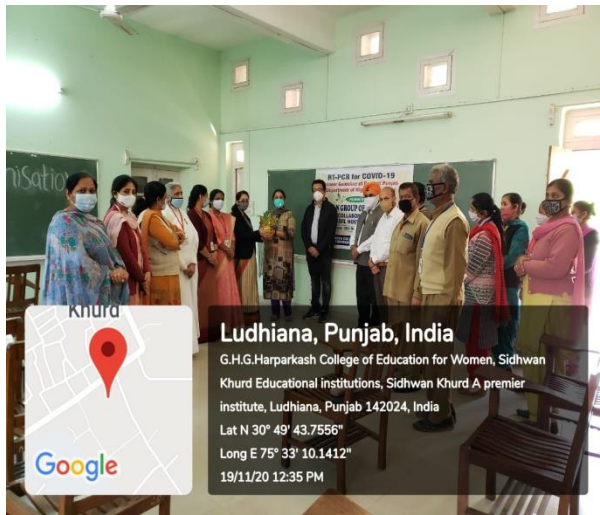
Vision : Empowering Rural Women by Educating them; As envisioned by our Founders in 1909.

Mission : Ours is a premier women's Institute of Education in rural settings working since 1955 with a mission:

- To produce women professionals equipped with latest skills to meet challenges of modern world.
- To equip the prospective teachers with theoretical inputs and practical skills in Pedagogy for effective Teaching and Learning Process.
- To bring moral regeneration and to empower would-be teachers with Life Skills and Employability Skills.
- To produce competent and committed teachers with research insights.
- To inculcate values and love for culture, society and nation.

COVID-19 Safety Measures

- Hand sanitizer is used frequently. Everyone coming to the college go for temperature check-up and hand sanitization.
- Masks are used by all, who are present in the college. College also provides masks to those who forget to wear or bring.
- Students, staff and even community is made aware about the COVID safety measures.
- College is sanitized as and when needed.
- To reduce the risk of COVID-19, physical distance is followed and faculty sits in their respective allotted rooms.
- As per guidelines of Panjab Govt. quarantine cell was established.



Academic Achievements

GHG Harparkash College of Education for Women, Sidhwan Khurd is a Grant-in-Aid Scheme of Govt. Aided College affiliated to Panjab University, Chandigarh. The College is covered under 2F 12B of UGC and is recognized by NCTE, New Delhi.

It is a pioneer Institution located in the natural surroundings and healthy environment. The institution was established in the year 1955 and is rendering to service to the Women Community in the field of Teacher Education. It offers M.Ed, B.Ed and PG Diploma in Guidance & Counseling and is approved Research Centre for Ph.D Course Work in the field of Education.

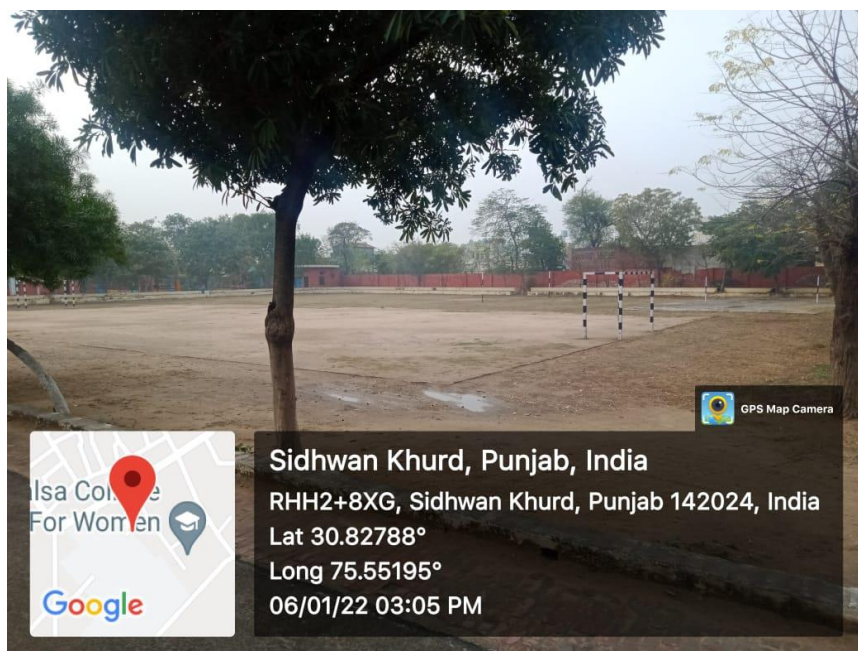
During the Session 2020-21, following students were enrolled in the courses B.Ed-I- 52 students, B.Ed-II 59 students, M.Ed-I 2 students, M.Ed-II 2 students PGDGC- 9 students and Ph.D Course Work- 9 students. All students got excellent results and the pass percentage was 100%.

Infrastructure Facilities

All the classrooms are ICT enabled. Various Labs like Psychology Lab, Home Science Lab, Maths Lab, Social Studies Lab Science Lab, ICT Resource Centre or Lab and Language Lab are well equipped. The library of the College is very rich and automated and holds special collection in the multidisciplinary field of Education. It subscribes to E-resources and members of INFLIBNET N-LIST Program. It provides support facilities like internet surfing and reprographic services to its readers. College has well equipped Gym. There is hostel facility for

staff and students. Multipurpose seminar hall, Language Lab, auditorium, departmental store, play fields, stadium, Gurudwara Sahib, canteen are some of the resources which are shared under the same Management of Sidhwan Institutions. There is also Charitable Hospital and Ambulance service which is available for the students and community. Sports Stadium has been designed for a better look and the upkeep of play fields is done on regular basis.

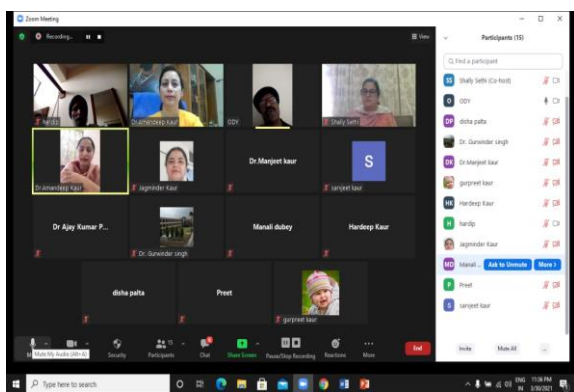




IQAC

The College has active IQAC. Composition of IQAC is in compliance with NAAC. During the Session, four meetings were held with different important agendas. After discussions, action plans were prepared and further actions were taken accordingly.

IQAC meetings were held on 10th July, 2020, 23rd Oct, 2020, 28th Dec, 2020 and 31st March, 2021.



PARAMARSH Scheme

It was a proud moment for the College as it got place in the list of colleges selected under UGC PARAMARSH Scheme on 22nd Sept, 2019. Out of 169 Colleges only

5 Colleges of Panjab got the opportunity to become mentors and our college being the only Women College among them, was selected as Mentor under this scheme. This was a two years program and continued till September 2020. A grant of Rs.26,68,000/- was allocated to the College for the PARAMARSH Scheme.



Code of Conduct

The College is well known for its discipline. The written document of Code of Conduct was developed during this year. College defines its code of conduct for students, teachers, non-teaching staff, Principal and Management of Sidhwan Institutions. The Code of Conduct for students is printed in the College prospectus in the form of rules and regulations. It is also uploaded on the website of the College. The complete Code of Conduct policy is also uploaded on the website.

Academic and Administrative Audit

IQAC conducts Academic Audit and Administrative Audit and monitors the activities of the college under Academic audit: students' admission, student induction program, teaching learning (online or offline), organizing activities and competitions for students in different fields, organizing Capacity Building Program/webinars for students, faculty and non-teaching staff. Linkages with other Institutions, Value Added Courses, Examinations, Remedial Teaching, results, Research activities, Faculty Development program and feedback are checked. Administrative audit includes ensuring decentralization to care committees, ensuring facilities for staff, welfare measures for staff and placement efforts.

Group Insurance

Group Insurance coverage of students was secured by the Institution for the safety and security of the students.

Research Initiatives

Research Policy made was amended on 16th Jan, 2021 and a meeting of Research Panel was held on same day. Various provisions like provision of duty leave, award of appreciation and financial assistance to faculty for attending seminars, workshops were planned and amended accordingly.

College infrastructure is available to the teachers and students who are doing research work. Rich automated library, psychology lab, ICT facilities like ICT Research Centres and Wi-fi facilities are available to the Researchers. The Researchers were also given support in the form of seed money, student leave for field work and through interactive sessions conducted on research from time to time.



Days Celebration

Various days were celebrated to teach students the importance associated with these days. Few of them are like Independence Day, Vigilance Awareness Week was celebrated from 27th Oct, 2020 to 2nd Nov, 2020. International Women Day was celebrated on 8th Jan, 2021. Road Safety Day was celebrated on 18th Jan, 2021. World Environment Day was celebrated on 5th June, 2021 and International Yoga day was celebrated on 21st June, 2021.

Gurupurab Celebrations

Parkashpurab of Shri Guru Nanak Dev Ji and Sri Guru Gobind Singh Ji were celebrated jointly by Sidhwan Institutions on 27th November, 2020 and 23rd January, 2021 respectively.

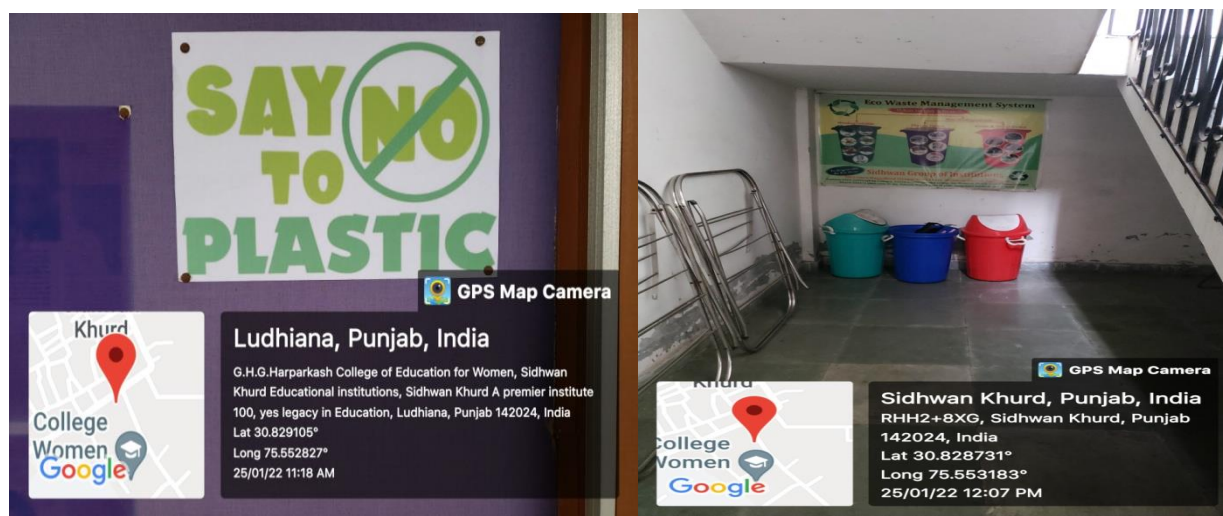
Green Initiatives

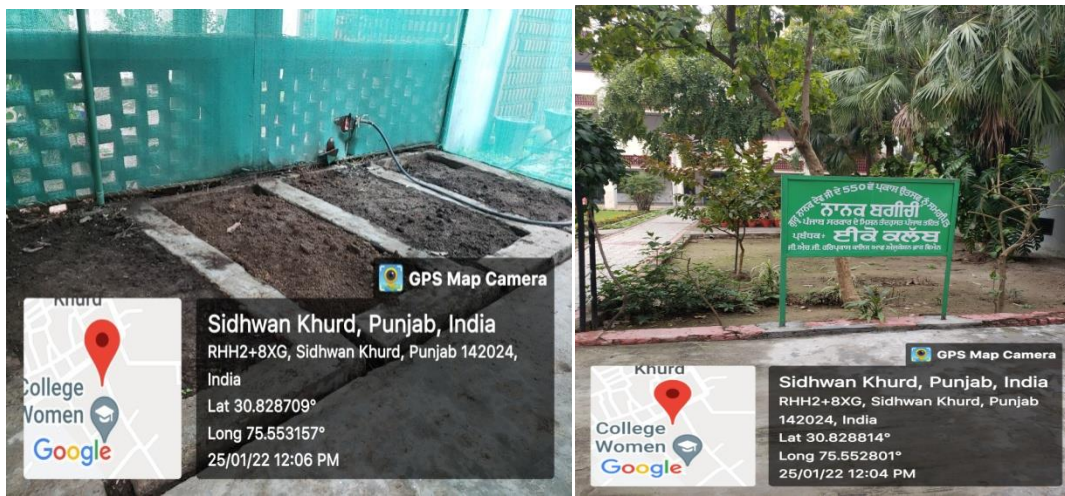
The College has its Energy Policy which motivates the students and staff for energy management by saving energy. During the Session 2020-21 the policy is redefined.

College follows Solid Waste Management by segregation of waste and using biodegradable waste for making manure via-vermi compost method. The liquid waste is also managed in eco-friendly way.

College is maintaining lush green lawns. It has fruit plants, medicinal plants and large number of plants which adds to the beauty of the College by giving clean and fresh look.

Rain Water Harvesting measures are in place in the Campus for managing rain water.





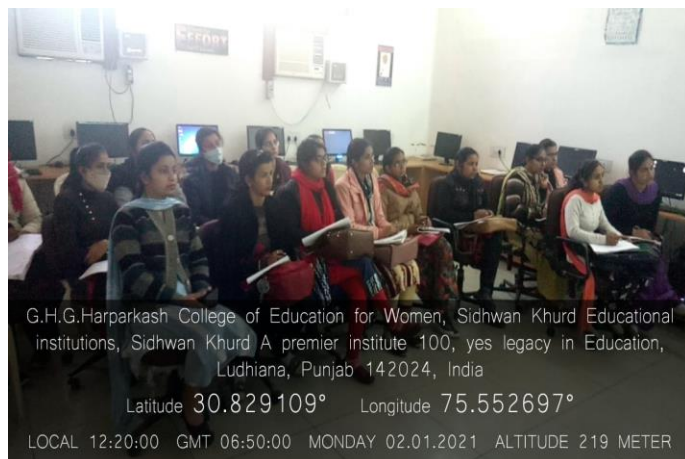
Internship Programs

B.Ed students of Sem-I and II undergo pre-internship programs. One full semester is devoted to Internship Program. Before going to Internship student's orientation workshop of one week was organized to acquaint them in different types of lesson planning, use of instructional media, online and offline teaching, conducting test, organizing co-curricular activities, mentoring the students and counseling the students were also oriented about administrative tasks like organizing PTMs etc.

After completion of their Internship, discussion lessons are planned where students teach in front of College teachers and peer group. After that, final lessons are planned by Panjab University, Chandigarh.

Value Added Courses

College offered Value Added Courses on 'Digital Literacy & Communications Skills' from 1st Feb, 2020 to 8th Feb, 2020. Students were made aware about the ICT tools, listening skills, importance of effective communication skills and were given exposures in the Language Lab. They were also taught about MS Office, formatting techniques, superscripts and other shortcut keys.



Digital Literacy



Communication Skills

Feedback

• Student's Satisfaction Survey :

A questionnaire was prepared to get feedback from students about teachers, their teaching skills, efficiency, behavior & communication skills for the overall improvement of teachers and hence of the College.

- Feedback was also taken from students, teachers, employers and alumni about the curriculum of B.Ed. Feedback was analyzed and based on the feedback, report was prepared which will be sent to Panjab University, Chandigarh.

Community Outreach Activities

College organized Shabad Vichar Competition to celebrate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji on 25th August, 2020.

RT PCR COVID-19 Testing Camp was organized in the College in collaboration with SMO, Civil Hospital, Jagraon on 19th Nov to 21st Nov, 2020.

Charity activities were organized and visit was held to centre of Humanity, Hassanpura on 15th Feb, 2021 in order to serve the people who are sick, poor or have any kind of disability.

One Month Free Courses were organized for Community on 'Basic in Computers and Stitching and Embroidery Course', from 23rd Feb, 2021 to 23rd March, 2021.

COVID-19 Vaccination Drive was held jointly with KCW, Sidhwan Khurd from 11th April, 2021 to 14th April, 2021. The College NSS Unit participated in the COVID-19 Vaccination Drive. The volunteers made people aware about vaccination by sharing posters.

NSS (National Service Scheme)

NSS activities were conducted in online mode because of COVID pandemic. College celebrated Vigilance Awareness Week, National Road Safety Day, organized Vaccination Drive. Celebrated World Environment Day, International Yoga Day and organized webinar on 'Foods and Myths about COVID-19 Vaccination'.



Student Council

Student Council is a council of elected and volunteer students who looks after the welfare measures for students and assists in various affairs of the College.

Student Support

- **Remedial Teaching:**

After receiving students achievement in House Test students were divided into two groups. One group of high achiever named as booster group and the second one of low achievers named as potential group. The remedial teaching was organized where potential group was helped to understand the course content in easy way and booster group was provided with extra reference material.

- Audio lectures were recorded for blind student.
 - **Resource Room** is established for differently abled students with facilities like wheel chair, bed, computer system with speakers, table and chair.
 - **Placement Cell:** Placement Cell supports the students for their placements in different schools after completion of their studies.
- Guidance & Counseling Cell provides counseling services to students. Grievances Redressal Cell listens and receives students complain and readdress them within seven days. Anti-Ragging cell keeps a visit on ragging activities and discourages the same. The students are also members of different committees of the college so as to inculcate leadership qualities among them and also to bring them in the mainstream of the organization.

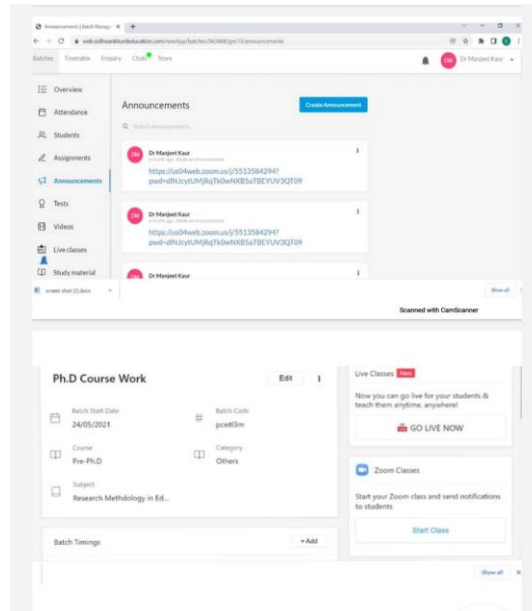
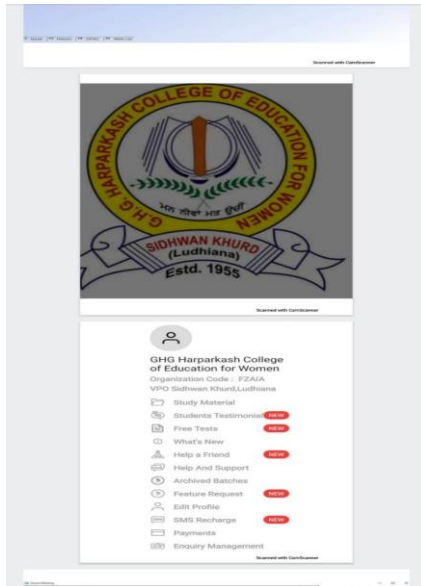
ICT Initiatives

- **Website**

Update of Website is done as per the requirement of NCTE/UGC/NAAC/PU Chandigarh. The website highlights the compositions of Management, History of the College, Courses (B.Ed, M.Ed, PG Diploma in Guidance & Counseling and Ph.D Course Work) offered in the college and their syllabus. Infrastructure facilities, various Committees of the College, IQAC and its meetings, AQARs, link to library landing page, link to college You-Tube channel, link to LMS, link for registration for Admission, star alumni, facilities in the College, different events organized in the College by IQAC, quality initiatives, different types feedback forms, contact numbers, college e-mail etc.

- **Learning Management System**

LMS is specially designed for College to facilitate the teaching learning process. It serves the purpose of online live classes, assignment submission, online assessment test, attendance, sharing study method, feedback, chat between teacher and students. Teachers can also develop their own MOOC on this platform. All data is achieved after a year. This is an excellent ICT platform for student teacher interaction.



- **E-content Recording Room**

The College has the facility of recording the lessons of teacher as E-content for students. A room is especially devoted with modern facilities like computer system with speakers, LCD Projectors and screen as tele-prompters and Green Chroma as background. LCD light and tripod stand is used for fixing the camera and software for editing the lessons.



- **Online Teaching**

In M.Ed, B.Ed, PG Diploma in Guidance & Counseling and Ph.D Course Work, ICT is extensively used in teaching students through online or blended mode. Internet speed was upgraded to 300mbps. College Campus is wi-fi. New projectors were purchased and all classrooms are ICT enabled.

No. of Computers - 66

No. of Projectors - 10

Capacity Building Programs/ Initiatives for students

Following Capacity Building Programs were organized for students:-

- Talent Hunt Program in Fine Arts, Literary and Dramatics Activities were held through online mode.

- Bhai Sahib Bhai Narain Singh Memorial 6th Annual Seminar on ‘Save Mother Earth’: an awareness campaign and as a tribute to the Founder’s of Sidhwan Institutions was held on 31st Oct, 2020 which was organized by Sidhwan Group of Institutions under the aegis of Sri Guru Hargobind Ujagar Hari Trust, Sidhwan Khurd, Ludhiana.
- Two days Workshop was conducted on SWOT Analysis from 15th to 16th Jan, 2021.
- Workshop on E-content Development was organized from 20th Jan to 30th Jan, 2021.
- 7 days Workshop on ‘Capacity Building and Skills Enhancement’ organized from 19th Jan to 26th Jan, 2021.
- Value Added Courses were organized on Communication and Digital Literacy from 1st Feb to 8th Feb, 2021.
- Workshop on Enhancing Teaching Skills among perspective teachers was organized from 9th to 17th March, 2021.

Capacity Building Program for Teaching staff and Students

International Seminars:-

- One week FDP on NAAC Accreditation criterion and extension activities was held from 4th Aug, 2020 to 8th Aug, 2020.
- National Workshop on NAAC Accreditation Process and Parameter was conducted from 12th Sept, 2020 to 19th Sept, 2020.
- Bhai Sahib Bhai Narain Singh Memorial 6th Annual Seminar on ‘Save Mother Earth’: an awareness campaign and as a tribute to the Founder’s of Sidhwan Institutions was held on 31st Oct, 2020 which was organized by Sidhwan Group of Institutions under the aegis of Sri Guru Hargobind Ujagar Hari Trust, Sidhwan Khurd, Ludhiana.
- International Webinar on ‘Global Trends in Education and Research’ was held from 21st Nov, 2020.
- State level webinar on ‘Meta Analysis and Triangulation in Educational Research’ was conducted on 24th Nov, 2020.
- Workshop on E-content Development was conducted from 9th Dec, 2020 to 11th Dec, 2020.
- Two days National Webinar was conducted on the theme ‘Nuances of Academic Writing’ from 24th Feb, 2021 to 25th Feb, 2021.
- Online Faculty Development Program on preparation of E-content/ MOOCs was held from 14th May, 2021 to 20th May, 2021.

- Book of edited papers was published by College during the session. The title of the book is 'Skills Based Curriculum in Education: Issues and Reflections.'
- Internal Webinar on 'How to work a Research Proposal' was held on 16th June, 2020.
- Internal Webinar on 'How to work a Research Paper' was conducted on 17th June, 2020.

Resource Persons from diversified fields were invited for the above mentioned webinars, workshops and FDP's. Faculty, Students and delegates from various colleges and universities participated in these workshops, FDP's and Webinars.



Capacity Building Program/ Initiatives for Non-teaching staff

- Workshop was organized for non-teaching staff on E-tools for E-Governance from 18th Jan to 21st Jan, 2021.
- Workshop on 'Table Setting and Serving Manners; was organized for class-IV employees on 16th Jan, 2021.



Welfare Measures and Facilities for Staff

A Healthy Organizational Culture of a workplace certainly fosters staff loyalty and makes all feel valued. It motivates to the staff to perform their duties optimum, level.

- Female teachers of the college are given the facility to reside in Working Women Hostel in the Campus premises.
- Staff and students avail the facilities and services offered by Charitable Hospital at Sidhwan Khurd which is run by Sidhwan Trust.
- Class-IV Employees have been given free residential facilities.
- Mess facility is availed by the staff at nominal charges.
- College provides free tea to the supporting staff of the College.
- Lohri and Diwali gifts were given to the employees on the auspicious occasion.
- Uniforms were distributed to non-teaching staff.
- Trips and tours were organized for the teaching and non-teaching staff along with their kids. Staff visited Naina Devi and Anandpur Sahib along with their kids in Feb, 2021.
- All farewell lunches are organized and enjoyed together, by teaching and non-teaching staff.
- Financial support is provided to staff by the Institution in the form of advance loans.



Professional Growth

The College facilitates the professional growth of the teachers. Duty leave is sanctioned for attending Seminars, Workshops, Orientation Courses, Refresher Courses and Short term courses. Nominal financial assistance is also provided. During the period 2 books were authored and 3 edited chapters were published. 3 Research Papers /articles were also published by the Faculty in the journals notified on UGC website during the year. Faculty Induction Program and Refresher Course by three faculty members were also attended.

Alumni Association

College has functional Alumni Association having its Officer Bearers and executive members which conducts meetings regularly. The Alumni contribute to its Alma mater in cash and kind. During this session one of the Alumni donated one lakh towards the fund which was utilized for uplifting the ICT facilities in the college. Besides, many alumni donated books to the College library and motivated students for the same by having interaction with them. Alumni also visited college and delivered Extension Lectures.



Feedback

Feedback was taken from Students, Teachers, Employers and Alumni about the curriculum of B.Ed. Feedback were analyzed. Based on feedback report was prepared which will be sent to Panjab University, Chandigarh.

Laurels/ Youth Festival

NAME: DISHA

COURSE NAME- B.Ed-II

ROLL NO- 190045

ACHIEVEMENTS IN YEAR 2020-21

- Got **DISTINCTION** (Second Position) in Category Creative Writing (Essay) in 24th National Youth Festival organized by Ministry of Youth Affairs and Sports, Government of India (was selected out of entire state Punjab to represent the State in this category at National level).
- **WINNER** in Creative Writing (Essay) Category at Punjab State level Youth Festival held on 4.12.2021 to 7.12.2021 organized by Directorate of Youth Services, Government of Punjab (was selected out of 188+ affiliated Colleges to represent Panjab University (Chandigarh) at this level; the level included one student per university participation).
- **WINNER** of Creative writing (Essay) Competition at INTER – ZONAL LEVEL of

Youth & Heritage Festival organised by PUCHD (2019) and in token thereof she was awarded University Color of Panjab University.

- WINNER of Creative writing (Essay) Competition at ZONAL LEVEL of Youth & Heritage Festival organised by PUCHD (2019).
- ESSAY PUBLISHED in Panjab University Magazine "Jawan Tarang 2020". (Page 76)



The college is continuously working to ensure quality in all its policies, procedures and implementation. We are committed to accelerate our efforts towards perfection.

IQAC Coordinator
Dr. Seema Chopra

Principal

G. H. S. Harparkash College
of Education for Women
SIDHWAN KHURD (Ldh.)