

SELF STUDY REPORT

Re-accreditation

For submission to
National Assessment and Accreditation Council
Bangalore



2012-13



SIKH NATIONAL COLLEGE
CHARAN KANWAL, BANGA (SBS NAGAR), PUNJAB

www.sncbanga.ac.in

Phone: 01823-260031 Fax:01823-260088 email : snc_banga_nsr@yahoo.co.in

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during their visit.

Place: Banga

Date:

Dr. Dharmjit Singh
Principal
Sikh National College

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Profile of the Affiliated /Constituent College

1. Name and address of the college:

Name:	SIKH NATIONAL COLLEGE
Address:	Charan Kanwal
City:	Banga
District:	Shaheed Bhagat Singh Nagar
State:	Punjab
Pin code:	144 505
Website:	www.sncbanga.ac.in

2. For communication:

Office

Designation	Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal	Dr. Dharmjit Singh	01823	260031 ext. 20	260088	snc_banga_nsr@yahoo.co.in
Vice Principal	Shyam Sunder Kaul	01823	260031 ext. 27	260088	shyamkaul@yahoo.com
Steering Committee Coordinators	Shyam Sunder Kaul & Aabid Vaqar	01823	260031 ext. 27	260088	shyamkaul@yahoo.com aabid_vaqar@rediffmail.com

3. Status of the Institution

- Affiliated College ☒
 Constituent College ☐
 Any other ☐

4. Type of Institution:

- a. By Gender
 - i. For Men ☐
 - ii. For Women ☐
 - iii. Co-education ☒

- b. By Shift
- i. Regular ☒
 - ii. Day ☐
 - iii. Evening ☐

5. Is it a recognized minority institution?

Yes ☐ No ☒

If yes specify the minority status (Religious/linguistic/ any other)
(Provide the necessary supporting documents)

But the college has a very large density of students belonging to communities declared as religious minority by the Indian Govt.

6. Source of funding

- i. Government ☐
- ii. Grant-in-aid ☒
- iii. Self-financing ☒
- iv. Any other ☐
(Specify the type)

7. a) Date of establishment of the college:

Date	Month	Year
-	July	1953

b) University to which the college is affiliated (If it is an affiliated college) :

Guru Nanak Dev University, Amritsar (Pb.)

or which governs the college (If it is a constituent college) : **NA**

c) Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	1956	-
ii. 12 (B)	1956	-

See Annexure I (Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d) Details of recognition/approval by statutory/regulatory bodies other than UGC
(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	Affiliation to Panjab University, Chandigarh	Since the inception of the college in 1953		
ii.	Affiliation to Guru Nanak Dev University, Amritsar	30-06-1970	NA	

(Enclose the recognition/approval letter)

See Annexure II (Certificate of Affiliation)

8. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes ☐ No ☒

If yes, has the college applied for autonomy? **NA**

Yes ☐ No ☐

9. Is the college recognized

a) by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition: **N/A**

b) for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency **N/A** and

Date of recognition: **N/A**

10. Location of the campus and area in sq.mts:

Location *	Semi-urban
Campus area in sq. mts.	32400 sq.mt. (8 Acres)
Built up area in sq. mts.	4198 sq.mt.

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has

an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities ☒
- Sports facilities
 - * play grounds ☒
 - * swimming pool ☒
 - * gymnasium ☒ under construction
- Hostel
 - * Boys' hostel ☒
 - i. Number of hostels **NA**
 - ii. Number of inmates **NA**
 - iii. Facilities (mention available facilities) **NA**
 - * Girls' hostel ☒
 - i. Number of hostels
01
 - ii. Number of inmates
All the students being local, have not opted for the hostel at present. But with the expansion of variety of courses of higher and higher repute, need may grow.
 - iii. Facilities (mention available facilities)
 - **Common Room**
 - **Dining Room**
 - **Rooms**
 - **Indoor Games**
 - **Recreational Activities**
 - * Working women's hostel ☒
 - i. Number of inmates **NA**
 - ii. Facilities (mention available facilities) **NA**
- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)
 - Teaching Staff **Only the Principal is provided with residential facility**
 - Non-teaching Staff **A few of the class IV employees are provided this facility**
- Cafeteria ☒ (Canteen)
- Health centre – ☒ **with first-aid facility only**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff –

Qualified doctor Full time ☒ Part-time ☒

Qualified Nurse Full time ☒ Part-time ☒

In addition to it Dr. Bakhshish Singh, M.B.B.S, M.S. an eminent doctor, also an alumnus of the college, has been engaged as Medical Consultant of the college. He is also the director of a hi-tech multispeciality Karan Hospital which is readily at disposal of the college students.

• Facilities like

Banking ☒

Post Office ☒

Book Shops ☒ ***A private book shop is running just in front of the main gate of the college***

• Transport facilities to cater to the needs of students and staff

☒ ***For girl students only***

• Animal house ☒

• Biological waste disposal ☒

• Generator or other facility for management/regulation of electricity and voltage ☒

• Solid waste management facility ☒

• Waste water management ☒

• Water harvesting ☒

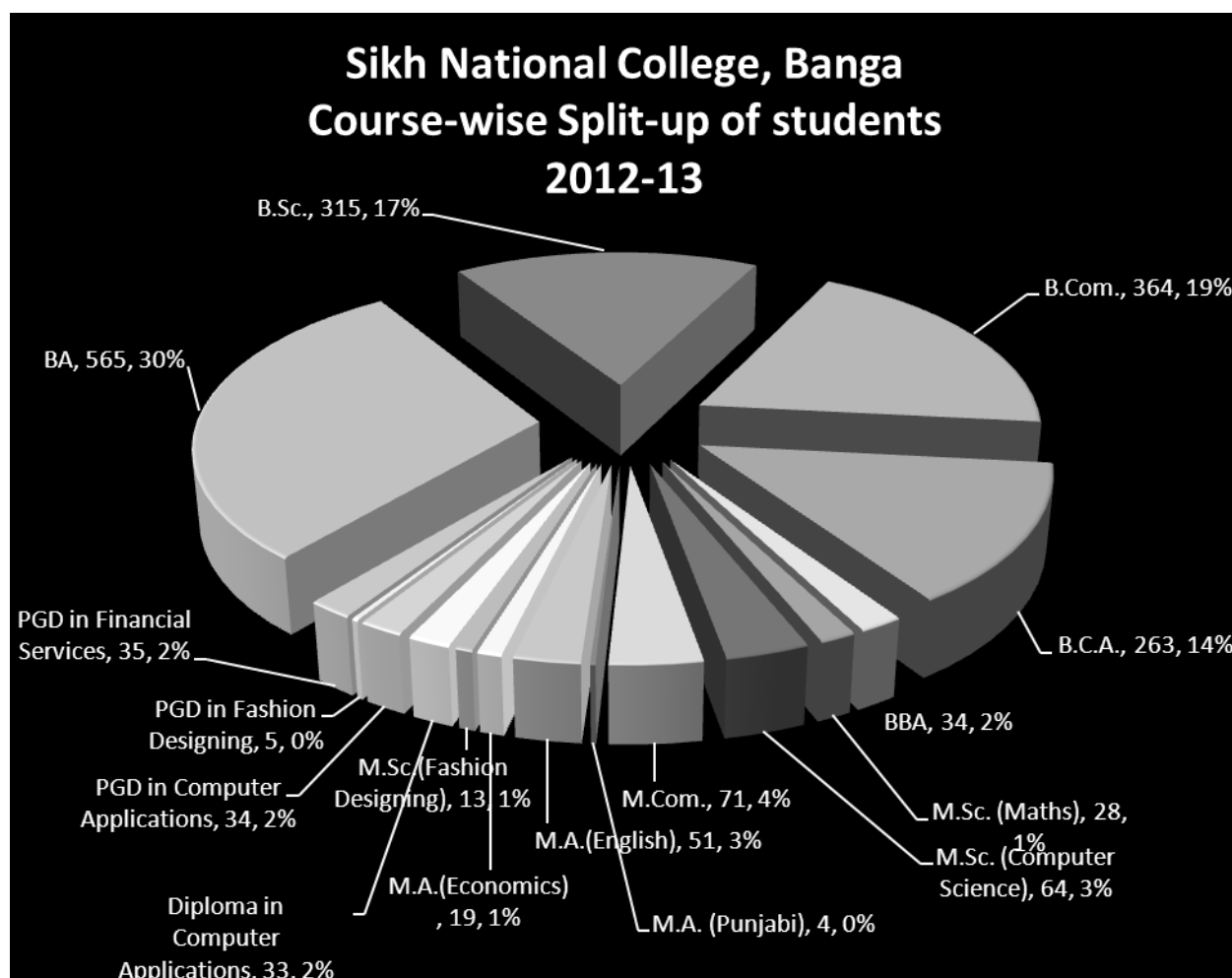
12. Details of programmes offered by the institution: (for 2012-2013)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength*	Number of students admitted*
i)	Under-graduate	BA	3 yrs	10+2	English, Punjabi, Hindi	Unlimited	565
		B.Sc. (Medical, Non-Med., Computer Sci., Eco.)	3 yrs	10+2	English	Unlimited	315

		B.Com. (Regular, Prof.)	3 yrs	10+2	English, Punjabi, Hindi	435	364
		B.C.A.	3 yrs	10+2	English	330	263
		BBA	3 yrs	10+2	English		34
ii)	Post-graduate	M.Sc. (Maths)	2 yrs	Graduation	English	70	28
		M.Sc. (Computer Science)	2 yrs	Graduation	English	70	64
		M.Com.	2 yrs	Graduation	English	80	71
		M.A. Part-II (Punjabi)	2 yrs	Graduation	Punjabi	120	04
		M.A.(English)	2 yrs	Graduation	English	70	51
		M.A. (Economics)	2 yrs	Graduation	English	35	19
		M.Sc.(Fashion Designing)	2 yrs	Graduation	English	35	13
iii)	M.Phil	-	-	-	-	-	-
iv)	Ph. D.	-	-	-	-	-	-
v)	Certificate Courses	Apparel/Fashion Designing(Add- on)	1 yr	10+2	Punjabi	-	
		Internet & Web Designing (Add- on)	1 yr	10+2	English	-	23
vi)	UG Diploma	Diploma in Computer Applications	1 yr	10+2	English	45	33
vii)	PG Diploma	PGD in Computer Applications	1 yr	Graduation	English	45	34
		PGD in Fashion Designing	1 yr	Graduation	Punjabi	50	05
		PGD in Financial Services	1 yr	Graduation	English	50	35

*This strength includes all the years/parts of the course

* The students opting Add-on Courses are also included in their respective major courses.



13. Does the college offer self-financed Programmes? Yes ☒ No ☐
If yes, how many? **13**

14. New programmes introduced during the last five years

UG	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Number : 02 (B.Com.Professional, B.B.A.)
PG	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Number : 04 (M.Com.,M.A.(English), M.A.(Economics), M.Sc.(Fashion Designing))
Diploma	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Number : 00
Add-on	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Number : 04 (Internet & Web Designing, Apparel/Fashion Designing, Acting & TV Presentation and Communication Skills in English)

15. List the departments:

Science	
Departments: (For eg. Chemistry, Botany, Physics ...)	1. Physics 2. Chemistry 3. Maths 4. Botany 5. Zoology
Arts (Language and Social sciences included)	
Departments:	1. English 2. Punabi 3. Hindi 4. History 5. Political science 6. Economics 7. Physical Education 8. Dress Designing
Commerce	
Departments:	1. Commerce 2. Office Management
Computer Science	
Departments:	1. Computer Science

3. Number of Programmes offered under

a	annual system	13
b	semester system	16
c	trimester system	00

4. Programmes with

a) choice based credit system

Yes ☐No ☒Number : **00**

b) Inter/multidisciplinary approach

Yes ☒No ☐Number : **04**

The college offers Add-on certificate/Diploma Courses which students can opt irrespective of their major discipline.

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s) : **NA**
and number of batches that completed the programme **NA**

b. NCTE recognition details (if applicable)

Notification No.: **NA**

Date: **NA**

Validity: **NA**

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

The institute offers Physical Education as a subject in its graduation programme

If yes,

a. Year of Introduction of the programme(s) : **NA**
and number of batches that completed the programme

b. NCTE recognition details (if applicable) : **NA**

Notification No. : **NA**

Date : **NA**

Validity :

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff	Technical staff		
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government	01		06		26		17		-	
<i>Recruited</i>	01	-	05	01	06	07	12	-	-	-
<i>Yet to recruit</i>	-		-		13		05		-	
Sanctioned by the Management/society or other authorized bodies	-		-		07*		-		-	
<i>Recruited</i>	-	-	-	-	04	03	-	-	-	-
<i>Yet to recruit</i>	-		-		-		-		-	

*M-Male *F-Female

In addition to these regular posts, a total of 45 (12 male and 33 female) teachers are engaged on ad-hoc/part-time/contractual basis to cater to the academic needs of the college as recruitment against the sanctioned posts is yet banned by the state Government since December 2004.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	01	-	01	-	05	02	09
M.Phil.	-	-	03	01	03	03	10
PG	-	-	01	-	02	05	08
Temporary teachers							
Ph.D.	-	-	-	-	00	01	01
M.Phil.	-	-	-	-	01	02	03
PG	-	-	-	-	12	30	42

22. Number of Visiting Faculty /Guest Faculty engaged with the College. **16**

These faculty are collaborated to deliver extension lectures to the students and staff members of the college.

The List is as below:

VISITING FACULTY

MATHEMATICS

Dr. T.D. Narang (GNDU Amritsar)

Dr. Pooja Singla (IISc Bangalore)

HISTORY

Dr. S.S. Sohal (GNDU Amritsar)

Dr. S.K. Gajrani (Punjabi University Patiala)

ENGLISH

Dr. Ghanshyam Sharma (GNDU Amritsar)

Dr. Gurupdesh Singh (GNDU Amritsar)

COMPUTER SCIENCE

Dr. Hardeep Singh (GNDU Amritsar)

Dr. Gurvinder Singh (GNDU Amritsar)

Dr. Nitin Bhatia

CHEMISTRY

Dr. M.S. Hundal (GNDU Amritsar)

Dr. R.K. Mahajan (GNDU Amritsar)

COMMERCE

Dr. Inderjit Singh (GNDU Amritsar)

Dr. Nachattar Singh (PTU Jalandhar)

ECONOMICS

Dr. Gurmail Singh (Panjab University Chandigarh)

Dr. Jaspreet Singh Toor (Punjabi University Patiala)

Dr. Ramana Singla (Punjabi University Patiala)

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 (2011-12)		Year 2 (2010-11)		Year 3 (2009-10)		Year 4 (2008-09)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	238	204	57	85	452	275	358	124
ST	-	-	-	-	-	-	-	-
OBC	86	91	181	116	-	-	95	48
General	543	544	701	413	215	242	270	371
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year (2012-13):

Type of students	UG	PG	Diplomas	Total
Students from the same state where the college is located	1541	250	107	1898
Students from other states of India	--	-	-	-
NRI students	-	-	-	-
Foreign students	-	-	-	-
Total	1541	250	107	1898

25. Dropout rate in UG and PG (average of the last two batches)

UG : **11.00%**

No. of students enrolled: 1390

those appeared in final examination : 1237

PG : **11.16%**

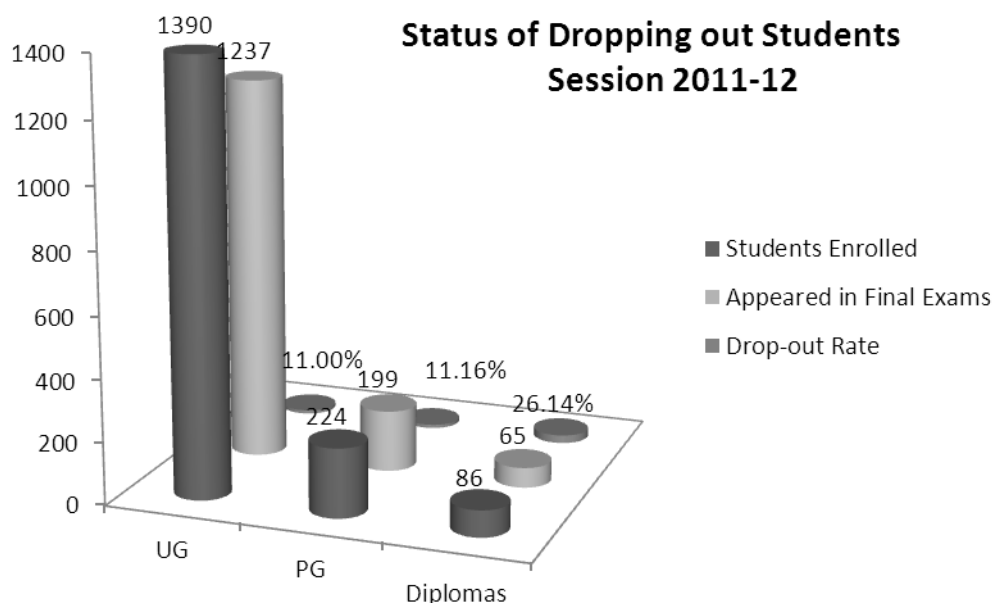
No. of students enrolled: 224

those appeared in final examination : 199

Diplomas : **26.14%**

No. of students enrolled: 88

those appeared in final examination : 65



26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = **Rs. 28,231/-** (Rs.4,85,01,910/-/1718 students)

(b) excluding the salary component = **Rs. 9,165/-** (Rs.1,57,46,403/-/1718 students)

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☐ No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University ☐

b) Name of the University which has granted such registration. ☐

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

Course	Ratio
BA	46/565
BSc(Medical)	7/62
BSc(Non Medical)	14/107
BSc(Computer Science)	23/67
BSc(Economics)	23/79
BCom(Regular)	11/205
BCom(Professional)	11/159
BCA	12/263
BBA	11/64
MSc(Computer Science)	12/64
MSc(Mathematics)	7/28
MSc(Fashion Designing)	3/13
MA(English)	6/51
MA(Economics)	4/19
MA(Punjabi)	7/4
MCom	11/71
DCA	12/33
PGDCA	12/34
PGDFD	3/5

***No. of teachers is taken department-wise as they are not appointed course-wise.**

29. Is the college applying for
Accreditation : Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **03/05/2004** (dd/mm/yyyy) Accreditation Outcome/Result... **B**

Cycle 2: **NA** (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: **NA** (dd/mm/yyyy) Accreditation Outcome/Result.....

See Annexure III (Certificate of Accreditation by NAAC)

31. Number of working days during the last academic year(2011-12): **197**

See Annexure IX (The college academic calendar)

32. Number of teaching days during the last academic year(2011-12): **131**

(Teaching days mean days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC **05/11/2013** (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) **27/09/2005** (dd/mm/yyyy) (*for session 2004-05*)
AQAR (ii) **29/09/2007** (dd/mm/yyyy) (*for session 2005-06*)
AQAR (iii) **09/01/2008** (dd/mm/yyyy) (*for session 2006-07*)
AQAR (iv) **24/03/2009** (dd/mm/yyyy) (*for session 2007-08*)
AQAR (v) **25/08/2010** (dd/mm/yyyy) (*for session 2008-09*)

Criterion I: Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

The well-defined goals and objectives of the college are reproduced below:

- ★ Preparing the students to achieve academic excellence by inculcating amongst them incessant quest for knowledge and creativity.
- ★ Providing to the youth the environment for emotional maturity and open-mindedness to make them adapt to multi-cultural, multi-religious and multi-faceted society.
- ★ Sensitizing the youth towards social evils, inequality and injustice, and kindling their social and moral responsibility to make them upright and law-abiding citizens of India of whom the country could be proud of.
- ★ Unleashing the latent energies of the youth through perpetual training in sports and co-curricular activities, leading to meaningful activities.
- ★ Grooming and cultivating the overall personality of the students.
- ★ To inculcate in the students basic human values like integrity, truthfulness honesty, sincerity of purpose and dedication towards duty.

These goals and objectives are conveyed to the employees, students and all other concerned people by displaying them on the college's wall in a very catchy way. These are also reminded in the various meetings held on the concerned agenda and are also conveyed to them through circulars and the also through the college prospectus.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Heads of the various academic departments assign the workload to the teachers

of the departments. While assigning the workload special care is taken that subjects are distributed among the teachers according to their specialization. In addition to that, a central timetable is implemented effectively to provide enough number of lectures to all the subjects as specified in the university calendar.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The Academic Council of the affiliating university (Guru Nanak Dev University, Amritsar) works throughout the year to facilitate the curriculum in its colleges. The Academic Staff College in the University offers various Orientation and Refresher courses to keep the teachers abreast in the latest trends in various academic fields.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Institute deploys able, qualified and competent teachers for effective delivery of the curriculum. Apart from it, timely lectures by eminent scholars from affiliating University and other universities are also organized to enrich the students.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The institute is networked hardbound with the other institutions in the vicinity affiliated to the same university. Faculty from these institutes is deputed to conduct various practical and theoretical examinations.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff

members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

All the degree and diploma programmes offered in the college have their curriculum designed by the affiliating university. A number of faculty members are members of various academic bodies of the university who represent the institute while the syllabi are being designed. These include

- Dr. Dharmjit Singh
 - Member, Academic Council, GND University, Asr
 - Member, Board of Studies (History), GND University, Asr
 - Member, Faculty of Arts & Social Sciences, GND University, Asr
- Mr S.S Kaul
 - Member, Faculty of Science, GND University, Asr
- Pargan Singh
 - Member, Board of Studies, History, GND University, Asr
- Dr. S.P.Singh
 - Member, Faculty of Physical Science, GND University, Asr
- Aabid Vaqar
 - Member, Board of Studies (Computer Science), GND University, Asr
 - Member, Faculty of Engineering, GND University, Asr

They represent the sub region during the frequently held meetings of these bodies with an agenda of curricular design.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', Give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

No, all the courses being offered in the college have their curriculum designed by the affiliating university. If the college wishes to start some new certificate course (Add-on) based on the tailor-cut needs of the youth of the region, it designs the syllabus and applies to the university for approval which eventually passes it after scrutiny and desired modifications.

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The institute holds house examinations twice a year and the affiliating university conducts theory and practical examinations at the end of the session/Semester. These examinations also help to assess whether the objectives of the courses are being achieved.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

The majority of the programs being run in the college are designed by the academic council of the affiliating university. They definitely serve the requirements of the regional youth which is defined as the major goal of the institute.

The range of programmes offered to the students is as under:

Under Graduate Level:

- B.A. (with a variety of 3 compulsory and 12 optional subjects including 4 vocational ones)
- B.Sc. (Medical, Non-Medical, Computer Science, Economics)
- B.Com. (Regular and Professional)
- B.C.A.

- B.B.A.

Post Graduate Level:

- M.Sc. (Computer Science)
- M.Sc. (Mathematics)
- M.Sc. (Fashion Designing)
- M.A. (English)
- M.A. (Punjabi)
- M.A. (Economics)
- M.Com.

Diplomas

- PG Diploma in Computer Application
- PG Diploma in Office Management
- PG Diploma in Fashion Designing
- Diploma in Computer Application

Add-on Courses

- Acting & TV Presentation
- Communication Skills in English
- Internet & Web Designing
- Apparel Designing & Garment Construction

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree?

If 'yes', give details.

No, but it offers Add-on Certificate, Diploma and Advance diploma, alongwith the major degree, to its students. These courses include a variety of fields as below:

- Acting & TV Presentation
- Communication Skills in English
- Internet and Web Designing
- Apparel Design and Garment Construction

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- **Range of Core /Elective options offered by the University and those opted by the college**

a) Core Subjects (at UG Level) :

- General English
- General Punjabi
- Environmental Studies

b) Elective Options (at UG Level)

The college offers a variety of optional courses to the students of Arts & Science faculties. These are as below:

- English Literature
- Punjabi Literature
- History
- Political Science
- Economics
- Mathematics
- Physical Education
- Hindi Literature
- Computer Applications (Vocational)
- Functional English(Vocational)
- Dress Designing & Tailoring(Vocational)
- Office management and Secretarial Practices(Vocational)
- Physics
- Chemistry
- Botany
- Zoology

xvii) Computer Science

Apart from these options the institute also offers commerce, computer science streams to the aspiring students.

At PG Level the students can opt from the courses as mentioned in section 1.2.1

c) Add-on courses:

The institute offers a variety of four add on courses as below. These courses are offered at three levels of expertise viz. Certificate, Diploma and Advanced Diploma.

- i) Communication Skills in English
- ii) Acting & TV Presentation
- iii) Internet & Web Designing
- iv) Apparel & Fashion Designing

d) Inter-disciplinary Courses

All the Add-on courses as mentioned in the previous section (c) are inter-disciplinary and student from any stream/discipline can opt them.

- **Choice Based Credit System and range of subject options**

All the Add-on courses as mentioned in the previous section (c) are credit based courses.

- **Courses offered in modular form**

Syllabi of all the courses are divided into units by the university, but the examination is held jointly.

- **Credit transfer and accumulation facility**

No

- **Lateral and vertical mobility within and across programmes and courses**

During the start of the session, the students of the first years of all

courses are allowed to switch courses/ subjects within first 15 days but no vertical shifting is allowed thereafter. This norm is governed by the affiliating university.

- **Enrichment courses**

Presently, the college does not offer any enrichment courses but the add-on courses are designed keeping in view, the latest needs of the local youth.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institute offers the following self-financing courses.

- B.C.A.
- B.Com. (Professional)
- M.Sc. (Computer Science)
- M.Sc. (Mathematics)
- M.Com.
- PGDCA
- PG Diploma in Financial Services
- PG Diploma in Fashion Designing
- PG Diploma in Office Management & Secretarial Practices
- Diploma in Computer Applications

These courses have a similar procedure of student-admission, teacher recruitment and qualification.

Fee charged for each self financing programme is as under:

Sl.No.	Course	Fee charged in Rs. (FY 2012-13)
1.	B.C.A.	₹ 30,250/-
2.	B.Com. (Professional)	₹ 23,150/-

3.	M.Sc. (Computer Science)	₹ 34,000/-
4.	M.Sc. (Mathematics)	₹ 18,475/-
5.	M.A. (English)	₹ 19,800/-
6.	M.Com.	₹ 20,800/-
7.	PGDCA	₹ 23,950/-
8.	PG Diploma in Financial Services	₹ 19,500/-
9.	PG Diploma in Fashion Designing	₹ 19,500/-
10.	PG Diploma in Office Management)	-
11.	Diploma in Computer Applications	₹ 19,050/-

The teachers serving the self financing courses are recruited in two different ways – Regular and temporary basis. The employees recruited on regular basis are provided grade pay as per norms. The teachers recruited on temporary basis are paid either basic pay or consolidated amount negotiated according to their qualifications and experiences.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The institute offers various add-on courses as described in previous section (1.2.3(c)) which cater to such needs.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

No

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

- The institution strives to fulfil the goals and objectives by following the curricula. The college is committed to provide best possible teaching staff to meet the academic requirements of the students.
- Students get the opportunity of social and cultural development through participation in different programmes of Extra Mural Activities wing of the college, NSS, NCC, Guru Gobind Singh Study Circle, Political Science Society and Creative Club of the college. These societies organise extension lectures, religious functions, quiz contests, camps and blood donation and tree plantation drives in the campus and surrounding areas round the year.
- EMA wing organises programmes about social evils like drug abuse, dowry, female foeticide, problems of the farmers etc. to sensitise the youth and society.
- Students of the college take keen interest in sports. College participates regularly in zonal and inter-zonal meets and holds high rank in the sports activities in the university. In the academic year 2011-12, the college bagged the Runners-up trophy in the Guru Nanak Dev University Inter-college Competitions in Football and Volleyball. Cross country (Women) B Division, and (Men) A Division scored top and third positions respectively, besides contributing splendidly in bodybuilding, kabaddi, cross-country and athletics.
- To create interest and confidence among the students, sports activities are also held at college level. A sports meet is organized every year. Students are divided into four different houses, which then compete for different athletic activities.
- The college management has sanctioned two posts of coaches on contractual basis for football and Volleyball in order to provide effective and better coaching.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The modification of the curricula by the institute is not allowed by the affiliating university. The formal and informal feedback obtained from the students is conveyed to the university during the meetings with the concerned agenda.

To make the students aware about the latest trends in the employment market Extension lectures by eminent persons are arranged by the college career counseling cell.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Eminent personalities are invited from time to time to enlighten the students regarding such issues.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
- employable and life skills
- better career options
- community orientation

No such devoted courses are offered at present. But the students are taught the spiritual values during the informal interaction with teachers.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The institute is not allowed autonomy in the designing the curriculum.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

NA

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

All the degree and diploma programmes offered in the college have their curriculum designed by the affiliating university.

A number of faculty members are members of various academic bodies of the university. These include

- Dr. Dharmjit Singh
Member, Academic Council, GND University, Asr
Member, Board of Studies (History), GND University, Asr
Member, Faculty of Arts & Social Sciences, GND University, Asr
- Mr S.S Kaul
Member, Faculty of Science, GND University, Asr
- Pargan Singh
Member, Board of Studies, History, GND University, Asr
- Dr. S.P. Singh
Member, Faculty of Physical Science, GND University, Asr
- Aabid Vaqar
Member, Board of Studies (Computer Science), GND University, Asr
Member, Faculty of Engineering, GND University, Asr

They represent the sub region during the frequently held meetings of these bodies with an agenda of curricular design.

If the college wishes to start some new certificate course (Add-on) based on the tailor-cut needs of the youth of the region, it designs the syllabus and applies to the university for approval which eventually passes it after scrutiny and desired modifications.

1.4.2 Is there a formal mechanism to obtain feedback from students and

stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, feedback is sought mandatorily from the outgoing students (who completes their degree/diploma) on a well defined format recommended by the UGC. The other stakeholders provide feedback as below:

a) Students

The feedback-form provided to the students include this aspect.

b) alumni

They speak out their valuable suggestions in the alumni meet, which are subsequently recorded and worked out.

c) Parents

Parents are allowed to visit and see the Principal and teachers their suggestions are appropriately regarded.

d) employers / industries

The officials of the management frequently visit the college. The academic upliftment of the institute is seriously talked about.

e) academic peers

There is no specific schedule for interface of the peers. But whenever they meet occasionally, academic and curricular issues are also discussed. The teachers of different departments also interact with the peers on such issues.

f) community

The college has its IQAC (Internal Quality Assurance Cell) this cell consists of the eminent personalities from the area. They represent the various communities in the meetings.

The suggestions and feedback is well pondered over and is communicated to the university in following ways:

- The academic Council and the College Development Council work out the feedback to eke out suggestions and ideas.

- The Principal of the college is a member of the Academic Council of the affiliating University. He conveys the curriculum based feedback during the meetings and informal conversation as well. If required the concerned authorities are written letters.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The institute included following new courses in its offering-list during the last four session:

- M.A. (English)
- M.A. (Economics)
- M.Com.
- M.Sc. (Fashion Designing)
- Bachelor of Business Administration

The requirement and demand from the youth of the area was the main rationale for introducing these courses.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The news regarding the admission process are made to reach the students through:

- Advertisements in the regional newspapers
- Pamphlets circulated in the target region through newspapers.
- Institutional Website
- Personal contact with students motivating them to take up higher studies
- Advertisement is circulated on local television channels through the cable operators.
- Through Banners
- Canvassing visits

Admission aspirants are provided every piece of information they seek, through the enquiry and the special admission helpdesk department-wise.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- For General Courses like B.A./B.Sc. etc. the seats allotted to the college by the university is unlimited. Therefore the students having fulfilled the eligibility conditions and willing to get admission is never refused the admission. If the number of students exceeds the limit upto which the college has infrastructural and other facilities, the facilities are tried to be extended.
- For professional and vocational courses where there is a constraint on the number of seats, the admission is mainly based on first-come-first-

served basis. In case of students seeking admission simultaneously, one with higher merit is preferred.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year is as follows:

Programmes (UG and PG)	Highest (%)	Lowest (%)
B.A.	70.44	36.66
B.Sc..(Medical	72	47.78
B.Sc.(Non Med.)	83.77	40.44
B.Sc. (C.S.)	84	43.11
B.Sc. (Eco.)	79.33	47.33
B.C.A.	80.4	40
B.Com.	76	42
B.Com. (Prof.)	84	39.60
M.Sc. (Maths.)	72.58	43.58
M.Sc. (C.S.)	68	50
M.Com.	68.19	50.14
M.A. (Pbi.)	54.33	45.66

Similar data regarding other colleges in the city is not available

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

NA

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- * **SC/ST**
- * **OBC**
- * **Women**
- * **Differently abled**
- * **Economically weaker sections**
- * **Minority community**
- * **Any other**

The college follows the norms of the state Govt. while admitting the students to the various courses.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Sl. No.	Programme Level	Name of the Programme/ Course	Sanctioned Student Strength	Number of students admitted	No. of Application Received	Demand Ratio
i)	Under-graduate	BA-I	Unlimited	370	370	NA

		B.Sc.-I (Medical, Non-Med., Computer Sci., Eco.)	Unlimited	139	139	NA
		B.Com.-I (Regular, Prof.)	145	145	145*	100%
		B.C.A.-I	110	110	110*	100%
ii)	Post-graduate	M.Sc. (Maths)-I	35	12	12	34.28%
		M.Sc. (Computer Science)-I	35	34	34	97.14%
		M.Com.-I	40	40	40	100%
vi)	UG Diploma	Diploma in Computer Applications	45	33	33	73.33%
vii)	PG Diploma	PGD in Computer Applications	45	35	35	77.77%
		PGD in Fashion Designing	45	05	05	11.11%
		PGD in Financial Services	45	35	35	77.77%

* As the admission is on first-come-first-served basis, no application forms are accepted once seats in particular course are filled.

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The number of such students in the college is meager. For the few such students, tailor-cut solution is tried to be provided to them. E.g.

the classes in which such students are studying are managed on the ground floor only.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The academic record of the aspirant-students is the sole medium to assess them prior to the admission. Special/Remedial classes are provided for the weaker students to update their knowledge to make them abreast with other students.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

The students in various courses are offered special classes to attain the requisite knowledge if required. E.g. the college arranges one additional class of mathematics for the students of BCA-I to fill the gap of knowledge among the students who have not studied the subject at previous level.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college organizes various extension lectures to sensitize the youth as well as the faculty members regarding burning issues like water-table, soil-erosion, and against social evils like female foeticide etc.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The learners are categorized

- from the results of the term exams

- from tests taken by them in the classes
- from oral feedback

Such weaker students are motivated to interact more freely in the class about their academic problems. Remedial Coaching Classes are arranged as per the need. The advanced learners are provided extra learning material and merit scholarships

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

During the evaluation of house exams., such students are sorted out and special care is put on them in forthcoming days.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- Academic calendar is prepared each year to ensure requisite number of working days and workload of the faculty.
- Schedule of exam date and other events planned well in advance.
- Evaluation is done as mentioned in 2.2.2. Special tests are taken in case of weaker students.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

IQAC observes and finds out the shortcomings in the system. It makes the recommendations to the Principal, who in return, implements after working out its viability and modalities.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning is made student centric by providing study material which is simplified and is made interesting by taking examples from daily life and also keeping in mind the diverse needs of students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The students are motivated to think both ways during their interaction with teachers. The final years of all technical courses in their curriculum includes project work. Some courses in the department are exposed to summer-training/field-work etc. these activities infuse in the students the creativity and innovations.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Despite using computer, internet, LCD Projectors & OHPs and smart-board, the majority of the teachers rely on the traditional '*chalk and talk*' method.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The institute always motivates and facilitates its teachers to attend such knowledge-enhancing events in the colleges in vicinity, and the universities. Utmost efforts are being put out to invite the learned

personalities for the extension lectures, workshops or similar activities. The institute organized two national level seminars in the last sessions in fields of Commerce and Computer Science. Prior to that another seminar in the field of Vernacular literature was held, where eminent scholars presented their research work.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Data not available.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The faculty is provided with the latest technologies as they demand. During the last four years, the college has purchased a number of LCD Projectors, Overhead Projectors, one Smart Board etc. The internet facility has been made available to the faculty in the Network Resource Centre. In addition, other facilities like printing, photostat etc. are also provided to them.

2.3.9 How are library resources used to augment the teaching-learning process?

The rich source of books is readily available at the disposal of the faculty and students. This collection is expanded frequently. Whenever required, more books are purchased on recommendation of the concerned teachers and the Library Committee. Invaluable magazines, newspapers and journals are made available to them. Subscription to infolibnet is also availed in the college library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The faculty takes it as their religious duty to complete the syllabi within the time frame. In case, they find themselves short of time, they put all-out efforts by taking extra classes to achieve the goal. In rarest cases, additional classes are arranged by the institution.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

A formal feedback is taken by the institution from all the passing-out students on special performa provided to them which also include a section devoted to the evaluation of teaching and the same is conveyed to the concerned teachers in an appropriate way by the Principal to further improve their work.

House exams are held twice Every session. These despite evaluating the assessment of students also help the institute to assess the teaching of its faculty individually.

In addition, the students can drop their suggestions in the suggestion box any time throughout their course of study. Views and suggestion are also sought from the students during tutorials

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							

D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	01	-	01	-	05	02	09
M.Phil.	-	-	03	01	03	03	10
PG	-	-	01	-	02	05	08
Temporary teachers							
Ph.D.	-	-	-	-	00	01	01
M.Phil.	-	-	-	-	01	02	03
PG	-	-	-	-	12	30	42

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

In case of management funded posts, the institution puts in every possible effort to manage the suitably qualified teachers by granting additional benefits to the deserving candidates. In case of DPI funded posts, the policies lie with the Govt. for the regular appointments. But the college engages ad-hoc or contract staff to stop the gap.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

- a) Number of faculty development programmes availed by teachers (last five years 2006-11)

	No
UGC/ FIP programme	1
Refresher	14
Orientation	10
Any Other Workshops	11

- b) Number of faculty development programmes organized by the college during the last five years

	2011-12	2010-11	2009-10	2008-09	2007-08	
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Seminars/ workshops/symposia on curricular development, teaching- learning, assessment, etc.	02	-	01	01	-	
Research management		-	-	-	-	
Invited/endowment lectures		05	02	02	02	
Any other (specify)		-	-	-	-	

c) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty Nominated*
Refresher courses	14
HRD programmes	-
Orientation programmes	10
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / winter schools, workshops, etc.	-
Other	11

*The data is regarding the faculty members who have attended such events during the period of 2006-2001

d) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's

❖ Teaching learning material development, selection and use

The training is provided on as and when required basis for the usage of above techniques. In addition, any faculty member can visit the internet room in the NRC (Network Resource Centre). Any of them can access computer department faculty for any guidance regarding use of computers, internet, audio visual aids, multimedia etc

e) Percentage of faculty

- * invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

4.91%

- * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

91.80%

- * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

29.50%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Such facilities are granted to the faculty according to the UGC, State Govt. or the affiliating university norms. A local level Research Facilitation Committee in the college is working to provide viable facilities to the researchers.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in

teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

NA

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, feedback is taken by the institution from all the passing-out students on special performa provided to them and the same is conveyed to the concerned teachers via the Principal to further improve their work.

In addition, the students can drop their suggestions in the suggestion box any time throughout their course of study. Views and suggestion are also sought from the students during tutorials

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

House examination is the major evaluation process in the college. Detailed schedule of these exams to be held throughout the year is provided through the prospectus. Students are adequately acquainted in the time about latest developments during tutorial. Their performance is conveyed to them in the classrooms as well as through the postal mails to their addresses and is also displayed on the notice-board.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

A number of steps have been incorporated by the affiliating university to raise the degree of transparency in the evaluation system. A few of them are as below

- Students are provided a chance to see their answer-books after evaluation after depositing the stipulated amount of fee.
- The university has approved the mandatory re-evaluation of one third of the total answer-book.
- It has been made mandatory for every teacher to evaluate atleast 250 and at the most 2000 answer-sheets.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The students are made aware of these opportunities through the notice-board. Apart from that, any student can approach the vice chancellor of the university regarding his/her grievance on the spot solution is tried out. Flying squads are also constituted to enforce the regulations.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The result analysis in summative form are prepared and scrutinized by the Principal and high-end management. For instance, the students of BCA-I could not perform fairly in mathematics in the year 2009-10. A special additional class for the subject is arranged every year and the performance has been more consistent since then.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students

results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- Exams are held during September and December every year and special exams for weaker students is taken if required during February.
- Results are communicated to parents by the college office on special result cards.
- Personal contact is made with the parents in special cases as and when required.
- In addition, special class tests are also given to the students frequently and the results are also communicated adequately.
- The lecture statements are prepared term-wise and every student is conveyed his/her attendance record.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Though the norms of the affiliating university are strictly followed yet the concerned teachers are motivated and instructed to assign a fair weightage to each student. The grievances of the students regarding the same are duly hard to. The changes instructed by the university are implemented time to time.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The assessment is surely used as indicator for both the teachers as well as the students. The corrective and improvement measures are taken based on it.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

For the examination conducted by the affiliating university, the university itself has its own mechanism. E.g. Re-evaluation, temporary issuance of Hall-tickets, set-up of investigation commission in case of UMC etc.

Alongwith that, there is a well setup hierarchy of conduct of the internal examination. Every grievance is appropriately heard to and resolved at the lowest possible level of this hierarchy. The controller of examination or the Principal of the college can be approached if required.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**3.1 Promotion of Research****3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

-No-

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes. The composition of the Committee constituted for Research and Extension Activities is as under

- Dr. Surinderpal Singh (Convener)
- Dr. Charanjit Singh Padda
- Dr. Devinder Kumar Sharma
- Gurwinder Singh

The committee forwarded a proposal for minor research project to the UGC from Prof. Harvinder Singh and it was eventually approved.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**▪ autonomy to the principal investigator**

The maximum viable autonomy is provided to the researchers. They have time-flexibility within the limits of the central timetable of the college. They enjoy autonomy to the utmost while purchasing equipment, study material or other material as per their requirement.

▪ timely availability or release of resources

Researchers are provided resources according to the budget.

Once budget is approved, purchase or availability is made as prompt as possible.

- **adequate infrastructure and human resources**

Yes, the college has established a Network Resource Centre where the major focus is on researchers' requirements. The college does not provide the facility of human resource at present. But the staff members holding some research experience readily lend their help to the aspiring researchers.

- **time-off, reduced teaching load, special leave etc. to teachers**

Given circumstances, time-off and reduced teaching load is not possible. Special Leave is granted as per UGC/DPI(C) norms.

- **support in terms of technology and information needs**

Internet facility in the Network Resource Centre is provided to the researching candidates. In addition, a number of journals and research oriented books are available in the central library of the college for the purpose. Online library facility is also available in the college library in the shape of Inflibnet.

- **facilitate timely auditing and submission of utilization certificate to the funding authorities**

The Accounts Section of the college, equipped with qualified accountants and supported by professional CAs, holds the responsibility of the matter.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

College organizes a variety of seminars, workshops extension lectures from time to time. This helps to inculcate the research aptitude in the students to a great extent.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- As many as two researchers have completed their M.Phil. under the supervision of Dr. Dharmjit Singh +1 PhD enrolled
- Dr. Sohan Singh 1 M.Phil. enrolled
- Aabid Vaqar 1 M.Phil.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The detail of workshops/seminars organized in the college during the last session are as below:

Department of Commerce organized a national level seminar on February 24 & 25 2012. Theme of the workshop was “Changing landscape of Indian service sector”. Resource persons from various institutions presented their talks and papers and a healthy interaction followed thereafter .

Department of Computer Science organized a 2-day national level seminar on 24th & 25th March 2012 with a broad title “Emerging trends in IT”. A great variety of scholars enriched the curious students and scholars with their research and presentations.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

The college has a good number of faculty members holding Ph.D. degree and are available to guide the researchers in a good spectrum of areas, but the affiliating university (Guru Nanak Dev University, Amritsar) does not allow research in colleges.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Department of Panjabi organized an interactive session “Rubaru” on 21st Feb 2012 presenting renowned literary personality in front of the students.

Department of English organized an extension lecture by Dr. Ghanshyam Sharma, Former Professor & Head, GNDU Regional Centre, Jalandhar, on 27TH March 2012 on “Features of good paragraph writing” & another lecture on “Waiting for Godot” A play written by Samuel Backet.

Then again in the month of April 2012, a lecture was delivered by Dr. Gurupdesh Singh, Former Professor & Head, Department of English, GNDU, Amritsar, on “Adverbial Clauses”.

These workshop & seminars were immensely helpful to the staff as well as students as they were made aware of the latest developments & trends in their respective fields. Such talks are very informative for both students and faculty & college management and principal are always open to any further plans for such activities in future, rather they are more keen that such activities should be carried out regularly by all the departments of the college.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

No such leave has been availed by any of the faculty members in the last five years.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and

community (lab to land)

-No-

3.2 Resource Mobilization for Research**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

The institution was not in practice of pre-allocating funds for research purposes so far. From the current session ₹10,000/- has been out rightly allocated for each department for the said purposes with a total ceiling of ₹1,70,000/-

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

This facility is provided based on the approval by the UGC. One of the faculty member was provided an assistance of 1,00,000/- for his research project by the UGC in the year 2011-12.

3.2.3 What are the financial provisions made available to support student research projects by students?

Majority of the postgraduate and under graduate courses do not include any research in the curriculum schedule. M.Com. and B.Com.(Prof.) students have a mandatory minor research project in partial fulfillment of their course. There is no provision for financial support for these projects.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

-No-

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The infrastructure available in the Network Resource Centre is made available to the staff and students for the full working hours. This facility may also be used on non-working days with a special permission by the Principal.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

-No-

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects	Dec 2011 to Jan 2013	Capital Structures Practices of Indian Corporate Sector	UGC	`1,00,000/-	`75,000/-	`75,000/-
Major projects	-	-	-	-	-	-
Interdisciplinary projects	-	-	-	-	-	-
Industry sponsored	-	-	-	-	-	-

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Students' research projects	-	-	-	-	-	-

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The Internet facility is available in the Network Resource Centre and good number of journals and magazines are available in the library. A total of 43221 books and 444 reference books are available for the research students.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

A Research Facilitating Committee has been constituted from the current session to promote research activities in the college with a specific earmarked annual amount in the budget.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

-No-

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

-No-

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

Two computers with internet connection is available in the Network Resource Centre

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

-No-

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- * **Patents obtained and filed (process and product)**

-No-

- * **Original research contributing to product improvement**

-No-

- * **Research studies or surveys benefiting the community or improving the services**

-No-

- * **Research inputs contributing to new initiatives and social development**

-No-

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

-No-

3.4.3 Give details of publications by the faculty and students:

- * **Publication per faculty**

0.45 per faculty

- * **Number of papers published by faculty and students in peer reviewed journals (national / international)**

List of papers published by teachers:-

Sr.	Name of Researcher	Title of Paper	Name of Journal	Year of publication	Citation Index /Impact

					Factor
1	Dr. Dharmjit Singh	British Imperialism and Political impasse in India in 1941	Research Journal of Social Sciences, Punjab Uni., Chd.	2007 Vol.15	-
2	Dr. D.K.Sharma	TV Acting	<i>Samdarshi, Punjabi Academy, Delhi</i>	Jan. 2012	-
3	Neeraj Saddi	Brand Loyalty	<i>International Journal of Commerce & Management</i>	June 2011	-
4	Neeraj Saddi	Comparative Study of NPA of Public & Private Sector Banks	<i>International Journal of Commerce & Management</i>	Sept. 2011	-
5	Neeraj Saddi	NPA: A study of Public & Private Sector Banks	<i>Al Barkaat Journal of Finance and Management</i>	July 2011	-
6	Harvinder Singh	Determinants of Capital Structure in Indian automobile industry	<i>International Journal of Business Economics and management Research</i>	Jan 2012	
7	Harvinder Singh	Factors that affect Indian Propensity to grow and expand small businesses.	<i>The IUP Journal of Entrepreneurship Development</i>	Dec.2011	
8	Harvinder Singh	Factors that affect Mutual Fund investment decision of Indian investors	<i>International Journal of Behavioural accounting and finance</i>	Dec.2011	
9	Harvinder	The	<i>The open</i>	Feb.2009	

	Singh	Determinants of CFO's compensation in the service industry	<i>business Journal</i>		
10	Charnjit Singh Padda	Roshnian da baadbaan-ik mulankan	<i>Trishanku</i>	June 2009	
11	Charnjit Singh Padda	Bhagat Kabir da falsafa	<i>Guru Nanak Prakash Pratibha</i>	June 2011	
12	Charnjit Singh Padda	Bhagat Ravidass di Sahitak Pratibha	<i>Guru Nanak Prakash Pratibha</i>	Dec. 2011	

**Detail of Research Papers Published in
Seminars/Conference Proceedings:**

Sr.	Name of Researcher	Title of Paper	Name of Publisher	Year of publication	Venue
1	Dr. Dharmjit Singh	Anatomy of the communal Strife in the colonial Punjab in 1923	Punjabi University Patiala	2008	Punjab History Conference by Pbi. Uni. Patiala
2	Dr. Dharmjit Singh	the Dethronement of Maharaja Ripudaman Singh of Nabha	Punjabi University Patiala	2007	Punjab History Conference by Pbi. Uni. Patiala
3	Dr. Dharmjit Singh	Intercommunal Feud and Friction in Colonial Punjab(1924-26)	Punjabi University Patiala	2009	Punjab History Conference by Pbi. Uni. Patiala
4	Dr. Dharmjit Singh	Rise and Fall of Saddam Hussain	Punjabi University Patiala	Dec-2011	Indian History Congress

5	Harvinder Singh	Relationship between Small Business Performance & Investment Propensity of Small Business Owners	SGGS College, Chandigarh	2012	UGC Sponsored National Seminar
6	Harvinder Singh	Internet Banking in Rural India	SHDKMV, Kala Sangha	2012	UGC Sponsored National Seminar
7	Harvinder Singh	Effects of Capital Structure on Profitability : A case Study of Indian IT Industry	S.N.College, Banga	2012	UGC Sponsored National Seminar
8	Harvinder Singh	Banking & IT	S.N. College, Banga	2012	UGC Sponsored National Seminar
9	Harvinder Singh	Corporate Social Responsibility	Khalsa College, Patiala	2011	International Seminar by PCMA
10	Neeraj Saddy	Management of NPA	SGGS College, Chandigarh	2012	UGC Sponsored National Seminar
11	Neeraj Saddy	A Comparative Study of Banking, IT Services and customer satisfaction	SHDKMV, Kala Sangha	2012	UGC Sponsored National Seminar
12	Neeraj Saddy	Recovery Management of NPA	S.N. College, Banga	2012	UGC Sponsored National Seminar
13	Neeraj Saddy	A Study of E.	S.N.	2012	UGC

		Com and Electronic Security	<i>College, Banga</i>		Sponsored National Seminar
14	Kamaldeep Kaur	Western Union	<i>S.N. College, Banga</i>	2012	UGC Sponsored National Seminar
15	Rajesh Kumar	The Significance of Literature in Challanging & Changing Scenario	<i>S.N. College, Banga</i>	2012	UGC Sponsored National Seminar
16	Rajesh Kumar	Rediscovering Humanities and Literature in Classroom Teaching	<i>KCW, Sidhwan Khurd</i>	2010	UGC Sponsored National Seminar
17	Jaspal Kaur	<i>"ishtehaarbaazi ate Punjabi Janjivan"</i>	<i>LKC, Jalandhar</i>	2011	UGC Sponsored National Seminar

- * **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

No

- * **Monographs**

No

- * **Chapter in Books**

No

- * **Books Edited**

Sr.	Name of Editors	Title of Book	Name of Publisher	Year of publication

1	Prof. Harvinder Singh, Prof. Kamaldeep Kaur	Changing Landscape of Indian Service Sector	Twentyfirst Century Publishers, Patiala	2012
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*** Books with ISBN/ISSN numbers with details of publishers**

Sr.	Name of Researcher	Title of Book	Name of Publisher	Year of publication
1	Prof. Santokh Singh	Roshnian de Bhagwaan	Chetna Prakshan Ludhiana	2011
2	Dr. D.K.Sharma	Parcham	<i>Shree Prakashan Delhi</i>	2007
3	Harvinder Singh	Management Information System	<i>Kalyani Publishers Ludhiana</i>	2010
4	Charanjit Singh Padda	Football da Jarnail	<i>Chetna Parkashan, Ludhiana</i>	2012

*** Citation Index**

-No-

*** SNIP**

-No-

*** SJR**

-No-

*** Impact factor**

-No-

*** h-index**

-No-

3.4.4 Provide details (if any) of

*** research awards received by the faculty**

-No-

*** recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

1). A book by Dr. Dharmjit Singh viz. "Lord Linlithgow in India (1936-43)" has been recognized and is recommended as a reference book in the M.A.(History) syllabus since 2006 by Guru Nanak Dev University, Amritsar.

2). Dr. D.K. Sharma has been awarded a state level honour of best playwright for his play 'Parcham' by state Language Department in 2008.

*** incentives given to faculty for receiving state, national and international recognitions for research contributions.**

-No-

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

-No-

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college runs a Career Counseling and Guidance Cell headed by Mr. S.S. Kaul. This wing always enterprises for the betterment of the students by organizing extension lectures and career counseling sessions throughout the year. Studying and passed-out students of the college are the main beneficiaries of it.

The institution publicize the expertise available for consultancy services in following manner.

- The college has a well established office for career counseling wing. The guiding faculty members are available there for students.
- The information about the cell is published in the college prospectus.

- All the activities and opportunities are displayed on the Notice Board especially devoted to the purpose in the Main hall of the Central Library of the college.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Though there is no remuneration for the staff working for the purpose, their efforts are appreciated duly in the college gatherings and the annual report.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The students are provided with expertise available with the teachers for their career through interaction sessions and experts from various universities are invited from time to time for providing such consultancy. The students are guided for the job avenues available after graduation and post-graduation courses.

No revenue has been generated from these services as these are provided free of cost to the students.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

-No-

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

For the overall development of the students the NCC and NSS units along with various societies, clubs and associations viz. Library Literary

Society, Political Science Society, The Computer Society, Commerce Business Club, Science Association, Photography Association and Punjabi Sahit Sabha are established by the college administration. The students are inspired to participate in the extension activities of these societies. Information regarding these activities is conveyed to the students through the college prospectus, magazines, notice boards and teacher-student interaction sessions. The deserving students are duly rewarded. To inject the spirit of social welfare in them they are rewarded as best cadet, best volunteer etc. They are granted certificates, trophies and blazers etc.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The students are enrolled in NSS, NCC and Youth Clubs, whenever they got admission in college. And then the students are motivated to participate in social welfare activities and play an active role in the betterment of society.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The locales feel attached with the institution with such effort of college and the college got good response for admissions in return

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The coordinators of NSS are authorized to plan and organize extension programmes in Autumn break or Winter break. They identify a problem in a particular village and then organize a 10-day camp in that village to eradicate that problem.

3.6.5 How does the institution promote the participation of students

and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The students of NSS are motivated by their teachers to participate in social welfare activities by giving them the importance of such camps.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

No

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The NRIs from local areas are motivated to donate generously for the social cause.

The students feel satisfied by doing social welfare and they learn co-operation and co-ordination during these camps.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The extension activities with the help of NGOs and other local bodies involve the youth and other locales of the area. They are sensitized on the burning issues of the region through the various societies in the college working for outreach/ extension activities and are motivated to work further.

The NRIs from local areas are motivated to donate generously for the social cause.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has association with NGOs – Rotary Club, Banga, Lions Club, Banga, Shaheed Bhagat Singh Football Club, NRIs Kabaddi Association etc. this association has proved very fruitful fighting for the social causes. Donors and contributors are honoured at the various functions for their efforts.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- A book by Dr. Dharmjit Singh viz. “Lord Linlithgow in India (1936-43)” has been recognized and is recommended as a reference book in the M.A.(History) syllabus since 2006 by Guru Nanak Dev University, Amritsar.
- Dr. D.K. Sharma has been awarded a state level honour of best playwright for his play ‘Parcham’ by state Language Department in 2008.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

N. A.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

N. A.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The NRI from local area donated generously for the development of college.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Department of Commerce organized a national level seminar on February 24 & 25 2012. Theme of the workshop was “Changing landscape of Indian service sector” .resource persons from various institutions presented their talks and papers and a healthy interaction followed thereafter. The list of the eminent personalities of repute who regaled the audience is as below:

- Dr. Inderjit Singh, Registrar, Guru Nanak Dev University, Amritsar
- Dr. Nachhattar Singh, Advisor to VC, Former Registrar, Punjab Technical University, Jalandhar
- Dr. Karamjit Singh, Professor, University Business School, Chandigarh
- Dr. Gurcharan Singh, Professor, Dep. Of Management Studies, Punjabi University, Patiala
- Dr. Narinder Singh, Professor, Department of Commerce, Kurukshetra University, Kurukshetra
- Dr. Ram Singh, Associate Professor, Dep. of Management Studies, Punjabi University, Patiala
- Dr. Rupinderbir Kaur, Asst. Professor, University Business School, Chandigarh
- Dr. Balwinder Singh, Head, Dep. Of Commerce & Business Management, Guru Nanak Dev University, Amritsar

- Dr. Lakhwinder Singh Associate Professor, Dep. Of Commerce & Business Management, Guru Nanak Dev University, Amritsar
- Dr. Mandeep Kaur Associate Professor, Dep. Of Commerce & Business Management, Guru Nanak Dev University, Amritsar
- Dr. Sukhdev Singh Associate Professor, Dep. Of Management, Guru Nanak Engg. College, Ludhiana

Department of Computer Science organized a 2-day national level seminar on 24th & 25th March 2012 with a broad title “Emerging trends in IT”. A great variety of scholars enriched the curious students and scholars with their research and presentations. The list of the eminent personalities of repute who regaled the audience is as below:

- Dr. Hardeep Singh, Professor, Dep. Of Computer Science & Engg. , Guru Nanak Dev University, Amritsar
- Dr. Gurwinder Singh, Professor, Dep. Of Computer Science & Engg. , Guru Nanak Dev University, Amritsar
- Dr. Rajinder Virk, Dep. Of Computer Science & Engg. , Guru Nanak Dev University, Amritsar
- Dr. Rakesh Kumar, Kurukshetra University, Kurukshetra
- Dr. Vishal Goyal, Dep. Of Computer Science & Engg., Punjabi University, Patiala
- Dr. M. Javed, Punjab Agriculture University, Ludhiana
- Dr. Nitin Bhatia, DAV College, Jalandhar
- Mr. Anand Nayyar, KCL Institute of Technology, Jalandhar
- Dr. Satish Kumar, PU Regional Campus, Hoshiarpur
- Dr. Iftexhar, Punjab Survey Department, Punjab
- Gagandeep Singh Gill, Department of Instrumentation Kurukshetra University, Kurukshetra

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

a) Curriculum development/enrichment

- b) Internship/ On-the-job training**
- c) Summer placement**
- d) Faculty exchange and professional development**
- e) Research**
- f) Consultancy**
- g) Extension**
- h) Publication**
- i) Student Placement**
- j) Twinning programmes**
- k) Introduction of new courses**
- l) Student exchange**
- m) Any other**
- N.A.**

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**4.1 Physical Facilities****4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The college administration seeks to put in place the best infrastructural facilities conducive to creation of effective teaching and learning environment. Renovation and upgradation of existing infrastructural facilities and creation of new ones is immediately taken up as and when required and as suggested by the concerned committees consisting of senior faculty members. The college building committee working in the spirit of cooperation and coordination with the principal and the management, ensures architectural excellence of the institute. As for the annual repair/maintenance of the infrastructural tools like writing boards, chairs, benches, desks, lecterns etc. The institution ensures the same on the requirement basis. The college has specially designated care-taker and his deputies who require to address the issues related to earlier mentioned infrastructural tools.

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

Curricular activities?

There are 34 classrooms, 3 labs each for chemistry and computer, 2 each for physics and biology, 1 each for Electronics and Functional English, one for commerce, one botanical garden and 2 workshop each for Office Management and Fashion Designing to cater to the academic needs of approximately 1721 students. One more computer lab is under construction. According to allotted time in the timetable, the classrooms and

workshops/labs remain occupied from 9:00 am to 4:20 pm during all working days.

Co-curricular activities?

For co-curricular and extra-curricular activities there are several committees, clubs and societies like extra mural activities committee, NCC, NSS, Anti-Narcotic Club, Computer Society, Science Association, Photography Association, English Literary Society etc are positively active for overall personality development of the students. Hall/auditorium in Master Gurbaksh Singh Gosal Memorial Bhavan and seminar hall on first floor of administration block are used to organize various functions, events and activities conducted by the above mentioned bodies and clubs. Local clubs like Rotary Club, Lions Club, NGO's and district administration organize their functions like blood donation camps by clubs, census and electron awareness lectures by administration in the college hall.

- b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

Extra –curricular activities and sports?

As far as sports activities are concerned the department of physical education has many achievements to its credit. Various sports teams of the college viz football team, volleyball team, basketball team, kabaddi team, wrestling team and athletic team use the college playground for regular practice. Full playing equipments are provided to the players. The college sports ground can boast of a multipurpose Dashmesh Sports Complex which incorporates P.T Mehnga Singh pavilion and an indoor stadium. Further development and renovation of indoor stadium, with the help of grants from UGC and donations, is expected soon. The physical education department of the college organizes two days

sports meet annually to enhance and flourish sports culture among all the students of the institution. Many well known clubs and bodies of the area use this ground to organize tournaments in football and kabaddi. The college ground and badminton court is also used by local public from 5 am to 8 am and then 5 pm to 8 pm. They use it for morning and evening walk and to play recreational games. These grounds are also used by other local bodies e.g. the Punjab Masters Athletics Association and the S.N. College, Banga organized Veteran Athletic Meet with the help of NGO in the college grounds last year. In addition, a School Level Football Competition was also organized in the same grounds.

NCC/NSS units of the college are provided with the best possible infrastructural facilities apart from the use of existing facilities certain additional ones can also be availed by these wings. NCC Cadets are sought to be given intensive training through infrastructure facilities like short range firing and obstacle courses, regular drill practice of the NCC Unit is conducted in the college ground. Apart from all this both the NCC and NSS units can keep knowledge and skills updated through the use of internet in computer labs and the Network Resource Centre. The facilities which the college is unable to provide to its cadets are managed in the neighbouring institutes and the students are ferried to those places in the college bus.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

College authorities take best care, while framing time table, date sheet, college calendar and when other events/functions like seminars, conferences, festivals,

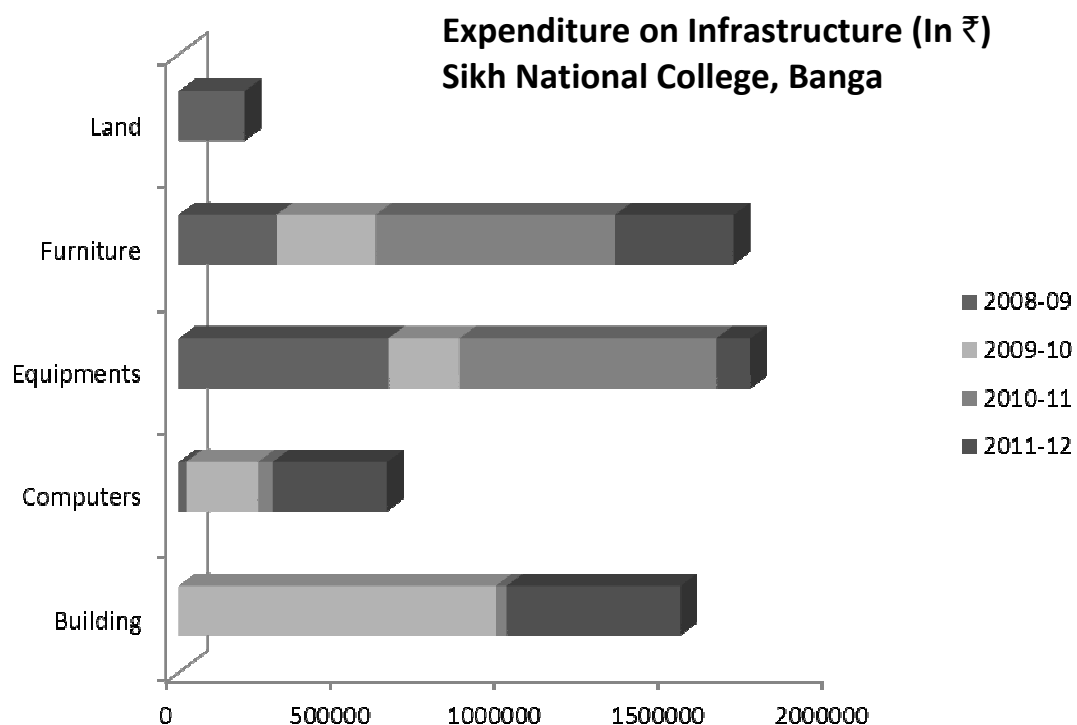
sport meets etc of the college or of local NGO's, clubs and administration are organized so that available infrastructure is optimally used.

A few of the augmentations are enlisted below:

- S. John Singh Gill (Former student of the college, presently resident of America) has donated very generously for the construction of an auditorium and library.
- Old library building is converted into six classrooms to accommodate more students after the library shifted to the newly constructed complex.
- Administration block is constructed to meet the needs of staff in general and administrative staff in particular
- There is a Seminar Hall (for small gatherings) and office of Secretary, local managing committee, on the first block of administrative block.
- To promote sports activities among students multipurpose Dasmesh Sports Complex with provision of P.T Mehnga Singh pavilion and an indoor stadium is constructed.
- Institution is committed to provide more opportunities and quality facilities to girl students. Keeping this in mind, hostel is constructed in the college campus for the girl students from far-off places. Dining hall and common room for girl students are also situated in the building.
- A student centre is constructed in the college campus where students can spend their free time when sharing their ideas and problems. This structure is also houses a canteen to cater the needs of students and staff members of the college.

The amount spent during last five years on the augmentation of various infrastructural facilities is as given ahead:

Sr.	Item	Amount spent during			
		2008-09	2009-10	2010-11	2011-12
1	Building	Nil	9,65,000/-	33,580/-	5,28,799/-
2	Computers	Rs. 23,660/-	2,18,135/-	44,136/-	3,46,931/-
3	Equipments	Rs. 6,39,418/-	2,16,094/-	7,80,674/-	1,04,592/-
4	Furniture	Rs. 2,98,789/-	3,01,655/-	7,27,637/-	3,60,582/-
5	Land	Rs. 2,00,000/-	Nil	Nil	Nil



The master plan is attached. See Annexure V (Master Plan of the College)

The college management committee has plans for reconstruction/renovation of the old building of the college at the cost of Rs. 4 crore within next 3-4 years. The revenue is expected to be generated from donation by NRIs (which are also old students of the college). Alongwith, further development and renovation of the indoor stadium, under UGC grant and donation is expected soon. Two more classrooms are under construction to accommodate more students due to rise in student's strength and by introduction of new courses in different subjects.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Though number of such students in the college is very small, A ramp in to the small auditorium hall which is on the first floor, is built for the convenience of the differently abled students. Special care is taken while designing the timetable that for any such student all the classes will be arranged on the ground floor.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility / Accommodation available**

Institution is committed to provide more opportunities and quality facilities to girl students. Keeping this in mind, an 8-room hostel with a capacity to accommodate 24 students is constructed in the college campus for the girl students from far-off places. Dining hall and common room for girl students are also situated in the building.

There is a provision of common room for the girl students in girls hostel. At present, the college does not have hostel facility for boys.

- **Recreational facilities, gymnasium, yoga center, etc.**

Table-Tennis, Carom, Chess etc. indoor facilities are available in the girls' hostel. More of these facilities may be made available to the students once the hostel is inhabited.

- **Computer facility including access to internet in hostel**

This facility may be provided once the hostel is inhabited.

- **Facilities for medical emergencies.**

The college has a dispensary with the facility of First-Aid. A qualified doctor is permanently available on-call basis. In case of emergency, the patients may be rushed to the local hospitals.

- **Library facility in the hostels**

This facility may be provided once the hostel is inhabited.

- **Internet and Wi-Fi facility**

This facility may be provided once the hostel is inhabited.

- **Recreational facility-common room with audio-visual equipments**

As mentioned in previous sections, Table-Tennis, Carom, Chess etc. indoor facilities are available in the girls' hostel. More of these facilities may be made available to the students once the hostel is inhabited.

- **Security**

Security Guards/Watchmen are deputed round the clock for the security of the college campus. A lady attendant is permanently deputed in the girls common room. The security may be beefed up once the hostel is inhabited.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college has its own dispensary and a well qualified doctor is appointed on part time basis. From this session Dr. Bakshish Singh (M.B.B.S , M.S, Karan Hospital) also has very kindly accepted to be medical consultant of this institution. As per requirement suitable numbers of employees are there for cleanliness of the campus and class rooms. The college extends group insurance facility to its employees and students. Some of the employees have been covered under group insurance of LIC with monthly premium deduction offering medical re-imbursement and life risk cover in the event of accidental casualty. Similarly the students of the institution are also provided with group insurance facility @ annual premium of worth Rs. 20/- per student. The benefits extended under the scheme include medical reimbursement upto Rs. 500/- for ailment suffered in the campus and Rs. 50,000/- for any accidental casualty.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Spaces for special units:

Health Centre:

As mentioned in earlier section.

Canteen

The Student Centre building also houses a canteen to cater the needs of students and staff members of the college. Common room for girl students with adjacent refreshment corner, student centre and canteen for boy students

Recreational spaces for staff and students

As mentioned earlier.

Safe drinking water facility

Four water coolers are located at suitable different places of the campus. 2 latest technology ROs are fitted at places.

Auditorium

The college has a well furnished, huge sized auditorium with a capacity of about 1000 persons. The hall is provided the sound system keeping in view the acoustics. In addition to it there is another hall to accommodate smaller gatherings.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, library has an advisory committee whose members are listed below:

- S.S.Kaul (In-charge)
- Dr. Charanjit Singh
- Indu Ratti
- Librarian

Advisory committee recommends the purchase of old or new titles, journals, magazines etc as suggested by heads of departments, faculty members or students. This committee gives ideas and suitable suggestion to the library staff for smooth functioning of the library, easy access, use of readable material, support facilities available in the library and their security. Under the guidance of advisory committee the allocated UGC grant or from other sources is used for the overall development of the college library and the rare books and periodicals are also purchased with a view to inculcate the interest as well as to promote the concept of research among teachers.

4.2.2 Provide details of the following:

- * **Total area of the library (in Sq. Mts.)**

672.78 sq.mt. (7242 sq.ft.)

*** Total seating capacity**

170 students

*** Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**

(a) On working days 9:00am-4:00 pm (7 hrs)(in winters this schedule is delayed by 20 min. viz. 9:20a.m. to 4:20 p.m.)

(b) On holidays : Nil

(c) On Examination days : 9:00am-4:00 pm (7 hrs)

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library holdings	Year -1 2008-09		Year – 2 2009-10		Year – 3 2010-11		Year – 4 2011-12	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	1149	1,97,862/-	542	1,49,249/-	1368	3,03,010/-	1001	1,45,728/-
Reference Books	121	1,92,383/-	11	10,471/-	16	21,446/-	17	40,600/-
Journals/ Periodicals	718	17,638/-	741	16,773/-	648	16,689/-	612	16,136/-
e-resources	06	-	01	-	05	-	-	-
Any other								

Library holdings	Year -1 2008-09		Year – 2 2009-10		Year – 3 2010-11		Year – 4 2011-12	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
(specify)								

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC** NA
- * **Electronic Resource Management package for e-journals** NA
- * **Federated searching tools to search articles in multiple databases** NA
- * **Library Website** NA
- * **In-house/remote access to e-publications** NA
- * **Library automation**

The library services are partially computerized. The transactions of books are made through computers. The terminals for students to avail library services are yet due to be installed.

- * **Total number of computers for public access** NA
- * **Total numbers of printers for public access** 01
- * **Internet band width/ speed** NA
- * **Institutional Repository**

At present, the ordinary data is available with the respective departments and Old/very old data is archived with the stores of the concerned department e.g. library, administrative office etc.

The institution is in the process of preparing the blue-print of setting up the institutional repository.

- * **Content management system for e-learning** NA
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**

The institution has subscription of INFLIBNET. Nearly 5000 books and many journals are available online through it.

4.2.5 Provide details on the following items:

- * **Average number of walk-ins** : 45 per day
(this data is only for the persons marking their entry)
- * **Average number of books issued** : 23 per day
- * **Ratio of library books to students enrolled**: 35583 books:1898 students
- * **Average number of books added during last three years** : 985 per year
- * **Average number of login to opac (OPAC)** : N.A.
- * **Average number of login to e-resources** : N.A.
- * **Average number of e-resources downloaded/printed** : N.A.
- * **Number of information literacy trainings organized** : Nil
- * **Details of “weeding out” of books and other materials** :

The old and obsolete books (not the rare and reference books) which are not related to the prescribed syllabi are weeded out on the advice of library committee. However these books are not disposed off rather they are stored in the archive of the library. Torn and mutilated books are also removed from the shelves as suggested by the concerned committee and their newer and latest versions are brought in. The process of weeding out the books is taken up once every year prior to the commencement of the academic session. Journals and magazines are also weeded out by following the same procedure on periodical basis. So far the library has weeded out 9313 books.

Note : *The averages are calculated for a sampling period from 4-11-2011 to 14-08-2012 during which there had been 132 working days.*

4.2.6 Give details of the specialized services provided by the library

- * **Manuscripts** NA

- * **Reference** the college has a rich collection of 461 reference books on various topics.

- * **Reprography**

The college has 3 xerox machines on each at library, administrative office and the computer lab. In addition to it, the college has a cyclostyle reprographic machine for bulk printing.

- * **ILL (Inter Library Loan Service)** NA

- * **IDN (Information Deployment and Notification)**

Vital information is conveyed to the students and staff through the notice boards positioned in the library building.

- * **Download and Printing**

It is available at request and with the prior permission of the Principal

- * **Reading list/ Bibliography compilation**

List of books available in the library is provided by the library software in use, for more information internet is used.

- * **In-house/remote access to e-resources** NA

- * **User Orientation and awareness:** NA

- * **Assistance in searching Databases** NA

- * **INFLIBNET/IUC facilities**

This facility is available as mentioned in previous section 4.2.4

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library staff ensures the procurement of new and latest study material at the earliest by effective co-ordination with the library advisory committee and faculty. They always remain on heels for effective and smooth functioning of the library. Their first and the foremost performance is the easy access of the books, magazines, journals etc. available in the library. The library stock is

secured in the best possible way. The newer books are found out enterprisingly online, through market survey or at book fairs.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

No consolidated policy on such issue has been framed so far as no. of such students is very few. But every possible help is provided to facilitate the existing facilities towards them.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The feedback from the users is looked upon as a significant tool in ensuring an overall improvement in the functioning of the library. A suggestion box is kept in the library for collection of feedback from the students. A feedback thus received from the students is passed on to the library Advisory Committee for perusal and follow-up action.

The faculty is free to bring before the library committee the suggestions and innovative ideas for better and more effective library services for the users and the same are incorporated positively.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Recommendation from respective committees, heads of various departments, senior faculty members, feedback from students, requirements of newly started courses, desire to match latest trends in education and to organize functions

related to co-curricular, extra-curricular and sports help in ensuring optimal utilization of budget allocated for various activities.

The amount spent for maintenance of facilities in the campus is as below:

Sr.	Item	Amount spent during			
		2008-09	2009-10	2010-11	2011-12
1	Building	3,04,547/-	67,655/-	1,12,461/-	23,242/-
2	Computers	-	67,350/-	92,237/-	7,550/-
3	Equipments	18,198/-	23,080/-	7,820/-	-
4	Furniture	20,632/-	2,50,179/-	41,551/-	52,242/-
5	Land	-	-	-	-
6	Vehicle	29,248/-	49,368/-	4,593/-	8,552/-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Care taker and his assistants (additional charges) keep the record of the whole property of the college. They add the new purchases and hand over the charge to the concerned teachers/non-teaching staff. The building and supporting facilities are checked from time to time by construction committee and maintenance requirements are reported to the Principal. The committee then arrange for its repair work. The white washing of the building is an annual feature. Regular inspection of the departments is done by the concerned head of department. Annual requirement of repairs/alterations/new additions in infrastructure and new equipment for laboratories is invited by the Principal from heads of departments at the beginning of new session. A hardware technician of computer department maintains computers and their accessories in Computer Centre and other locations of the college. Self-maintenance, repair from open market and in some case of warranty of equipment is also helpful. Electricians of the institution deal with related problems in different parts of the college campus.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Calibration and other precision measures for the equipment /instruments are undertaken in the institution once in a year on the advice of science faculty. Experts and technicians in the related field are roped in this task .Besides the repair/maintenance of equipment/instruments is carried out as and when necessary.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The institution has on its rolls two well trained technicians provided with required and necessary tools who are responsible for the location, upkeep and maintenance of sensitive electrical equipment in the premises .Their duty is to maintain constant vigil of all sensitive equipment and any technical snag developed there in is immediately rectified .To keep sensitive electrical equipment in best possible condition and obtain optimal level of efficiency the best possible support is provided by the college authority. To upkeep and maintenance of sensitive water supply equipment in the premises is also insured under all circumstances. The college care takers look after these equipment and these are properly checked on daily basis and as a result if any shortcoming or defect is found in their functioning the same is rectified immediately.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes the Prospectus in the beginning and the Annual Report and the college magazine at the end of every session. The contents of prospectus are as under:

- Messages by the Administrators
- Photos of the outstanding performer students of the year
- College Profile
- Admission schedule
- Curricular Design
- Course Structures
- Fee Structures
- Rules & Regulations regarding admissions and scholarships etc.
- Detail of facilities provided to the students
- Profile of faculty and administration

The annual report contains details of the all-dimensional performance of all the wings of the institution.

In addition to it, the various reports – NSS Report, silver jubilee celebration brochure, and other souvenir are also published spread over the year.

The copies of Prospectus and Annual Report (Session 2011-12) is attached as Appendices.

The college is fully committed to provide the facilities to the students as per mentioned in the information brochure. Various committees constituted for the specific motives are ever enterprising to implement that. Heads of these

committees under the leadership of the Principal are accountable in case of any kind of lapse.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Type of Scholarship/ Freeship	2008-09			2009-10			2010-11			2011-12		
	No. of Students Benefitted	Amount Disbursed	Supplying Agency	No. of Students Benefitted	Amount Disbursed	Supplying Agency	No. of Students Benefitted	Amount Disbursed	Supplying Agency	No. of Students Benefitted	Amount Disbursed	Supplying Agency
SC Scholarships	138	5,44,205/-	DPI(C) Pb	37	1,46,040/-	DPI(C) Pb	Not received so far			Not received so far		
BC Scholarship	17	70,020/-	DPI(C) Pb	2	9,810/-	DPI(C) Pb	Not received so far			Not received so far		
Merit-cum-means Scholarship	2	8,000/-	GNDU, Asr Out of World Uni Fund									
Minority Scholarship	13	63,050/-	Dist. Welfare Officer, SBS Nagar	1 1	4,850/- 4,850/-	DPI(C) Pb Dist. Welfare Officer, SBS Nagar	126	6,11,100/-	Dist welfare Officer, Pb.	Not received so far		
State Merit Scholarship				10	11,440/-	DPI(C) Pb	2	2,0035/-	DPI(C) Pb	3	2,860/-	DPI(C) Pb
Handicapped Scholarship				01	2,700/-	Dist. Welfare Officer, SBS Nagar						
Special Grant to SC Girls				32	17,180/-	DPI(C) Pb						

The disbursement of these aids to the students is based on receipt of grants from the respective agencies. For the last two sessions (2010-12) main grants are still outstanding.

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Session	Granting Agency	% of students benefitted
2008-09	Central Govt.	14.12%
	State Govt.	-
	Other National Agencies	0.17%
2009-10	Central Govt.	5.74%
	State Govt.	0.86%
	Other National Agencies	-
2010-11	Central Govt.	8.22% More grant is yet due towards the Centre Govt.
	State Govt.	0.13%
	Other National Agencies	-
2011-12	Central Govt.	Process of disbursement is ongoing
	State Govt.	0.001%
	Other National Agencies	-

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections**

The college helps the students belonging to SC/ST/Minority communities to get scholarships being provided by the various agencies such as Central or State Govt., Minority Cell, local NGOs, NRIs etc. The college provides /concessions to the financially downtrodden students. The selection of such students is made by the committee constituted for the purpose.

- **Students with physical disabilities**

Though there are very few students with physical disabilities in the college, special care has been practiced for their convenience e.g. scheduling the time table and allocation of classrooms in such a way that such students if any need not to go upstairs. In addition a ramp-way to the auditorium/hall is provided especially for such students.

- **Overseas students**

There are no such students in the college.

- **Students to participate in various competitions/National and International**

- Coaches/ Trainers are appointed for the participants
 - Travelling facility in the shape of College Bus or TA etc. is provided to them.
 - Diet/refreshment is provided to them
 - Special concessions are granted to them as per the need
 - Kits/costumes/ other material is also provided to the participating students/teams
 - Reward and honour is granted to the good performers.
- **Medical assistance to students: health centre, health insurance etc.**
 - There is a dispensary in the college with the emergency First-Aid facility in the college. A qualified doctor is appointed on parttime basis to cater to the health problems of the students.
 - Each student of the college is insured for Rs. 50,000/- against Accidental /medical emergency
 - **Organizing coaching classes for competitive exams**

A special cell funded by the University Grants Commission is operative in the college to prepare students for competitive and career based tests.
 - **Skill development (spoken English, computer literacy, etc.,)**

The institution provides as many as four special courses with the aim of developing skills among the students these courses offer skill development in a variety of fields like communication in English, Acting and TV Presentation, Dress Designing and web designing.
 - **Support for “slow learners”**

Special coaching classes are organized for the academically weaker students every year with the help of assistance from the UGC.
 - **Exposures of students to other institution of higher learning/ corporate/business house etc.**

The final year students join industry for the completion of their projects which is part of their course curricula.

In addition, the students visit universities or other institutes while participating in various competitions.

Students are led to various knowledge-giving events such as book fairs, seminars etc.

- **Publication of student magazines**

‘Charan Kanwal’ the college magazine is a regular feature of the institution. The students are motivated to contribute. They in response communicate their articles which are published in it. This magazine has a annual periodicity.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The students of the department of Commerce of the college especially, have the exercise of this skill in their curriculum.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * **additional academic support, flexibility in examinations**

The students participating in such events can consult their teachers according to the need at negotiated times. No flexibility in university examination can be provided to the participants. In case of utmost requirements the students are allowed to appear in special test if they miss house examinations.

- * **special dietary requirements, sports uniform and materials**

As mentioned earlier in section 5.1.4, the students are provided such facilities as under:

- Coaches/ Trainers are appointed for the participants
- Travelling facility in the shape of College Bus or TA etc. is provided to them.
- Diet/refreshment is provided to them
- Special concessions are granted to them as per the need
- Kits/costumes/ other material is also provided to the participating

students/teams

- Reward and honour is granted to the good performers.

*** any other**

The institute prepares the teams as per the schedules of the events. Funds are allocated accordingly.

The college hosts events of big-names such as Club Level Football Tournaments (with the help of an NGO Shaheed Bhagat Singh Football Club, International Kabaddi Tournament (with the help of NRIs).

Last year the college organized a Zonal Level Youth Festival of Guru Nanak Dev University.

Such events blow a spirit of sportsmanship and inspiration among the youthful students of the college.

The expenditure incurred on facilities provided to the sportspersons during last five years is as below:

Year	Expenditure on sports events(₹)
2007-08	2,10,980/-
2008-09	2,31,935/-
2009-10	3,35,225/-
2010-11	2,84,343/-
2011-12	4,48,138/-

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The institute does not provide such support at present.

5.1.8 What type of counseling services are made available to the students(academic, personal, career, psycho-social etc.)

There is a career counseling cell in the college which consists of faculty of the college. They actively provide counseling to the students.

There is a schedule of tutorial groups in the institution. In these sessions the students are also provided personal counseling.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The Career Counselling Cell of the college provides information regarding career opportunities by displaying it on the noticeboards. It manages expert talk in the relevant field. Another cell in the college manages training to the students to appear in some of the recruitment tests.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the college has a grievance redressal cell separately for the boy and girl-students. The major functions of this cell are to safeguard the interests of the girls in the college. It endeavors to solve the problems being faced by the girls regarding facilities like common room, cafeteria, medical, drinking water, proper seating arrangements in the college, eve-teasing and harassment by the opposite gender and any other problem arising out of their stay during college.

The major grievances redressed during the last years are as below:

- The girls used to face many problems in the common cafeteria. Ultimately, the cell was able to solve it by providing a separate canteen for the girls at a distant place from the girls at a distant place from the boy's canteen. The girls appreciated this new idea as the new canteen is located very close to the Girls common Room and hostel.
- Similarly, the cell was able to provide a separate section for the girls in the college library, where now they enjoy their studies independently.
- Keeping the privacy of the girls in mind, the cell has provided separate and independent open lawns for the girl-students.

- The college bus facility is used to ferry only girls from their respective places.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Such problems are taken up by the Grievances Redressal Cell for girl-students and female staff members.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The Discipline Committee of the college ensures that no event of ragging happen in the college campus. There was no such event reported in the long past of the college.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

All the students of the college are covered under the accidental and medical policy as mentioned in section 5.1.4

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yes, The current constitution of the Alumni Association is as under

Patron

1. S. Gurdev Singh Brar IAS (Retd.)President S.E.S.
2. S. Surjit Singh Thandi, Secretary, LMC
3. Dr. Dharmjit Singh, Principal, SNC, Banga

President

Sh. S.R. Ladhar IAS, Commissioner, Jalandhar Division

Convenor

Dr. Devinder Kumar Sharma, Asstt. Prof. SNC, Banga

The list of the well-to-do alumni is very vast, to name a few the following list is given:

- S. Amritpal Singh Sandhu Major Genral(Rtd.)
- Sh. B.D. Virdi IES Advisor, Planning commission
New Delhi
- Sh. Shingara Ram IAS(Retd.) Vice Chancellor,
Greater Budha University
- Sh. Dharm Pal, IAS. Secretary, Food & Supply
Govt. Of Delhi
- Col. Sukhdev Raj, IPS Post Master Genral
- Sh. Satnam Kainth Former member of parliament
- Sh. Dharm Pal Chief Engineer(Retd.)
Pb. State Electericity Board
- Mrs. Parmila Pathak Professor, Dept. of Botany
Punjab University, Chandigarh
- Dr. Gurpal Singh MBBS Civil Surgeon
Fatehgarh
- Dr. N.S. Neki Professor, Govt. Medical College,
Amritsar

The association strives hard and contributes in the form of suggestions, feedback and even donations. To quote, last year Dr. Baldev Singh Bika an alumnus of the college donated Rs 21,000/- to the college.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

A very good number of passing out students pursue their higher education in universities and other colleges. The data of such students is not available with the college.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

2008-09

Class	Appeared	Pass	Compart ment	Result Later	Failed	College %	Uni %	Merit	Ist Division
B.Com I	81	59	14	3	5	94.42%	71.42%	---	1
B.Com II	59	50	5	---	4	93.22%	76.54%	---	6
B.Com III	63	55	8	---	---	100%	90.55%	---	19
B.C.A I	86	14	34	2	36	55.81%	43.62%	---	1
B.C.A II	56	47	5	3	1	98.11%	90.93%	---	11
B.C.A. III	52	46	4	--	2	96.15%	93.68%	---	24
B.A I	192	24	37	8	123	33.15	39.90	---	1
B.A II	60	27	18	10	5	91.66	78.63	---	3
B.A III	113	75	23	6	9	92.80%	77.93%	---	4
B.Sc I	45	34	8	---	3	93.33	59.52	1	14(merit-I)
B.Sc II	41	34	6	1	---	100%	83.42	---	13

B.Sc III	45	44	1	---	--	100%	87.99%	---	25
DCA	34	20	9	---	5	85.29	---	---	12
PGDCA	39	34	2	1	2	94.73	---	2-D	24
PGJMC	5	3	2	--	--	100%	--	--	2
PGDDT	3	3	--	--	--	100%	--	3-D	3
PGDOM&SP	23	13	4	--	6	73.91	--	--	6
M.Sc I (CS)	14	8	3	--	3	78.57	--	Nil	3
M.Sc. II (CS)	14	14	--	--	--	100	--	--	4
M.Sc I Math	20	13	4	--	3	85%	51.38%	Nil	3
M.Sc.II Math	17	7	10	—	—	100 %	60.30 %	—	3
M.Com.II	8	8	--	--	--	100%	99.17%	1-D	8

2010-11

Class	Appeared	Pass	Absent / Cancel	Compart ment	Result Later	Failed	College %	Uni %	Merit	Ist Division
B.Com I	70	28	01	13	---	28	40.57	46.80	---	----
B.Com II	46	18	01	14	02	11	41.86	58.56	-----	----
B.Com III	60	52	---	01	07	---	98.11	77.63	----	17
B.Com I (Pro)	55	41	01	8	--	05	75.92	70.67	----	09
B.ComII (Pro)	32	24	---	06	--	02	75.00	83.32	----	02
B.C.A I	98	31	03	22	02	40	33.33	47.49	-----	01
B.C.A II	74	32	03	26	01	12	45.71	76.53	---	11
B.C.A. III	55	52	---	02	01	---	96.29	90.66	----	21
B.A I	231	65	15	65	16	84	28.13	30.87	-----	02
B.A II	127	82	9	17	13	06	78.09	63.99	-----	08
B.A III	60	39	---	12	08	01	65	71.60	-----	03
B.Sc I	98	75	03	14	---	06	78.94	48.92	----	23
B.Sc II	46	42	----	04	----	--	91.30	76.70	01	22
B.Sc III	39	37	01	--	01	--	100	73.51		17
DCA	33	10	05	05	02	11	38.46	-----	-----	4
PGDCA	17	09	03	05	---	----	64.28	-----	-----	06

PGDFS	24	15		03	03	03	85.70	----	02	10
PGDDT	-----	-----	----	---	----	---	----	----	---	----
PGDOM&SP	-----	-----	---	----	----	----	-----	-----	-----	----
M.Sc Sem II (CS)	31	18	01	07	---	05	60	---	-----	05
MSc. II (CS)	25	22	1	02	----	--	--	--	--	--
M.Sc I Math	33	19	03	06	01	04	65.51	47.84	---	03
M.Sc.II Math	---	-----	-----	-----	-----	----	-----	---	---	----
M.Com.I	29	27	---	02	----	----	93.10	----	--	21
M.A.I Pbi	06	06	---	----	---	---	100	75.52	---	----
M.A.II Pbi	17	07	04	----	---	06	53.84	77.91	---	---

2011-12

Class	Appeared	Pass	Absent / Cancel	Compart ment	Result Later	Failed	College %	Uni %	Merit	Ist Division
B.Com I R	81	47	4	15	---	15	80.51%	65.5 %	--	05
B.Com II	50	43	01	05	--	01	97.95%	80.40%	--	04
B.Com III	38	35	--	03	--	--	100%	87.76%	--	02
B.Com. I Pro.	56	47	02	01	--	06	88.88%	71.81%	--	33
B.ComII (Pro)	47	44	--	02	01	--	97.87%	82.95%	--	02
B.Com.III Pro	31	28	--	02	01	--	100 %	94.18%	--	15
B.C.A I	100	65	04	26	--	05	93.75%	41.08%	--	03
B.C.A II	66	45	--	17	--	04	93.93%	78.97%	--	13
B.C.A. III	57	53	--	--	03	01	100	96%	--	16
B.A I	257	45	04	54	02	121	39.92%	41.53%	--	03
B.A II	121	75	12	09	22	03	84.84%	80.63%	--	02
B.A III	105	71	03	20	05	06	91 %	75.64%	--	06
B.Sc I	107	81	07	10	--	09	91%	51.11%	02	26
B.Sc II	84	74	02	07	01	---	100 %	86.04%	02	41
B.Sc III	47	46	--	01	--	--	100%	80.79%	01	21

DCA	34	12		16		6	82.35%			
PGDCA	09	05	01	--	01	02	62.5%	---	1 Dis.	01
PGDJMC	09	07	01	01	01	--	100 %	---	--	04
PG D F D	5	5					100%		05	05
PGDOM&SP	awaited									
M.A II Sem Eng.	32	08	01	17	--	06	80.64%	51.83%	---	--
M.Sc. II sem. C.Sci.	25	18			07		100%	-	-	-
M.Sc Sem iv (CS)	23	17	---	----	06	--	100 %	---	--	16
MSc. II (CS)										
M.Sc II SEM. Math	17	14	-	3	-	-	100%	-	1	-
M.Sc.II Math	24	21	-	3	-	-	100%	-	-	1
M.Com.II An.	29	27	--	--	02	--	100 %	--	13 (Dis.)	21
M.A.I Pbi										
M.A.II Pbi										
M.COM II SEM.										

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- The Career Counseling Cell of the college provides consultancy to the students. They are made aware of various career opportunities which come into their way.
- The specially formed cell provides coaching to the students for entry tests for services.

Both these services are provided to the students exactly free of cost.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Fee concession is given to the poor students.

- Free coaching is provided to the weak students.
- Personal Counseling is provided by teachers.

Despite all the efforts being made a large number of the youth of the area has a tendency towards immigrating to the foreign countries for greener pastures. A good number of students join/resume their studies there. The exact data of such students is not available.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- In the field of sports college provides grounds and other related stuff to the students for Football, Volleyball, Kabaddi, Athletics, Wrestling, Powerlifting and Body-building etc. Special coaching is also provided as and when required. Teams in these events are prepared for competetions at various regional, zonal national and university levels.
- The institution provides facilities in the fields of cultural activities like Bhangra, Gidha, Phulkari, One Act Plays, Skits, Shabd Gayan etc. the college also organized a 4-day zonal level Youth Festival of Guru Nanak Dev University on September 28,29 30 and October 1, 2011. A college level talent-hunt programme is organized to find out the talented students in the college which are polished and prepared for the competetions.
- The students are prepared to participate in quiz contests, poetical symposia, elocution and declamation contests.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	<input checked="" type="checkbox"/>	-	01	<input checked="" type="checkbox"/>		04
Inter-university	-	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	-

National	-	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	-
Intra College	<input checked="" type="checkbox"/>	-	01	-	-	-

Apart from it the college team has staged as many as 11 plays taking up the burning issues of the society like Female Foeticide, Women Empowerment, Usage of Drugs and others

A student of the college participated and won the light vocal and folk singing based competition organized and telecast by Jalandhar Doordarshan.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Feedback from the students is obtained on the UGC guided performa, suggestion box, and orally. This feedback is further worked out by the college development council which consists of the Principal, heads of departments and the senior faculty.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

‘Charan Kanwal’ the college magazine is a regular feature of the institution. The students are motivated to contribute. They in response communicate their articles which are published in it. This magazine has a annual periodicity.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

NA

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The students are not directly involved in any body. Yet their interests are dug out from the feedback they provide and are represented appropriately as and when required.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The meetings of the alumni association are held on annual basis. The association strives hard and contributes in the form of suggestions, feedback and even donations.

There is no regular schedule for the collaboration with the former faculty. At the time of superannuation, based on the performance and requirement, some of them are reappointed on consolidated basis.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The Vision and Mission of the college is stated as below:

Goals and objectives:

- ★ Preparing the students to achieve academic excellence by inculcating amongst them incessant quest for knowledge and creativity.
- ★ Providing to the youth the environment for emotional maturity and open-mindedness to make them adapt to multi-cultural, multi-religious and multi-faceted society.
- ★ Sensitizing the youth towards social evils, inequality and injustice, and kindling their social and moral responsibility to make them upright and law-abiding citizens of India of whom the country could be proud of.
- ★ Unleashing the latent energies of the youth through perpetual training in sports, leading to meaningful activities.
- ★ Grooming and cultivating the overall personality of the students.

Defining these goals and objectives was a well thought-over process. The narration was made by the members of the management of the college. The college is being managed at two hierarchy levels. The local unit, viz. LMC (Local Managing Committee) comprises of the eminent personalities of the region who are well-established and deep-rooted to the regional society. They are well versed with the needs of the local youth. The higher level of the management, viz. SES (Sikh Educational Society) comprises the eminent personalities having academic, intellectual, and administrative wisdom. They sat together with a viewpoint to serve the society to the utmost and defined these objectives.

The institution strives to fulfil the goals and objectives by following the curricula mentioned below:

A) ACADEMIC DEVELOPMENT:

- Under Graduate Level: For the academic growth of students, the college provides opportunity for graduation in medical, non-medical, humanities, commerce and

computer streams. A good number of students graduating from the college gain entry to various universities to pursue higher studies and research.

- **Post Graduate Level:** The college is running MA (Punjabi), M.Sc. (Computer Science), M.Sc. (Mathematics), M.A. (English), M.A. (Economics), M.Sc. (Fashion Designing and Merchandising) and M.Com. as regular courses.
- **Vocational Courses:** The College has introduced Computer Applications, Office Management & Secretarial Practices, Functional English and Fashion Designing & Garment Construction as vocational subjects for undergraduate students pursuing Arts stream. These subjects are non-core options. College has started add on certificate courses in communication skills, dress and apparel designing & Acting and T.V. presentation granted by the UGC.
- **Diplomas:** Apart from the above said traditional courses, the college also provides to its students the postgraduate diplomas in Computer Applications, Dress Designing & Tailoring, Financial Services and Diploma in Computer applications (DCA) after +2 to enhance their skill as well as curriculum vitae. From the last session college has also introduced PG diploma in office management

B) SOCIAL AND CULTURAL DEVELOPMENT:

- Students get the opportunity of social and cultural development through participation in different programmes of Extra Mural Activities wing of the college, NSS, NCC, Guru Gobind Singh Study Circle, Political Science Society and Creative Club of the college. These societies organise extension lectures, religious functions, quiz contests, camps and blood donation and tree plantation drives in the campus and surrounding areas round the year.
- EMA wing organises programmes about social evils like drug abuse, dowry, female foeticide, problems of the farmers etc. to sensitize the youth and society.

C) SPORTS ACTIVITIES:

- Students of the college take keen interest in sports. College participates regularly in zonal and inter-zonal meets and holds high rank in the sports activities in the university. In the academic year 2009-10, the college bagged the Runners-up trophy in

the Guru Nanak Dev University Inter-college Competitions. Cross country (Women) B Division, and (Men) A Division scored top and third positions respectively, besides contributing splendidly in bodybuilding, kabaddi, cross-country and athletics.

- To create interest and confidence among the students, sports activities are also held at college level. A sports meet is organized every year. Students are divided into four different houses, which then compete for different athletic activities.
- The college management has sanctioned two posts of coaches on contractual basis for football and Volleyball in order to provide effective and better coaching.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- The appropriate infrastructure is provided to meet the requirements of the college.
- Recruitment of competent and qualified staff members is made to maintain the proper pupil-teacher ratio.
- Peer-level interactions between all the colleges run by the management are organized to facilitate the all-dimensional growth of the institute.
- Principal, who himself is a part of the management leads from the front by taking classes to motivate the classroom study.
- Monitors and enforces regularity and punctuality of the staff.
- Chalks out plans and implement them
- Redresses the needs of students, staff and the society and tries to resolve them.
- Manages finances for the operations of the college and generates the revenues. The major source of revenue are grants from UGC and DPI(C) and the State Government and donations from NRIs, Industrialists, Politicians and social organizations.

6.1.3 What is the involvement of the leadership in ensuring :

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence

- **Champion organizational change**

The leadership of the institution actively involves in all these mentioned thrust areas of activities.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The college has a clear cut and definite mechanism in place to monitor and evaluate policies and plans of the institution for effective implementation and improvement. The principal holds periodic meetings with senior staff members and the head of various departments to review and gauge the implementation and execution of various policies. Feedback from all the staff members is sought in all staff meetings and the same is tried to be accommodated after thorough consideration. Senior faculty members are assigned the task to regularly oversee the progress made in policy implementation in various sphere of activity and they submit the report of the same to the head of the institution .

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Two duly elected staff representatives are made members of the local managing committee and it is through them that the management conveys its various programmes and decisions to the staff of the college. The Principal of the college also leads the staff from front.

6.1.6 How does the college groom leadership at various levels?

Student editor for various sections of the college magazine,youth leadership training camps are also organized by the NSS and NCC wing of the college. Students are also encourage to actively participate in various cultural and extra mural activities of the college and also in the Zonal and university youth festivals

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

Various committees are constituted at the college level and these committees are assigned a well defined task. These committees work independently and recommend their outcome to the Principal. The college has its departments subject-wise. These departments also work autonomously to some extent. If some interface is required in

two or more committees or departments, it is coordinated by the Principal. Apart from it some ad-hoc committees are also constituted according to the need. e.g. if any department needs to purchase some equipments for its laboratory, then an ad-hoc committee is constituted for the purpose. This committee usually contains members from the main purchase committee of the college and one or two members from the specific department who know the technicalities of the equipment are also included.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

It is through staff representative of the college.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Though the quality policy is not formally stated, yet the top management as well as low end stakeholders are committed to provide the best possible quality. For this purpose, following efforts are being made:

- The both segments of the Management meet before the start of the session to discuss the various administrative issues.
- The College Development Council meets at the beginning of the session to discuss the academic plan of the college.
- The Principal structures various committees according to the requirement for the efficient and effective execution of various administrative, academic and other functions of the institution.
- The students contribute their suggestions through informal feedback, during the tutorials or through the formal feedback at the end of their courses. A suggestion-box is also provided at the administrative block for the same purpose.
- The alumni of the college meet once a year to contribute to the development of the college.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The perspective plans of the college in the various fields are overviewed below:

- Curricular Facilities: Objective is to serve the youth of the region with all the possible educational facilities. Newer courses based on the demand of market and students will

be introduced from time to time. The most in-demand vocational courses like B.Com. (Regular), B.Com. (Professional) and BCA etc. will be extended by introducing another unit each. PG Courses like M.A. (Economics) will be introduced in a year or two.

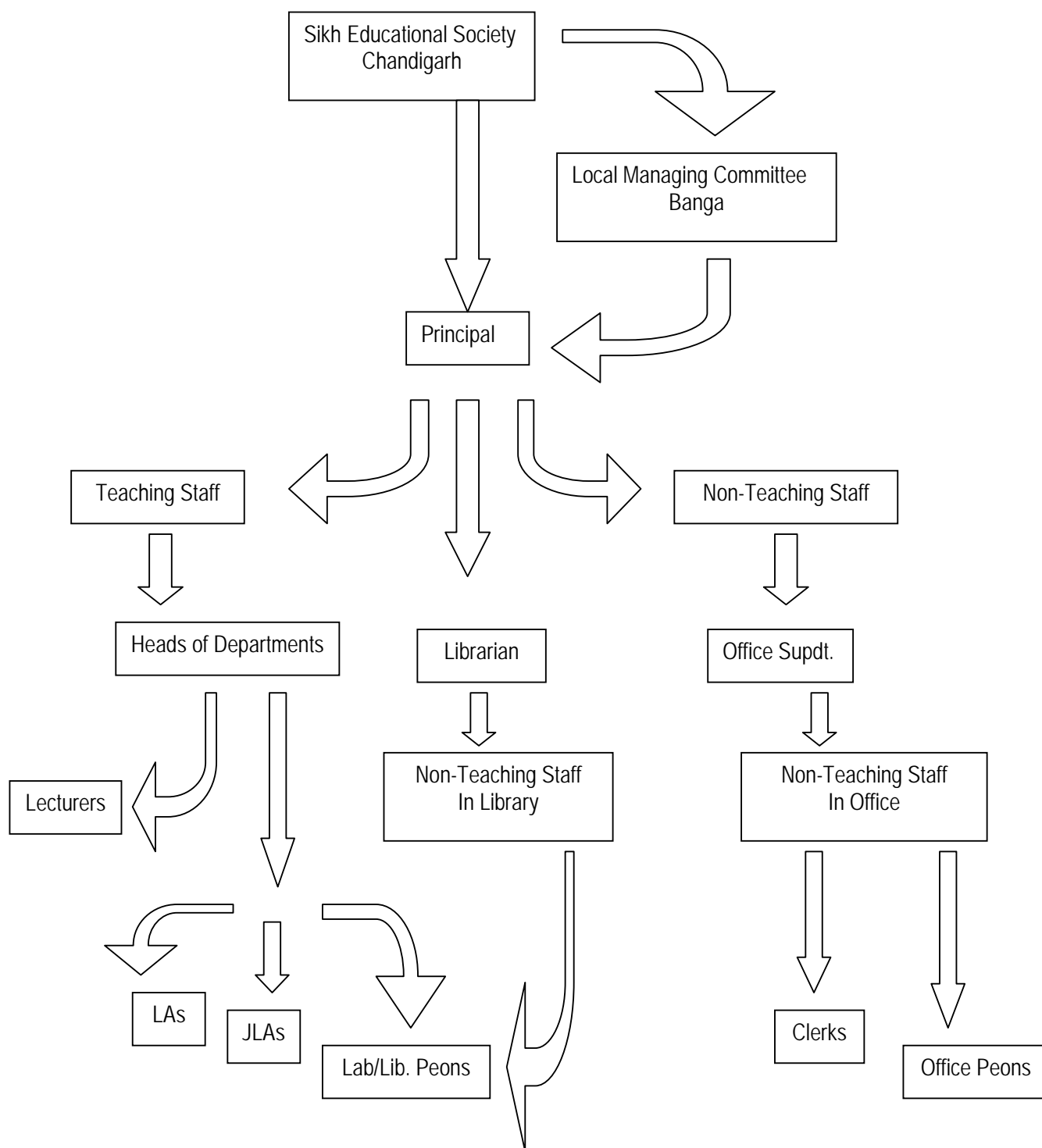
- **Faculty Enhancement** : More teachers will be recruited according to the growing need with the expansion of courses. Existing faculty members will be motivated for their academic and intellectual growth.
- **Research**: The teachers from each Department will be motivated and facilitated to activate them in the field of research. Research activities like seminars, workshops etc. will be planned.
- **Infrastructure**: Keeping in view the growth of the college, construction of more classrooms, laboratories, lavatories and other facilities are the foremost concern of the college. The management has already started working on this need and extension of commerce and management block has already been started.

6.2.3 Describe the internal organizational structure and decision making processes.

The college is managed by Sikh Educational Society with its Head Office at Chandigarh. The Office-bearers, Executives and Members of it are given in Annexure –VII. SES in all manages 6 educational institutions different locations in the state. To watch and ward the activities of the college, a management at the local level is also constituted with the eminent personalities of the region. The Principal is member of both of these committees.

The hierarchy of the administration is as follows:

Hierarchical Model of the College Administration



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
 - **Research & Development**
 - **Community engagement**
 - **Human resource management**
 - **Industry interaction**
-
- **Teaching and learning:** Admissions to various courses in the college are merit based and made through a transparent system of personal counseling. The over-all performance of the student is assessed through a combination of continuous and Annual Examination. The students and their guardians are informed in writing about any deficiency. The deficient students are managed to be benefitted through remedial courses. The College is endowed with adequately qualified teaching faculty, having an excellent track record of their professional progression. The Faculty is recruited through a rigorous selection process in accordance with the directives of the UGC and the affiliating university i.e. Guru Nanak Dev University, Amritsar. Besides the sanctioned substantive posts, the College recruits additional Faculty under Management posts for both aided and self-financing courses. The College follows the self-appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls. Greater faculty participation in national and international seminars and conferences is encouraged. Use of audiovisual aids has been integrated with conventional black board teaching. Field visits, case studies, excursions and role play exercises have been made compulsory, wherever necessary, to make teaching and learning more effective .
 - **Research and development:** To promote research the College encourages Faculty members to participate and present papers in various States/National/International Seminars and Conferences. They are also motivated to do research in their respective fields. Some of the Faculty members have got minor projects approved by the UGC. The students of M.Com classes are also doing their research projects in different industries which are the part of their curriculum. Some of the Faculty members have guided M. Phil. students.
 - **Community involvement:** To ensure the involvement of community the college has various societies like NCC, NSS etc. These societies are actively involved with community by organizing camps for social awareness. The college drama team presents '*nokkad-*

nataks to sensitise the youth against social evils like female foeticide, dowry, drug abuse etc.

- **Human Resource Management:** It is brought about through various wings like NCC, NSS, sports etc. the students are counseled and encouraged to know their original potential and afterwards channelize it appropriately.
- **Industry interactions:** The students of M.Com classes are doing their research projects in different industries which are a part of their curriculum. Experts are also invited to share their industrial experiences with the students of other technical courses. Sometimes Field visits and study trips are organized for the students to make them familiar with the practical environment.

6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- The Principal presents the overall performance of the college through the Annual Report of the college on the Annual Day, which is attended by the members/representatives of the Management.
- Principal conveys the information to the management during the meetings at the college campus as well at the office of SES (Sikh Educational Society, the Managing Committee).
- Officials from SES frequently visit the college. Various issues regarding the administration and performance of the college are scrutinized while the visit.
- There is a regular contact between the Management and the Principal through telephone and internet.
- Academic performance viz. the results every year are conveyed with detailed and comparative analysis.
- Financial details are conveyed through the budgetary meetings and presentations.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- Special incentives/ appraisals are granted to the staff members for their outstanding commitment and performance.
- Good performers are admired and appreciated in the gatherings.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Such Resolutions are annexed as minutes of the meetings conducted by the management.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No such provision exists at present.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

A committee of senior teachers has been constituted for redressal of complaints/grievances of students. The woman grievances cell takes care of the special needs of the girl students as well as female staff members.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

NA

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the feedback from outgoing students is utilized for the betterment of the institution by the administration.

6.3 Faculty Empowerment Strategies

The members of the teaching as well as non-teaching staff are member of their respective unions at the state level and they take up the various issues of the members with the principal and the management.

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The teachers are encouraged to attend various orientation and Refresher courses conducted by the various academics staff colleges of the various universities. They

are also motivated to attend seminars, workshop and conferences at the national level. If viable, the TA/DA expenses are borne by the college.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The college assures full cooperation from the other concerned staff to that person. Good performers are appreciated in gatherings to boost their morale. If deserve, they are granted special appraisals.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance appraisal system is highly significant in making decisions regarding various personal aspects such as promotion and merit increase. It links information gathering and decision making process of the institution which provides a reliable basis for judging the effectiveness of an employee's functioning. Performance appraisal of employee's multiple activities is under taken once in a year it becomes a pretty good tool in assessing, summarizing and developing the work of an employee on both qualitative and quantitative terms. Normally, the performance evaluation of an employee is done by his immediate senior. In this pattern various rating system are employed to determine the potentialities and deficiencies of an employee. Some of the paramount methods used in this regard include: confidential reports, paired comparisons, straight ranking and critical incident methods, departmental appraisal etc. in addition to this, outgoing students of the college give the appraisal of their teachers in terms of marks (out of 10). Teachers are also asked to fill-up self assessment Performa to be reviewed by the authority. All these methods employed for performance appraisal play an important role in enhancing the efficiency of the staff.

There are different ways that are adopted to reward their efforts as below:

- Regular staff members are granted special allowances.
- Staff members on Contract/Adhoc/part time basis get appropriate raise in their consolidated salary.
- Deserving persons may also be provided increments/higher pay-grade or the appreciation letters as the case may be.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

These appraisals are implemented only after approval from the authorized dignitaries of both the segments of management viz. Sikh Educational Society and local management. Rest of the stake holders are intimated in writing.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The college extends the benefit of its welfare schemes to its teaching and non-teaching staff. Some of the employees are availing group (health) insurance scheme of LIC with monthly deduction towards the premium. In addition to this the employee can also avail loan facility for construction of house, purchase of vehicle, treatment of ailments etc. against their PF Accounts employees are granted medical leaves and female staff members are given paid maternity leaves.

The college offers Wheat Loan to its Class IV employees. All the eligible employees avail this benefit.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college authorities are always enterprising to engage best available faculty. They are persuaded to join the college. The deserving candidates are tried to be attracted at higher pay-packages. Eminent faculty is sought to be engaged in the institution through hefty remuneration and various other incentives. Because of these efforts the college has been able to utilize the services of members of eminent scholars, teachers and academicians as visiting faculty in recent past.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

Effective and efficient use of the available financial resources is ensured through audits – external and internal. Besides the Principal of the college directly supervises utilization of the financial resources.

The annual budget is chalked out by the college authorities prior to the commencement of an academic session and this serves as an effective tool in regulating and monitoring proper utilization of available financial resources. The

management of the institute has made the updation of accounts compulsory through the use of a specific software and the college complies with the same.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Internal audit is taken up in the college once a year by an especially appointed Chartered Accountant. External audit is also resorted to from time to time involving District Audit Officer and the AG Office.

See Appendix III (Audit Reports) for more details.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Major sources of institutional receipts/ funding include

- Salary grants from the DPI (Govt. of Punjab)
- Various financial aid schemes of the UGC
- The revenue mopped up through the fee charged from the students for various courses
- Hefty donations from the various quarters the college a lot
- Deficit, if any, is managed by the Central Managing committee i.e. Sikh Educational Society, Chandigarh

Audited income and expenditure statement of academic and administrative activities of the previous years is annexed *as Appendix-III* .

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college keeps on making attempts to woo the NRI's to donate or contribute to the development of the college.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the college has established IQAC. The recommendations of IQAC are considered sanctimoniously by the authorities and the same are sought to be implemented most effectively. All this has, in return, proved to be a vital source of inspiration for the IQAC to come up with heightened activism.

- b. **How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

Almost all the decisions of IQAC are sought to be implemented by the college authorities.

- c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, the composition of the IQAC has many eminent locals as members who don't have any direct linkage with the college. These members play significant role in the development activities of the institution.

- d. **How do students and alumni contribute to the effective functioning of the IQAC?**

Feedback of the students and the alumni is a handy tool in streamlining the functioning of IQAC.

- e. **How does the IQAC communicate and engage staff from different constituents of the institution?**

IQAC communicates with the staff through circular, notice and periodic meetings. Services of senior faculty member are sought by the cell benefiting from their vast experience.

- 6.5.2 **Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities. Senior faculty members on the IQAC have vast administrative experience that makes it easy to integrate academic and administrative activities in terms of quality assurance.

- 6.5.3 **Does the institution provide training to its staff for effective implementation of**

the Quality assurance procedures? If 'yes', give details enumerating its impact.

The IQAC in its periodical meetings with the staff makes painstaking efforts with a view to sensitize them regarding effective implementation of the quality assurance procedures. Their doubts and queries are immediately addressed. The impact of the same is visible in terms of increased efficiency of the staff members and their positive attitude vis-a-vis IQAC.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

No such academic audit is done. The progress and performance of students in the university exams is duly discussed with students their problems, questions and doubts are taken care by the teachers from time to time.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The IQAC of the institution relentlessly seek to come up to the expectations of external quality assurance agencies/ regulatory authorities. The IQAC makes recommendation to the authorities based on the rigorous quality norms of various external quality assurance agencies and regulating authorities resulting into sweeping modification on the front of institutional quality assurance.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Regarding teaching learning process, we have the procedure of class test/mock test conducted by teachers along with the house examination in the months of September and December. The results are discussed with students. Their problems, question and doubts are taken up by the teachers.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The internal stakeholders are communicated through various notification issued from time to time along with periodical meeting with the teaching and non-teaching staff.

While the external stakeholder are informed about various policies and programmes at the time of the local managing committee meeting

Criterion VII: Innovations & Best Practices

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

* Energy conservation

Utmost efforts are being made to conserve energy. These include

- Shifting of CRT Monitors in the computer labs to the LCD/LED Technologies
- Purchase of new electric gadgets e.g. AC, refrigerator are purchased keeping in mind the EEE standards.
- Switching off all the labs if not required.
- Class IV employees deputed outside class rooms or in the labs. are strictly instructed to switch-off the fans, lights etc. if not required

* Use of renewable energy

At present, the college has no such provision but initiation of Solar Power Supply to the Computer Labs and Library building is a part of the agenda of the management.

* Water harvesting

Project is underway as the arrangements for the same are being undertaken at the level of college principal & management who have shown very keen interest in making the water harvesting project a success. It will be completed very shortly so that we can

contribute to replenishing the depleted precious water from the water table.

* **Check dam construction**

No

* **Efforts for Carbon neutrality**

No

* **Plantation**

Plantation is carried out regularly throughout the year. Annual plants are raised so as to beautify the campus whole through the year. Perennial plants (trees) are planted on each and every function held in the college, when the chief guests are asked to plant at least one tree in the college campus. Perennial trees, shrubs and annual plants of all types i.e. medicinal plants, spices & condiments, food plants & others like fruit trees, flowers & vegetable plants required by the students of various classes are also planted round the year so that sufficient material can be provided to the students as & when required.

* **Hazardous waste management**

No

* **e-waste management**

No

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the

college.

Innovations introduced during last four years which have positive impact on functioning of college are as below:

- Academic staff council which is headed by the principal takes the feedback from the students during the tutorial group meetings held regularly/frequently/periodically regarding the teaching imparted to them & to enquire about any difficulties encountered by them during the tenure of their studies. Besides this, Sikh Education Society, which is at the helm of affairs, there is local management committee to ensure quality in academic & administrative system.
- Faculty members are encouraged to take part in seminars, conferences & workshops to get acquainted with latest developments in their respective fields. Some amount has been earmarked department-wise for the research based activities.
- Various extension lectures of eminent personalities are arranged by various departments of the college from time to time.
- Grievance Redressal cell exists in the college to help students in all spheres of life or any problem encountered by students during their study period.
- Co-curricular activities like Talent search competitions, Youth festivals & various other competitions are held. N.S.S & N.C.C camps are organized by the N.S.S & N.C.C units of the college to help the students to establish a social contact with the people of the area. This helps them in becoming responsible citizens, later in life.

- New courses are added from time to time keeping in mind the needs of youth of the area. The institution functions in a fair, just & judicious manner & thereby it has earned the trust of people of the area.
- Ethical & value education to make students aware about consequences of foeticide & drug abuse ,dowry & corruption through Nukkad Nataks & Vigilant Surveillance of college campus & students.
- Voluntary blood donation by students & staff is carried out at the Blood-Donation Camps organized to mark various occasions.
- Students can directly approach the principal for any grievance or they can drop the suggestions for the improvement of the institutions in the suggestion box which are kept confidential if required.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Good Practice#1

Title of practice

Holding Workshops and Seminars,

Goal of practice

Holding Workshops and Seminars to enlighten the faculty and students and to improve their aptitude towards the latest research developments and achievements in their respective fields.

Eminent personalities from highly placed Institutions currently involved in latest research are invited to act as resource persons and to deliver their lectures and interact with the students and faculty. This helps in acquaintance of the students and faculty with latest trends in their respective fields.

The Context

This is a semi urban college with limited feeding area with many financial constraints and socially less aware and even lesser resources. Despite such limitations, prominent personalities are invited from their respective fields to speak on relevant issues. Topics are selected keeping in view the immediate need of the area and students.

The Practice

Such Workshops/Seminars are sponsored by the UGC. So first of all permission of UGC is sought to hold such a Workshop/Seminar with proper outlay of the topic, possible resource persons and possible schedule of dates and time. Arrangements are made for. Inviting the Resource persons from various Institution by sending the information/intimation brochures along with registration forms as per the directions of UGC.

From the entries received proper schedule is prepared and conveyed to the participants. Participants then can deliver their talk on the said date and time.

Various such workshops and seminars were held in the recent past were scheduled as below:

- Department of Commerce organized a seminar on “The Changing Landscape of Indian Service Sector” on 24th and 25th February 2012.
- Department of Computer Science organized a national seminar on “Emerging Trends in IT” on 24th and 25th March 2012.
- Department of Punjabi organized “*Ru-baru*” an interactive session with Dr. Baldev Singh on 21st February, 2012.
- Department of English organized an extension lectures “Features of Good Paragraph Printing” by Dr. Gursharan Sharma and on “Waiting for Godot – A play written by Samuel Becket.

Evidences of Success

Whole hearted contributions by the students and faculty in these workshops and Seminars in attending and interactive sessions with the resource persons indicates the success of such workshops and seminars. These results indicate that latest of the knowledge can be obtained on the relevant/desired topics during such seminars/workshops. Students and faculty are made aware of future prospects of the latest research being conducted in their respective fields. This helps them in shaping their carriers in better way in case they were undecided until now and also they can decide upon the probable future topics of research which should be conducted for the benefit of human rare.

Problems Encountered and Resource required

This is a Semi urban college with limited resources. This is basically an Undergraduate college where only a few departments are running PG classes. So scope of research in rest of the subjects/departments where only UG courses are conducted in almost nil. Especially Science departments do not have a PG in any of the subjects. So the science people cannot contributes to this practice of holding workshops.

The Principal and the members of management are very keen about holding of such workshops and seminars and they tender any and every

type of possible help to the concerned departments. Faculty and students are encouraged to participate in such workshops being held in their institutions.

Good Practice # 2

Title of the practice

Spreading awareness about social evils and safeguarding the cultural heritage of Punjab.

Goal

Cooperation and coordination in faculty , students and people of area through activities like NSS ,Nukkad Natak and on various social evils like Drug addiction, Female Foeticide, Dowry, Corruption and pollution of Natural resources etc. Zonal Youth Festival was held in the college in Sept 2011 and a perfect coordination was observed during the festival which instilled among the students and faculty, the spirit of coordination ,sense of accomplishment a task successfully and above all promoted competitive spirit among the students who participated in the different events with zeal.

The context

It is the motivation among the people of the area as well as the participating students. First students are motivated to participate in activities like NSS, holding Nukkad Natak in different area to further impress upon the ideas about social evils, for blood donation for competing in various events/competition.

The Practice

NSS Camps are held regularly during summer and winter vacations and participants are motivated to take part in the activities like cleanliness, preserving the natural resource, donating blood, adult education, are also advised to refrain from social evils like drugs, dowry, female feticides and causing the environmental pollution. People of the area are also made aware of such social evils and are motivated to refrain from such evils with

by holding Nukkad Nataks in different areas. Nukkad Nataks are performed by the students of the college and participants from various local societies under the able guidance of Dr. Devender Kumar Sharma, Asst. Prof. in the college. A small play ਧੀ ਦੀ ਪੁਕਾਰ ("*Dhee di pukar*") highlighted the plight of females and female foeticide ਸਿਓਂਕਿ portayed corruption in society in today's political scenario; Menace of drug addiction in the youth of Punjab was successfully highlighted in ਛੇਵਾਂ ਦਰਿਆ many more problems like land and sound pollution and excessive use of pesticides and insecticides.

Zonal Youth Festival was held in the month of September 2011 from 28/9/2011 to October 1, 2011 in which teams from this colleges of zone-C participated. More than 40 teams participated in various events. It was for the first time in the history of the college that Zonal Youth Festival was held for consecutive four days and all credit for their honor goes to our worthy Principal Dr. Dharamjit Singh whose tireless efforts alongwith the coordination of staff members made every event very successful. Students and faculty shared the responsibility of making the event successful under the able guidance of Principal. It was all in all a well-coordinated event successful in every aspect. Such events help the Youth to relate to the rich cultural heritage of the state. Events like flower arrangement, Rangoli, Shabad, Vaar and Bhajan Gayan (religious hymns), Folk Dances(Giddha & Bhangra), Folk Singing, Classical Singing, Debate, Declamations etc. Students enjoyed each and every event of the festival and also shared the responsibility of organizing the festival with the faculty and Principal with equal zeal.

In addition to it, during the last academic session, the college organized a number of events and new rituals have been introduced which may be rated as 'best practices' to enlist a few,

The Executive Summary

Sikh National College, Banga (SBS Nagar district, Punjab) came into being in July 1953 as a fructification of the concerted efforts of local MLA S. Harguranaad Singh and the Sikh Educational Society, Chandigarh. It is a co-educational, multi-faculty and multi-discipline institute, aimed at spreading the light of education and of knowledge far and wide. The college is affiliated to GNDU Amritsar. Dr. Dharmjit Singh is at the helm of the affairs as the Principal and leading the college deftly in the changing and challenging scenario.

The college is not a recognized minority institute but it has a very large density of students belonging to communities declared as religious minority by the Government of India. Institute's sources of funding include grant-in-aid receipt from the state government and the UGC in addition to collections accruing from self-financed courses. The UGC recognized this institute in 1956 under section 2(f) and 12(B). After its inception, Sikh National College, Banga was affiliated with Punjab University, Chandigarh and the same came with in the ambit of Guru Nanak Dev University, Amritsar on June 30, 1970. The college is located in semi-urban area and the campus is spread over 8 acres i.e. 32400 sq.mt with the built up area of 4198 sq.mt.

On the infrastructural front, the college has an auditorium/seminar complex where various curriculum and co-curriculum activities are organized. Sporting infrastructure includes playgrounds-football, volleyball, kabaddi etc. and gymnasium (under construction). Hostel facility is available for girl students only and with students being mostly local only two students have presently opted for the faculty. With rapid expansion in educational from it is hoped that more student would aspire to avail the facility. Some of the other facilities offered include common room, indoor games and recreational activities. The principal is provided with in-campus residential facility along with provision of accommodation for some of the class-IV employees. On the Healthcare front, students are provided with first Aid facility and the services of a well-qualified and experience Doctor, Dr.Bakhshish Singh. MBBS, MS, also an alumnus of

this college, are engaged. The college also has a bank and post-office in its campus. Transport facility is offered to girl students only as the college presently has a fleet of two buses.

The courses offered for 2012-13, included B.A, B.Sc. (Medical, Non-medical, computer science, Economics), B.Com (pass and professional) BCA and BBA at the under graduate level. Whereas M.A (English, Economics, Punjabi), M.Sc. (Math, IT and Fashion Designing), M.Com are offered at the post graduate level. Out of the above mentioned courses, 13 of them are self-financed. New programs introduced during the past five year include B.Com(professional) and BBA, M.Com, M.A English, M.A economics, M.Sc. (Fashion designing) in addition to Add-on courses like approval/fashion designing, Acting & TV presentation and communication skills in English. There are 16 departments in total in Science, Arts, Commerce and Computer Science streams out of 29 courses offered 16 are under semester system and 13 under annual system. Four courses are based on inter disciplinary approach. Physical education is also introduces at the PG level.

There is a total number of 26 teaching and 17 non-teaching posts sanctioned by UGC/university and the state govt. and of which 13 and 5 are yet to be filled in teaching and the non-teaching respectively. As many as seven teachers are working against posts sanctioned by SES, Chandigarh.

In addition to these regular posts, a total of 45 (12 male and 33 female) teachers are engaged on ad-hoc/part-time/contractual basis to meet the academic requirements of the institute as the recruitment against the sanctioned grant- in-aid posts is banned by the state govt. since 2004.

Among permanent faculty members, 9 are PH.D and 10 teachers are M.Phil. Whereas 1 teacher is PH.D and 3 M.Phil. Among the temporary teachers. As many as 16 teachers are engaged by the college as visiting/guest faculty. The student strength of the institute has been showing an upward swing for past few years. It stood at 1898 students for the academic session 2012-2013 of which 1541,250 and 107 students were enrolled in UG, PG and diplomas

respectively. The students drop out rate was 11.16% and 26.14% in UG and PG and diplomas respectively for the session 2011-2012.

The unit cost of education including salary component was ₹9,165 per student and excluding the same it was Rs. 28,831 per student for the session 2011-12. The college offers no programs in distance education mode.

The institute is seeking to apply for the cycle 2 of accreditation cycle one, that is, the first accreditation took place on May 5, 2004 the outcome of which saw the college being conferred with level 'B' (refer to annexure 3).

There were 194 working days in the session 2011-12 (refer to annexure 9) of which teaching days were 131 (excluding examination days).

Internal quality assurance cell (IQAC) was established on Nov 5, 2005. Details concerning reports of IQAC have been included in the report.

The college has clear cut goals and objectives concerning curricular aspects including preparing the students to achieve academic excellence by inculcating among them quest for knowledge and creativity.

The institute seeks to provide the youth with a favorable ambience for emotional maturity and open mindedness to enable them to adapt to the multifaceted society. Also they are sought to be sensitized towards various social problems and to make them upright and law-abiding citizens. Unleashing the latent energies of the youth through perpetual training in sports and co-curricular activities is also sought. The values like integrity, truthfulness, honesty and sincerity of purpose and dedication are promoted among the youth for their overall versatile growth.

Heads of the various departments assign the workload to the teachers according to their specialization/expertise. A central timetable is implemented effectively to provide enough number of lectures to all the subjects as specified in the university calendar.

The Academic Council of the affiliating university (GNDU Amritsar) works throughout the year to facilitate the curricular throughout the year. The Academic Staff College in the university offers various orientation and refresher courses to keep the teachers abreast in the latest trends in various academic fields. The institute deploys able, qualified and competent teachers for effective delivery of the curriculum. Apart from it, timely lectures by eminent scholars from affiliating university and other universities are also organized to enrich the students. The institute is a networked hardbound with the other institutes in the vicinity affiliated to the same university. Faculty from these institutes is deputed to conduct various practical and theoretical examinations. All the degree and diploma programs offered in the college have their curriculum designed by the affiliating university. A number of faculty members are members of various academic bodies of the university who represent the institute while the syllabi are designed. These include Dr.Dharmjit Singh, Pargan Singh, Dr. S.P.Singh and Aabid Vaqar. They represent the sub region during the frequently held meetings of these bodies with an agenda of curriculum design.

The institute does not play any role in training of the faculty for different courses as the same are trained by the university. If the college seeks to introduce some ad-on courses keeping in the view the demands of the students, it frames the syllabus and send it to the University for Approval. The institute analyses the attainment of stated objectives through house examinations per semester and final examinations (both practical and theory). Majority of the courses offered in the college are designed and approved by the Academic Council of the affiliating university and this adequately serves the requirement of the local youth. A wide variety of courses in major academic streams are offered at the UG and PG level. At the UG level, BA (with three compulsory and 12 optional subjects including four vocational ones), B.Sc (Medical, Non-medical, Computer Science, Economics), B.Com (Regular and Professional), BCA and BBA are offered whereas at the PG level courses offered include M.A (English, Economics, Punjabi) M.Sc

(Computer Science, Math, Fashion Designing) and various PG and UG diplomas and Ad-on courses are also offered.

There is no provision in the institute to offer the students dual degree, but it offers Ad-on certificate, diploma and advance diploma along with the major degree to the students for instance in Acting and TV Presentation, Internet and Web Designing and Apparel Designing and Garment Construction.

The core subjects at the UG level are: General English, General Punjabi and Environment study. Whereas the optional subjects introduced at the UG level include English literature, Punjabi literature, History, Political Science, Economics, Mathematics, Physical Education, Hindi Literature, Computer Application (Vocational), Functional English (Vocational), Dress Designing and Tailoring (Vocational), Physics, Chemistry, Botany, Zoology and Computer Science. In addition to these courses in commerce and science streams are also offered. At the PG level, various courses are offered as listed above. All the ad-on courses mentioned above are interdisciplinary and can be opted by the students of any stream. All these courses follow choice based credit system. Courses are offered in modular form and the exam are held jointly. During the start of the session, the students of the final year of all courses are allowed to switch courses/subjects within 15 days of the admission and the norms concerning this area are governed by the affiliating university.

The institute offers various self-financed programs like BCA, B.Com (Regular and Professional) M.Sc. (Computer Science), M.Sc. (Maths.), M.Com. and M.A. (English, Economics and Punjabi) and M.Sc. (Fashion Designing) and various UG and PG diplomas. Fee charged for the courses has been tabulated at the page no. 23 and 24 of the Self-Study Report. Teachers serving the self-financed courses are recruited in two ways viz. on regular and temporary basis. Those selected on regular basis are given salary as per norms whereas the teachers employed on temporary basis are given salary as per negotiations with them.

The institution strives to fulfill the goals and objectives by following curricular and committed to provide best possible teaching staff to meet the academic requirements of the students. Students are able to develop their socio-cultural components of personality through participation in different programs of extra mural activities of wings like NSS, NCC, Guru Gobind Singh Study Circle, Political Science Society and the Creative Club of the college. These societies organize extension lectures, religious functions, quiz contests, blood donation camps and tree plantation drives in the campus and its adjoining areas throughout the year. EMA organizes variety of programs to sensitize the youth concerning social evils like drug abuse, dowry, female feticide, problems of farmers etc.

Students are encouraged to participate and excel in the sphere of sports. Details concerning attainments on the sports front have been included in the SSR. Apart from university level competitions in the sports, inter college competitions are also organized and the athletic meet is held once in a year giving much needed exposure to the budding champions.

The modification of the curricula by the institute is not allowed by the affiliating university. The formal and informal feedback obtained from the students is conveyed to the university during the meetings with the concerned agenda to make the students aware about the latest trends in the employment market. Extension lectures by eminent persons are arranged by the college Career Counseling Cell. Eminent personalities are invited from time to time to enlighten the students regarding such issues.

All the degree and diploma programs offered in the college have their curriculum designed by the affiliating university. A number of faculty members are members of various academic bodies of the university. The details concerning the same have been incorporated on page no.26 of Self-Study Report (SSR). They represent the sub regions during the frequently held meeting of these bodies with an agenda of curricular design.

If the college wishes to start some new certificate courses (Add-on) based on the tailor cut needs of the youth of the regions, it designs the syllabus and applies to the University for Approval which eventually passes it after scrutiny and desired modification.

Feedback is sought mandatorily from the outgoing students on a well-defined format recommended by the UGC. The other stakeholder provide the feedback as follows.

The feedback forms are provided to the students and they come up with their feedback. Alumni of the college express their valuable suggestions in the alumni meet which are subsequently recorded and worked out. Parents are allowed to visit and see the Principal and teachers and their suggestions are appropriately regarded.

The officials of the management frequently visit the college. The academic upliftment of the institute is seriously talked about. There is no specific interface of the peers. But whenever they meet occasionally, academic and curricular issues are also discussed. The teachers of different departments also interact with their peers on such issues.

The college has its Internal Quality Assurance Cell (IQAC). This cell consists of the eminent personalities from the area. They represent the various communities in the meetings. The suggestion and feedback is well pondered over and is communicated to the university in the following ways:

The academic council and the college development council work out the feedback to eke out suggestions and ideas.

The Principal of the college is a member of the academic council of the affiliating university. He conveys the curricular based feedback during the meeting and informal conversation as well. If required the concerned authorities are written letters.

The institute incorporated following new courses during the last four sessions: M.A (English), M.A (Economics), M.Com, M.SC (Fashion Designing), Bachelor of Business Administration (BBA). The requirement and demand from the youth of the area was the main rational for introducing these courses.

The news regarding the admission process is made to reach the students through advertisement in the regional newspapers, pamphlets, circulated in the target region through newspapers, institutional website, personal contact with students motivating them to take up higher studies, advertisement is circulated on local television channels through the cable operators, banners, canvassing visits.

Admission aspirants are provided every piece of information through the help desk department-wise. For general courses like B.A/B.Sc. etc. the seats allotted to the College by the University is unlimited. Therefore the students having fulfilled the eligibility conditions and willing to get admission is never refused the admission. If the number of students exceeds the limit up to which the college has infrastructural and other facilities, the facilities are tried to be extended.

For professional and vocational courses where there is a constraint on the number of seats, the admission is mainly based on the first-come –first-serve basis. In case of students seeking admission simultaneously, one with higher merit is preferred.

Highest and lowest percentage of marks at the qualifying examination considered for admission during the previous academic year has been incorporated on page no.30 of SSR. The detail of various programs offered by the institution during the last four years has been incorporated on the page no.31-32of SSR.

The need of differently-abled students are given due considerations. For such students tailor-cut solution is tried to be provided to them. E.g. the classes in

which such students studying are managed on the ground floor only. The academic record of the aspirant students is the sole medium to assess them prior to the admission. Special/remedial classes are provided for the weaker students to update their knowledge to make them abreast with other students. The students in various courses are offered special classes to attain the requisite knowledge it required. E.g. the college arranges one additional class of mathematics for the students of BCA-1 to fill the gap of knowledge among the students who have not studied the subject at previous level.

The college organizes various extension lectures to sensitize the youth as well as the faculty members regarding burning issues like water-table, soil-erosion and against social evils like female feticide etc. The institution identifies and responds to special educational/learning needs of advanced lectures. The learners are categorized, from the result of term exams, from tests taken by them in the classes and from oral feedback. Such weaker students are motivated to interact more freely in the class about their academic problems. Remedial coaching classes are arranged as per the need. The advanced lectures are provided extra learning material and merits scholarship. The institute collects, analyzes and uses the data and information on the academic performance of the students at risk of drop out. During the evaluation of house exams, such students are sorted out and special care is put on them in forthcoming days.

Academic calendar is prepared in each year to ensure requisite number of working days and workload of the faculty. Exam schedule and other important events are planned well in advance.

IQAC contributes towards improving the teaching learning process by finding out the loopholes in the system and come up with valuable suggestions to plug out the same.

The institute focuses a lot on making learning student centric by providing them with the study material that is simplified and rendered interesting with the help of examples/illustrations culled from the real life. Further students are

provided with a congenial environment to develop in them critical, creative and scientific temper.

There is an availability of the facilities of computer internet, LCD projectors OHP's and smart board to which teachers have an unrestricted access. The use of these aids makes teaching/learning more effective.

The institute always motivates and facilitates faculty members to participate in knowledge enrichment programs in various colleges and universities. Scholarly personalities are roped in for extension lectures, seminar, workshop in the college to equip the faculty and the students with the wider current of knowledge. The faculty provided with the latest technologies are per their demands. During the last four years the college has purchased a number of LCD projectors, overhead projector, one smart board etc. the internet facility has been made available to the faculty. The faculty take it as its sacrosanct duty to complete the syllabi within the stipulated time. Extra classes are organized in case faculty is faced with shortage of time.

The institute monitors and evaluates the quality of teaching learning through formal feedback of pass out students. Student's evaluation of teachers is recorded and the same is conveyed to the concerned teacher in an appropriate way by the principal. The house exams (twice) in the year also serve as an indicator of the quality of the teaching. Besides, students are also welcome to come up with their feedback anytime as they can drop their suggestion/complaint in the feedback box.

Breakup of the details concerning the strategies adopted by the college in planning and management of its human resources is given at page no. 37 of SSR.

The college puts in all-out efforts to rope in the services of qualified and experienced teachers by granting them additional benefits at the level of management. Policy for DPI funded posts lie with the state govt. but the

college engages ad-hoc or contractual staff to stop the gap. Teachers are liberally allowed to avail and participate in faculty development programs. For details concerning the same, please refer to page no. 38 and 39 of the SSR. Faculty training programs are organized by the institution to enable the use of various tools and technology for improved teaching-learning focusing on teaching learning methods/approaches, handling of new curriculum, Context/knowledge management, selection, development and use of enrichment materials etc. The training is provided on the requirement basis.

The faculty is provided with research grants, study leave, support for research and academic publications, teaching experience in other national institution, specialized programs etc. as per UGC state govt. or the affiliating university norms. A local level research facilitation committee in the college is working to provide viable facilities to the researchers.

The institution has provisions in place to evaluate the teachers on the basis of student's feedback and assessment by the external process. House examination is the major evaluation process in the college. Detailed schedule of these exams to be held throughout the year is provided through the prospectus. Students are adequately acquainted in time about the latest developments through tutorials. Their performance in the house exam is conveyed to them in the class room and the report of the same is mailed to their parents.

On the front of ensuring transparency at the level of evaluation, the affiliated university has introduced number of steps, as for instance, student can see the evaluated answer script after completing of procedural norms. The university has also approved the mandatory reevaluation of one third of the total answer books. An examiner is allowed to evaluate at least 250 and at most 2000 answer books per subjects. The students are intimated about the evaluation reforms through notice board and the tutorial. Apart from this students can seek the redressal of their grievances at the level of university.

Analysis of the result of the university is prepared in summative form and scrutinized by the principal and the high-end management. The institute seeks to maintain rigor and transparency in the internal assessment. The norms of the university are followed in this connection, yet the concerned teachers are motivated and instructed to assign fair weightage to each student depending on their overall performance. This assessment is surely used as an indicator for both the teachers as well as the students in terms of achievement of learning objectives and planning. The corrective and improvement measures are taken based on it.

For the examinations conducted by the affiliating university, the university has its own well-defined mechanism in place e.g. re-evaluation, temporary issuance of hall-tickets, setting up of an investigation commission in case of UMC etc. In addition to this, there is a well setup hierarchy for the conduct of the internal examinations. Every grievance sought to be addressed at the lowest level of the hierarchy.

The institute has setup a research and extension activities committee head by senior faculty member Dr. Surinderpal Singh. The committee forwarded a proposal for minor research project to the UGC for Prof. Harvinder Singh which was eventually approved.

The institute focuses at ensuring smooth progress and implementation of research schemes/projects. The maximum viable autonomy is provided to the researchers. They have time- flexibility within the limits of the central time table of the college. They enjoy autonomy to the utmost while purchasing equipment, study material or other materials as per their requirement. The researchers are provided access to requisite resources according to the budget. The college has established a network resource center where the main focus is on meeting researcher's requirements. Given circumstances, time-off and reduced teaching load is not possible. As many as 13 special leave were granted as per UGC/DPI(c) norms. Researchers can have access to internet facility in the network resource center and in computer labs. The

number of journal, magazines and research oriented books are made available in the central library.

The account department of the college having the services of qualified accountants and well assisted by professional CA, manages and facilitates timely auditing and submission of utilization certificate to the funding authority. The institution seeks to develop scientific temper and research culture and aptitude among students through a variety of seminars, workshops and extension lectures to time to time. Department of commerce organized a National Level UGC sponsored seminar on “Changing Landscape of Indian Service Sectors” on Feb 24 and 25, 2012. The department of Computer Science organized a 2-day national seminar on “Emerging Trend in IT” on March 24 and 25, 2012. The college has a good number of faculty members holding Ph.D. degree and they are available to guide the researcher in a good spectrum of areas. But the affiliating university does not allow the college-teachers to supervise research. Details concerning the earnest effort of the institution in attracting researchers of eminence to visit the campus and interact with teacher have been outlined in the detailed-part of SSR.

The institution was not in practice of allocating funds for research purpose so far. From the ensuing session ₹10,000/- has been earmarked for each department for the said purpose with a total ceiling of ₹1,70,000/-. The seed money for researchers is arranged from the funding authority UGC. One of the faculty members was provided with an assistance of ₹1, 00,000/- for his research project by the UGC in the year 2011-12.

Majority of the PG and UG courses do not have any research work in the curricular schedule. M.com and B.com (professional) student have a mandatory minor research project in partial fulfillment of their course. There is no provision of financial support to these research projects. The institute does its best to ensure the optimal use of various equipments and research facility by the staff and the student. The infrastructure available in network resource center is accessible to the staff and the student for full working hours. The facility may be used on non-working days with the prior permission of the

principle. Library remains open from 9:00 AM to 7:00 PM (6:00 PM in winter) on all working days and from 9:00AM to 2:00 PM on Sunday. The internet facility is available in Network Resource Center and computer labs. Good number of journals and magazine are available in the library consisting of total number of 43,221 books and 444 reference books.

There are computers with internet connection in the Network Resource Center. Details concerning paper published by the faculty in peer reviewed journals (national / international), research paper published in seminar / conferences, proceedings, and publication of books bearing ISBN/ISSN numbers have been incorporative at page number 52-57 of SSR.

Some of the faculty members have been recognized by reputed professional bodies and agencies nationally and internationally as for instance a book by Dr. Dharmjit Singh entitled “Lord Linlithgow in India (1936-43)” has been recognized and recommended as a reference book in the M.A. (History) syllabus since 2006 by G.N.D.U, Amritsar, and Dr. D.K. Sharma was awarded a state level honour of best playwright for his play ‘Parcham’ by State Language Department in 2008. The institute has a Career Counseling and Guidance Cell headed by Professor S.S.Kaul which always perseveres for the benefit of student-community through the organization of extension lectures and career counseling programs throughout the year. All the activity of career counseling cell are well published. The information about the cell is published in the college prospectus and all the opportunities and avenues available are displayed on the notice board. The students are provided with expertise available with the teachers for their career through interactive sessions and experts from various universities are invited from time to time for providing such consultancy. The students are guided for the job avenues available after graduation and post-graduation courses. No revenue is generated from these services as these are provided free of cost to the students.

For the overall development of the students the NCC and NSS units along with various societies, clubs and associations like Library Literacy Society,

Political Science Society. The Computer society, Commerce & Business club, Science Association, Photography Association and Punjabi Sahit Sabha are established by the college administration. The students are inspired to participate in the extension activities of these societies. Information regarding their activities is conveyed to the students through the college prospectus, magazines, notice boards and teacher-student interaction sessions. The deserving students are duly rewarded. The students are motivated to participate in social activities and play an active role in the betterment of society through their enrolment in NSS, NCC and youth clubs.

The coordinators of NSS are authorized to plan and organize extension programs in autumn break or winter break. They identify a problem in a particular village and then organize a 10-day camp in that village to eradicate that problem.

The students of NSS are motivated by their teachers to participate in social welfare by telling them the significance of such camps. The NRIs from local area are motivated to donate generously for the social cause. The students feel satisfied by participating in social welfare and they learn coordination and corporation during these camps. The extension activities with the help of NGOs and the other local bodies involve the youth and the other local of the area. They are sensitized about the burning issues of the region through the various societies in the college working for outreach/extension activities and are motivated to work further. The college has association with NGOs-Rotary Club, Banga, Lions Club, Banga, Shaheed Bhagat Singh Football Club, NRIs Kabaddi Association etc. This association has been proved very fruitful in fighting for the social causes. Donors and contributors are honoured at the various functions for their efforts.

A number of seminars were organized by the college during the last four years. Department of commerce and Management organized two-day UGC sponsored National Seminar on the theme "Changing Landscape of Indian Service Sector" on Feb. 24 and 25,2012. Resource persons from various

universities and colleges of the region enlightened the students and the faculty. List of the resource person is enclosed on page no.64 of SSR. The department of computer science organized a two-days UGC sponsored National Seminar on the theme “Emerging Trends in IT” on March 24 and 25, 2012. A great variety of scholars enriched the curious students and scholars with their research and presentation. List of the resource person is incorporated at page no. 64 of SSR.

The college continues to persevere in its endeavors to put in its best for the sake of student community with a commitment for unflinching social services and betterment of humanity.

Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department : **Chemistry**
2. Year of Establishment : **since inception of the college (1956)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

B.Sc. (Medical), B.Sc. (Non Medical)

4. Names of Interdisciplinary courses and the departments/units involved

-

5. Annual/ semester/choice based credit system (programme wise)

	B.Sc. (Medical)	B.Sc. (Non Medical)
Part-I	Semester	Semester
Part-II	Annual	Annual
Part-III	Annual	Annual

6. Participation of the department in the courses offered by other departments

-

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

-

8. Details of courses/programmes discontinued (if any) with reasons

-

9. Number of Teaching posts

	sanctioned	Filled
Professors	5	-
Associate Professors		1
Asst. Professors		2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms. Anupam	M.Sc.(Hons.) M.Phil.	Associate Professor & Head of Department	Organic Chemistry	24 yrs.	-
Jasjit Kaur	M.Sc.,M.Phil.	Assistant Professor	Inorganic Chemistry	23 yrs	-
Amrit Kaur	M.Sc.	Assistant Professor	-	10 yrs	

11. List of senior visiting faculty : -

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

0% The whole of the workload is handled by the regular staff members.

13. Student -Teacher Ratio (programme wise)

B.Sc.Part-I	85:1
B.Sc. Part-II	51:1
B.Sc. Part-III	35:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

NA

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

M.Phil : 02

M.Sc. : 01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NA

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received

NA

18. Research Centre /facility recognized by the University

NA

19. Publications:

- * a) Publication per faculty
- * Number of papers published in peer reviewed journals (national / international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

NA

20. Areas of consultancy and income generated

NA

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

NA

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

NA

23. Awards/ Recognitions received by faculty and students

NA

24. List of eminent academicians and scientists/ visitors to the department

NA

25. Seminars/ Conferences/Workshops organized & the source of funding

a)National

b)International

NA

26. Student profile programme/course wise (For session 2011-12)

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
<i>B.Sc. (Medical)-I</i>	22	All	6 16	85%
<i>B.Sc. (Non Medical)-I</i>	29	All	10 19	
<i>B.Sc. (Medical)-II</i>	20	All	2 18	100%
<i>B.Sc. (Non Medical)-II</i>	12	All	1 11	
<i>B.Sc. (Medical)-III</i>	13	All	2 11	98.5%
<i>B.Sc. (Non Medical)-III</i>	14	All	5 9	

*M=Male F=Female

27. Diversity of Students(For session 2012-13)

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<i>B.Sc. (Medical)-I</i>	30	Nil	Nil
<i>B.Sc. (Non Medical)-I</i>	55	Nil	Nil
<i>B.Sc. (Medical)-II</i>	14	Nil	Nil
<i>B.Sc. (Non Medical)-II</i>	37	Nil	Nil
<i>B.Sc. (Medical)-III</i>	20	Nil	Nil
<i>B.Sc. (Non Medical)-III</i>	15	Nil	Nil

28. How many students have cleared national and state competitive

examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

NA

29. Student progression

Student progression	Against % enrolled
UG to PG	70%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed	-
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	-

30. Details of Infrastructural facilities

- a) Library
- b) Internet facilities for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies

Approximately 10% of the total strength

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

NA

33. Teaching methods adopted to improve student learning

Seminars, OHP, Smart Classrooms

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The students take part in NCC, NSS etc.

35. SWOC analysis of the department and Future plans

NA

		Responses
1.	Name of the Department	Department of Chemistry
2.	Year of Establishment	Since inception of college (1953)
3.	Number of Teachers sanctioned and present position	Sanctioned : 04 Filled : 03
4.	Number of Administrative Staff	There is no such core post, the Head of the Department is responsible for the administration alongwith his teaching assignments.
5.	Number of Technical Staff	02
6.	Number of Teachers and Students	Teachers: 3 Students : 113
7.	Demand Ratio (No. of seats : No. of applications)	N.A. as no. of seats is unlimited
8.	Ratio of Teachers to Students	1 : 37.7
9.	Number of research scholars who had their master's degree from other institutions	N.A.
10.	The year when the curriculum was revised last	2010-11
11.	Number of students passed NET/SLET etc. (last two years)	N.A. as the department does not run any PG Course
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	99.9%
13.	University Distinction/ Ranks	3rd Rank in University
14.	Publications by faculty (last 5 years)	Nil
15.	Awards and recognition received by faculty (last five years)	Nil
16.	Faculty who have Attended National and International Seminars (last five years)	01
17.	Number of National and International seminars organized (Last five years)	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil
19.	Number of Ongoing projects and its total outlay	Nil
20.	Research projects completed during last two & its total outlay	Nil
21.	Number of inventions and patents	Nil
22.	Number of Ph. D theses guided during the last two years	Nil
23.	Number of Books in the Departmental Library, if any	N/A

24.	Number of Journals/Periodicals	<i>Nil</i>
25.	Number of Computers	<i>Nil</i>
26.	Annual Budget	<i>Rs. 70,000/- (Approximately)</i>

		Responses
1.	Name of the Department	Department of Botany
2.	Year of Establishment	Since inception of college (1953)
3.	Number of Teachers sanctioned and present position	Sanctioned : 02 Filled : 01 (1 teacher on ad-hoc basis)
4.	Number of Administrative Staff	01.
5.	Number of Technical Staff	01
6.	Number of Teachers and Students	Teachers: 2 Students : 65
7.	Demand Ratio (No. of seats : No. of applications)	N.A. as no. of seats is unlimited
8.	Ratio of Teachers to Students	1 : 32.5
9.	Number of research scholars who had their master's degree from other institutions	N.A.
10.	The year when the curriculum was revised last	2011-12
11.	Number of students passed NET/SLET etc. (last two years)	N.A. as the department does not run any PG Course
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	98.0%
13.	University Distinction/ Ranks	Nil
14.	Publications by faculty (last 5 years)	Nil
15.	Awards and recognition received by faculty (last five years)	Nil
16.	Faculty who have Attended National and International Seminars (last five years)	01
17.	Number of National and International seminars organized (Last five years)	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil
19.	Number of Ongoing projects and its total outlay	Nil
20.	Research projects completed during last two & its total outlay	Nil
21.	Number of inventions and patents	Nil
22.	Number of Ph. D theses guided during the last two years	Nil
23.	Number of Books in the Departmental Library, if any	N/A
24.	Number of Journals/Periodicals	Nil
25.	Number of Computers	Nil
26.	Annual Budget	Rs. 10,000/- to 15,000/-(Approximately)

		Responses		
1.	Name of the Department	PG Department of Commerce		
2.	Year of Establishment	1988-89		
3.	Number of Teachers sanctioned and present position	Sanctioned : 02 Filled : 2 on Permanent Basis, 2 on contract basis & 6 on ad-hoc basis		
4.	Number of Administrative Staff	There is no such core post, the Head of the Department is responsible for the administration alongwith his teaching assignments.		
5.	Number of Technical Staff	Nil		
6.	Number of Teachers and Students	Teachers: 10 Students : 377		
7.	Demand Ratio (No. of seats : No. of applications)	B.Com. 80:100 B.Com. (Prof.) 60:90		
8.	Ratio of Teachers to Students	1 : 37.7		
9.	Number of research scholars who had their master's degree from other institutions	N.A.		
10.	The year when the curriculum was revised last			
11.	Number of students passed NET/SLET etc. (last two years)	Data not available		
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	2010-11	College %	University %
		B.Com.-I (R)	59.42	46.80
		B.Com.-II (R)	75.55	58.56
		B.Com.-III (R)	100	77.63
		B.Com.-I (P)	90.90	70.67
		B.Com.-II (P)	93.75	83.32
		M.Com. I	100	-
	PGDFS	87.5	-	
13.	University Distinction/ Ranks	03/00		
14.	Publications by faculty (last 5 years)	17		
15.	Awards and recognition received by faculty (last five years)	Nil		
16.	Faculty who have Attended National and International Seminars (last five years)	04		
17.	Number of National and International seminars organized (Last five years)	01		
18.	Number of teachers engaged in consultancy and the revenue generated	01 Nil		
19.	Number of Ongoing projects and its total outlay	01		
20.	Research projects completed during last two & its total outlay	Nil		

21.	Number of inventions and patents	<i>Nil</i>
22.	Number of Ph. D theses guided during the last two years	<i>Nil</i>
23.	Number of Books in the Departmental Library, if any	<i>N/A</i>
24.	Number of Journals/Periodicals	<i>06</i>
25.	Number of Computers	<i>Nil</i>
26.	Annual Budget	<i>-</i>

		Responses
27.	Name of the Department	<i>PG Department of Computer Science</i>
28.	Year of Establishment	<i>2001</i>
29.	Number of Teachers sanctioned and present position	<i>Sanctioned : 02 Filled : 2 on Permanent Basis & 10 on ad-hoc basis</i>
30.	Number of Administrative Staff	<i>There is no such core post, the Head of the Department is responsible for the administration alongwith his teaching assignments.</i>
31.	Number of Technical Staff	<i>01</i>
32.	Number of Teachers and Students	<i>Teachers: 12 Students : There are 352 core students in the department. Apart from it 298 students from other faculties also have subjects related to this stream in their course curriculum.</i>
33.	Demand Ratio (No. of seats : No. of applications)	<i>As the admission is done on majorly first-come-first-served basis, applications are not accepted further once the stipulated quota of seats is filled and a number of aspirant students are refused admission.</i>
34.	Ratio of Teachers to Students	<i>1 : 29.33</i>
35.	Number of research scholars who had their master's degree from other institutions	<i>N.A.</i>
36.	The year when the curriculum was revised last	<i>2010-11</i>
37.	Number of students passed NET/SLET etc. (last two years)	<i>Data not available</i>
38.	Success Rate of students (What is the pass percentage as compared to the University average?)	<i>122.33% of GNDU</i>
39.	University Distinction/ Ranks (last 3 yrs)	<i>07</i>
40.	Publications by faculty (last 5 years)	<i>02</i>
41.	Awards and recognition received by faculty (last five years)	<i>Nil</i>
42.	Faculty who have Attended National and International Seminars (last five years)	<i>02</i>
43.	Number of National and International seminars organized (Last five years)	<i>01</i>
44.	Number of teachers engaged in consultancy and the revenue generated	<i>01 Nil</i>

45.	Number of Ongoing projects and its total outlay	<i>Nil</i>
46.	Research projects completed during last two & its total outlay	<i>Nil</i>
47.	Number of inventions and patents	<i>Nil</i>
48.	Number of Ph. D theses guided during the last two years	<i>Nil</i>
49.	Number of Books in the Departmental Library, if any	<i>N/A</i>
50.	Number of Journals/Periodicals	<i>01</i>
51.	Number of Computers	<i>80</i>
52.	Annual Budget	<i>Equipments worth Rs. 16,02,838/- were purchased during 2011-12</i>

		Responses
53.	Name of the Department	<i>PG Department of English</i>
54.	Year of Establishment	<i>1953 (Since inception of college)</i>
55.	Number of Teachers sanctioned and present position	<i>Sanctioned : Filled : 01 on Permanent Basis, 01 on contract basis & 03 on ad-hoc basis</i>
56.	Number of Administrative Staff	<i>There is no such core post, the Head of the Department is responsible for the administration alongwith his teaching assignments.</i>
57.	Number of Technical Staff	<i>Nil</i>
58.	Number of Teachers and Students	<i>Teachers: 05 Students : 1400</i>
59.	Demand Ratio (No. of seats : No. of applications)	<i>No. of seats is unlimited</i>
60.	Ratio of Teachers to Students	<i>1 : 280</i>
61.	Number of research scholars who had their master's degree from other institutions	<i>N.A.</i>
62.	The year when the curriculum was revised last	
63.	Number of students passed NET/SLET etc. (last two years)	<i>Data not available</i>
64.	Success Rate of students (What is the pass percentage as compared to the University average?)	<i>60%</i>
65.	University Distinction/ Ranks	<i>-</i>
66.	Publications by faculty (last 5 years)	<i>02</i>
67.	Awards and recognition received by faculty (last five years)	<i>Nil</i>
68.	Faculty who have Attended National and International Seminars (last five years)	<i>02</i>
69.	Number of National and International seminars organized (Last five years)	<i>Nil</i>
70.	Number of teachers engaged in consultancy and the revenue generated	<i>Nil</i>
71.	Number of Ongoing projects and its total outlay	<i>Nil</i>
72.	Research projects completed during last two & its total outlay	<i>Nil</i>
73.	Number of inventions and patents	<i>Nil</i>
74.	Number of Ph. D theses guided during the last two years	<i>02</i>

75.	Number of Books in the Departmental Library, if any	<i>N/A</i>
76.	Number of Journals/Periodicals	<i>01</i>
77.	Number of Computers	<i>01</i>
78.	Annual Budget	<i>50,000/-</i>

		Responses
1.	Name of the Department	<i>Department of History</i>
2.	Year of Establishment	<i>Since inception of college (1953)</i>
3.	Number of Teachers sanctioned and present position	<i>Sanctioned : 01 Filled : 02 (1 teacher on part-time basis)</i>
4.	Number of Administrative Staff	<i>01.</i>
5.	Number of Technical Staff	<i>Nil</i>
6.	Number of Teachers and Students	<i>Teachers: 2 Students : 465</i>
7.	Demand Ratio (No. of seats : No. of applications)	<i>N.A. as no. of seats is unlimited</i>
8.	Ratio of Teachers to Students	<i>1 : 232</i>
9.	Number of research scholars who had their master's degree from other institutions	<i>N.A.</i>
10.	The year when the curriculum was revised last	<i>1989</i>
11.	Number of students passed NET/SLET etc. (last two years)	<i>04</i>
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	<i>155.67%</i>
13.	University Distinction/ Ranks	<i>Nil</i>
14.	Publications by faculty (last 5 years)	<i>Nil</i>
15.	Awards and recognition received by faculty (last five years)	<i>Nil</i>
16.	Faculty who have Attended National and International Seminars (last five years)	<i>Nil</i>
17.	Number of National and International seminars organized (Last five years)	<i>01</i>
18.	Number of teachers engaged in consultancy and the revenue generated	<i>Nil</i>
19.	Number of Ongoing projects and its total outlay	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	<i>Nil</i>
21.	Number of inventions and patents	<i>Nil</i>
22.	Number of Ph. D theses guided during the last two years	<i>Nil</i>
23.	Number of Books in the Departmental Library, if any	<i>N/A</i>
24.	Number of Journals/Periodicals	<i>05</i>

25.	Number of Computers	<i>Nil</i>
26.	Annual Budget	<i>Rs. 40,000/- (Approximately)</i>
		Responses
1.	Name of the Department	Department of Physical Education
2.	Year of Establishment	Since inception of college (1953)
3.	Number of Teachers sanctioned and present position	Sanctioned : 02 Filled : 02
4.	Number of Administrative Staff	01
5.	Number of Technical Staff	01
6.	Number of Teachers and Students	Teachers: 2 Students : 415
7.	Demand Ratio (No. of seats : No. of applications)	N.A. as no. of seats is unlimited
8.	Ratio of Teachers to Students	1 : 207.5
9.	Number of research scholars who had their master's degree from other institutions	N.A.
10.	The year when the curriculum was revised last	
11.	Number of students passed NET/SLET etc. (last two years)	N.A. as the department does not run any PG Course
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	
13.	University Distinction/ Ranks	25
14.	Publications by faculty (last 5 years)	Nil
15.	Awards and recognition received by faculty (last five years)	Nil
16.	Faculty who have Attended National and International Seminars (last five years)	02+02
17.	Number of National and International seminars organized (Last five years)	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil
19.	Number of Ongoing projects and its total outlay	Nil
20.	Research projects completed during last two & its total outlay	Nil
21.	Number of inventions and patents	Nil
22.	Number of Ph. D theses guided during the last two years	Nil
23.	Number of Books in the Departmental Library, if any	N/A
24.	Number of Journals/Periodicals	02
25.	Number of Computers	Nil

26.	Annual Budget	
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		Responses
1.	Name of the Department	Department of Physics
2.	Year of Establishment	Since inception of college (1953)
3.	Number of Teachers sanctioned and present position	Sanctioned : 04 Filled : 04
4.	Number of Administrative Staff	01.
5.	Number of Technical Staff	03
6.	Number of Teachers and Students	Teachers: 4 Students :
7.	Demand Ratio (No. of seats : No. of applications)	N.A. as no. of seats is unlimited
8.	Ratio of Teachers to Students	
9.	Number of research scholars who had their master's degree from other institutions	N.A.
10.	The year when the curriculum was revised last	
11.	Number of students passed NET/SLET etc. (last two years)	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	
13.	University Distinction/ Ranks	
14.	Publications by faculty (last 5 years)	
15.	Awards and recognition received by faculty (last five years)	
16.	Faculty who have Attended National and International Seminars (last five years)	
17.	Number of National and International seminars organized (Last five years)	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil
19.	Number of Ongoing projects and its total outlay	Nil
20.	Research projects completed during last two & its total outlay	Nil
21.	Number of inventions and patents	Nil
22.	Number of Ph. D theses guided during the last two years	Nil
23.	Number of Books in the Departmental Library, if any	N/A
24.	Number of Journals/Periodicals	

25.	Number of Computers	
26.	Annual Budget	

		Responses
1.	Name of the Department	<i>PG Department of Punjabi</i>
2.	Year of Establishment	<i>Since inception of college (1953)</i>
3.	Number of Teachers sanctioned and present position	<i>Sanctioned : 05 Filled : 04 (3 teachers are appointed on ad-hoc basis)</i>
4.	Number of Administrative Staff	<i>There is no such core post, the Head of the Department is responsible for the administration alongwith his teaching assignments.</i>
5.	Number of Technical Staff	<i>Nil</i>
6.	Number of Teachers and Students	<i>Teachers: 07 Students : 1600</i>
7.	Demand Ratio (No. of seats : No. of applications)	<i>N.A. as no. of seats is unlimited</i>
8.	Ratio of Teachers to Students	<i>80 students per teacher</i>
9.	Number of research scholars who had their master's degree from other institutions	<i>N.A.</i>
10.	The year when the curriculum was revised last	<i>2009-10</i>
11.	Number of students passed NET/SLET etc. (last two years)	<i>10</i>
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	<i>Above 90%</i>
13.	University Distinction/ Ranks	<i>-</i>
14.	Publications by faculty (last 5 years)	<i>14</i>
15.	Awards and recognition received by faculty (last five years)	<i>01</i>
16.	Faculty who have Attended National and International Seminars (last five years)	<i>03</i>
17.	Number of National and International seminars organized (Last five years)	<i>01</i>
18.	Number of teachers engaged in consultancy and the revenue generated	<i>Nil</i>
19.	Number of Ongoing projects and its total outlay	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	<i>Nil</i>
21.	Number of inventions and patents	<i>Nil</i>
22.	Number of Ph. D theses guided during the last two years	<i>Nil</i>
23.	Number of Books in the Departmental	<i>N/A</i>

	Library, if any	
24.	Number of Journals/Periodicals	13
25.	Number of Computers	<i>Nil</i>
26.	Annual Budget	

		Responses
1.	Name of the Department	<i>Department of Zoology</i>
2.	Year of Establishment	<i>Since inception of college (1953)</i>
3.	Number of Teachers sanctioned and present position	<i>Sanctioned : 02 Filled : 01 (One teacher is appointed on ad-hoc basis)</i>
4.	Number of Administrative Staff	<i>01</i>
5.	Number of Technical Staff	<i>01</i>
6.	Number of Teachers and Students	<i>Teachers: 2 Students : 65</i>
7.	Demand Ratio (No. of seats : No. of applications)	<i>N.A. as no. of seats is unlimited</i>
8.	Ratio of Teachers to Students	<i>1 : 32.5</i>
9.	Number of research scholars who had their master's degree from other institutions	<i>N.A.</i>
10.	The year when the curriculum was revised last	<i>2010-11</i>
11.	Number of students passed NET/SLET etc. (last two years)	<i>N.A. as the department does not run any PG Course</i>
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	
13.	University Distinction/ Ranks	
14.	Publications by faculty (last 5 years)	<i>01</i>
15.	Awards and recognition received by faculty (last five years)	<i>Nil</i>
16.	Faculty who have Attended National and International Seminars (last five years)	<i>01</i>
17.	Number of National and International seminars organized (Last five years)	<i>Nil</i>
18.	Number of teachers engaged in consultancy and the revenue generated	<i>Nil</i>
19.	Number of Ongoing projects and its total outlay	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	<i>Nil</i>
21.	Number of inventions and patents	<i>Nil</i>
22.	Number of Ph. D theses guided during the last two years	<i>Nil</i>
23.	Number of Books in the Departmental Library, if any	<i>N.A.</i>
24.	Number of Journals/Periodicals	<i>Nil</i>

25.	Number of Computers	<i>Nil</i>
26.	Annual Budget	<i>Rs. 15,000/- (Approximately)</i>

POST ACCREDITATION INITIATIVES

Keeping in mind the feedback from the NAAC-Peer Team during the previous inspection, a number of corrective measures have been taken in order to remove the flaws in the system of the institution and improve its functioning.

Curricular Aspects:

Quality sustenance and enhancement measures with respect to curricular aspects are undertaken continually. Since the last assessment and accreditation of the college in 2004, our endeavour has been to ensure qualitative improvement in curricular aspects and the following measures were undertaken for the same:

- Instructive method sought to be made learner centric, enjoyable and innovative.
- Increased audio – visual aids like LCD projectors, computers, smart boards arranged
- Network Resource Centre (NRC) launched with a view to ensure the updation and upgradation of the knowledge of the faculty and the same to be transmitted to the taught.
- Computer labs made Wi-Fi.
- Science labs upgraded.
- Library connected to digital network in philib.net – containing a pool of over 5000 books to enrich the faculty and the students.
- Membership of British Library obtained.

Research:

- A research committee consisting of teachers having experience in the related sphere has been constituted. This committee promotes research programmes by encouraging teachers to take up the research work and projects for further enhancement of their intellectual caliber.
- Network Resource Centre has been set up to facilitate research work.
- A research journal and allocation of grant in the annual budget of the institution are planned from the ensuing session.

- Teachers are provided with the financial assistance to attend/participate in the national/international workshops, seminars and conferences etc.
- The college promotes organization of seminars within its campus and has bagged remarkable success in this regard during previous years. Knowledgeable people from various fields are invited to benefit the teachers as well as students of the institution.

Extensions:

- The teachers are encouraged to add to their existing qualification and skills. Various members of the college have improved and upgraded their academic qualification in requisite time.
- The college motivates teachers to go out for Refresher Courses commenced at various Academic Staff Colleges. A good number of teachers have availed the paid leaves for the purpose in the recent past.

Consultancy:

There exists a special consultancy Cell in the college that provides free guidance and counseling to the students with regard to their career prospects, opportunities and potentialities.

Infrastructure & Other Facilities

Various measures have been undertaken for the quality sustenance and enhancement with respect to infrastructure and learning resources during the past five years:

- Computer labs connected with high speed broadband internet connections.
- Audio-visual aids kitty-bag enriched.
- Computer laboratories made wi-fi.
- Network Resource Centre modified and face-lifted.
- Infilibnet subscription purchased.
- Language and multimedia lab upgraded.

In addition, the college plans to expand its concrete structure to house more classrooms as dire need is there. The process has been initiated.

ANNEXURE - I

Certificate of recognition under section 2(f) and 12(B)

ANNEXURE - II

Certificate of Affiliation

ANNEXURE - III

Certificate of Accreditation by NAAC

ANNEXURE - IV

Audit Reports

ANNEXURE - V

Master Plan of the institution

ANNEXURE - VI

Work Structure of the Administrative Office

ANNEXURE - VII

Constitution of the Managing Committee

ANNEXURE - VIII

Budget of the institute

ANNEXURE - IX

Academic Calendar

APPENDIX - I

College Prospectus

APPENDIX - II

Annual Reports of the College

APPENDIX - III

Proceedings of the Academic Council