



**SELF-STUDY REPORT  
(ACCREDITATION CYCLE -I)**



**SUBMITTED TO: NATIONAL  
ASSESSMENT AND ACCREDITATION COUNCIL**



**SWAMI GANGA GIRI JANTA GIRLS COLLEGE**

**RAIKOT, DISTT. LUDHIANA- 141109**

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## Self-Study Report 2015-16

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### A. Preface

I feel highly elated while submitting the Self Study Report of our college to the National Assessment & Accreditation Council (NAAC), Bangalore for Cycle-I as the whole process has been instrumental in gearing up the institute for new heights and landmarks of enhancement of quality and excellence in higher education.

It is for the first time that our college is going to be assessed by NAAC, Bangalore. Ours is a women institute catering to the educational needs of students from rural background. This exercise has provided us an opportunity to review and analyse the institutional progress and strengthened in our quest for quality.

Every member of our institute has put his soul into the task of accomplishing this report. As we present ourselves for Assessment & Accreditation, every possible effort has been made to live up to the expected standards. The entire college community stands committed to maintain the standards of education and reach the new horizons of excellence in education.

Hope we shall have the pleasure of hearing soon from you on your decision on Peer Team Visit for inspection.

Dr. (Mrs.) Savita Uppal  
Principal

### **B. Executive Summary**

Swami Ganga Giri Janta Girls College, Raekot, a peer educational institution of the area was established on May 23, 1973. Swami Ganga Giri Ji was a saintly character who was deeply impressed by the Arya Samaj and its founder, Swami Dayananad ji.

Swami Ganga Giri ji came to Raekot from village Chaundan near Amargarh Distt Sangrur. He bought a piece of land and started leading a holy life here. Before the establishment of college, the place was renowned as Gurukul. Swamiji breathed his last on 3 September, 1968. The college came into existence in his sweet memory and is aptly named after him. This college is being run by Arya Vidya Parishad Panjab, (Registered) through local Managing Committee.

The farsightedness and philanthropic attitude of the college founders and the Managing committee has borne fruit. Ever since its inception with a humble infrastructure and limited number of courses, the college, has grown into a multi-faculty post-graduation institution catering to the academic and co-curricular requirements of the students of the area. The institution has been encouraging its students whole hearted and in all possible ways to promote excellence and all round personality development and above all character-building.

During its history of 42 years the college has been moving forward. Having started with only a few girl students and a single degree of BA, it has now got BCA, BCOM, MA Punjabi, MA Political Science, M.SC.-IT, MCOM, PGDCA and two add-on courses in Fashion Designing and Cosmetology. In the wake of changing global scenario, the college plans to opt for vocational courses as well.

A highly qualified and experienced staff under the seasoned guidance of the managing committee and the Principal is committed to the task of instilling the students with love of knowledge. The college has 38 Faculty members, of whom 4 are Ph.Ds. and 3 M.Phils. Our experienced Non-teaching staff always extend helping hands in all activities.

The institution feels proud in announcing that its students have secured university positions in the subjects of Political Science, Punjabi and Computer Science in recent years. 05 first, 03 second and 01 third merit positions have been captured by its students. Such position holders become example for others to follow.

The college is spread over area 14821.61 Sq. Mts. and hostel is spread over area 5235.62 sq. mts. of land. It has well ventilated and well-furnished class rooms, computers labs, music rooms, language lab, playground, canteen, seminar hall, hostel building, computerized library, examination hall and infrastructure in the form of projectors and smart boards etc.

The institution has always been endeavoring to discover the hidden talent of the students. There are ample occasions for this purpose. Our students have performed wonderfully in the co-curricular activities during recent past years. Our students have won many prizes in the PU Zonal and Inter Zonal Youth Festivals. They participate and win prizes in inter zonal Youth Festival as well. Our college won over-all best trophy during 2012-13 zonal youth festival. The students are motivated and they participate in various inter college competitions and get prizes.

In sports, the college has to its credit, a number of achievements. College has been hosting Dheeraj kaura memorial kabaddi tournament for the last thirteen years. Our kabaddi team has been its winner 3 times in recent past years. Our students participated in PU inter college competitions, National power lifting, senior state championship, state power lifting, state competition in bench press, and many more competitions and got various medals and prizes and brought laurels to the institution.

NCC unit has been working in the college efficiently since 1976. The institution is authorized for enrollment of 54 students as cadets. Our NCC cadets have attended a number of camps. CATC, ATC, NIC during the last four years. NCC week is celebrated every year in the month of November. Cadets participate in various other activities such as tree plantation and rally against drug addiction and National festivals (26 January and 15 August).

Two units of NSS wing are running successfully in the institution. Each unit comprises of 100 students. Volunteers are full of enthusiasm. A seven day camp is organized every year. Besides this, several one day camps are also arranged every year. Following the motto “ Not me But you” volunteers perform various activities like visiting old age home, visit to slum areas etc. to motivate the volunteers , extension lectures are conducted on topics such as moral values, nature conservation, female feticide and many more. They are active participants of Swach Bharat Abhiyan. Themes of seven day camps are not followed in letter only but we try to follow them in spirit and practice as well.

“Donate Blood and Save Life” with this motto Red Cross Society of the college has been arranging Blood Donation camps in the college campus since 1992. Students and faculty members donate blood in these camps enthusiastically every year. Red Cross Society organizes First Aid and Home Nursing Training camps for the students. Free medical checkup camp, dental checkup camp, anti-drug rally, seminars and communal harmony campaign week is organized every year.

The college has a well-equipped, fully computerized library which has 20249 books and subscribes to 12 journals, 18 magazines and 13 newspapers. All the students and teachers are members of the college library. Photostat service is available for the members of staff and students of the college. The institution has an airy building of hostel. It can accommodate 100 students capacity.

The institution wishes to bring out the best from among the students in all the fields- academic, co-curricular, sports and rest all others. Its dedication and commitment can be met with. It strives hard to inculcate the importance of righteous living through the development of harmonious, integrated and multi-faceted personality of the students. It endeavors to adapt its students to the ever-changing social and global scenario.

Feedback from stakeholders helps in making further improvements. The institution encourages its teachers to attend various programmes such as refresher courses, workshops, orientation courses, conferences and seminars etc. Moral education is provided to the students through lectures and tutorial periods. Complaint box is available for immediate complaints or suggestions from students. Excursions, tours and trips are arranged for the students.

The college has lived up to the governing aim to empowering women holistically during the 42 years of its existence. The college caters to the needs of all sections of women students and strives in achieving the all-round development in the context of new and changing scenes. The college is seeking accreditation from National Assessment and Accreditation so that it can get assessed its curricular, co-curricular and extra-curricular pursuits and on the basis of feedback furnished by NAAC peer team, refashion its courses of action and touch new heights of academic and co-academic excellence.

### 1. Profile of the Affiliated/ Constituent College

#### 1. Name and Address of the College:

Name :	Swami Ganga Giri Janta Girls College, Raikot	
Address :	Ludhiana Raikot Road, Near Hari Singh Nalwa Chowk, Raikot	
City : Raikot	Pin : 141109	State : Punjab
Website :	www.sggjgirlscollege.org	

#### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Savita Uppal	O:01624-264018 R:0161-2449030	9417151612	01624-264018	sggjcrakot@yahoo.co.in
Steering Committee Co-ordinator	Mrs. Shilpa Goyal	O: 01624-26558 R:	8146711567	01624-264018	goyal9277@gmail.com

#### 3. Status of the Institution:

Affiliated College



Constituent College

Any other (specify)

#### 4. Type of Institution:

##### a. By Gender

i. For Men

ii. For Women

iii. Co-education

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

##### b. By Shift

- |      |         |                                     |
|------|---------|-------------------------------------|
| i.   | Regular | <input type="checkbox"/>            |
| ii.  | Day     | <input checked="" type="checkbox"/> |
| iii. | Evening | <input type="checkbox"/>            |

5. It is a recognized minority institution?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government	<input type="checkbox"/>
Grant-in-aid	<input checked="" type="checkbox"/>
Self-financing	<input checked="" type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. Date of establishment of the college: 23/05/1973 (dd/mm/yyyy)  
b. University to which the college is affiliated /or which governs the college (If it is a constituent college) Panjab University Chandigarh.

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	01/07/1974	
ii. 12 (B)	After 01/07/1974	

(Enclose the 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.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐ No ☒

If yes, has the College applied for availing the autonomous status?

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: ..... (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes ☐ No ☐

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

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

Location *	Semi-Urban
Campus area in sq. mts.	14821.61sq.mts.
Built up area in sq. mts.	1824.1 Sq. Mts.
Hostel Area in Sq. mts.	5235.62sq. mts.

(\* 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-Seminar Hall with Audio-Visual Aids

- Sports facilities

- \* play ground-One Playground

- \* Swimming pool-No

- \* gymnasium-Yes

- Hostel

- \* Boys' hostel-NO

- i. Number of hostels

- ii. Number of inmates

- iii. Facilities (mention available facilities)

- \* Girls' hostel

- i. Number of hostels -01

- ii. Number of inmates-

- iii. Facilities (mention available facilities)

- \* Working women's hostel-No

- i. Number of inmates

### ii. Facilities (mention available facilities)

#### Facilities available in the Girls hostel

Facilities available	
Accommodation available	There are 16 rooms in the hostel. All rooms are airy, spacious and student friendly. Each room has bed, study table, chair and almirah. The college takes special interest to ensure that the rooms and the common usage areas provide a homely atmosphere for the students.
Recreational Facility	A common Room where the hostellers can watch movies, have parties on special days and enjoy their leisure time. Indoor Games are also available.
Gym, Yoga center ,TV	Students enjoy this facility in the college campus only which is very near just across the road
Computer facility- Internet	-do-
Drinking Water	Available
Security	Hostel Warden and peon of the college reside in the hostel from security point of view when needed.
Facilities for medical emergencies	We have a tie up with Sandhu hospital, Raikot

- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)- For Non-Teaching Staff
- Cafeteria – No, But Canteen is there
- Health centre –No

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....  
**First Aid, outpatient, care facility and college car is available during college hours after college hours the hostel warden and peon take the students to the doctor or medical store whenever needed.**

### Health centre staff –

Qualified doctor      Full time ☐ Part-time

Qualified Nurse      Full time ☒ Part-time

- Facilities like banking, post office, book shops-No
- Transport facilities to cater to the needs of students and staff-YES
- Animal house-YES
- Biological waste disposal-NO
- Generator or other facility for management/regulation of electricity and voltage-YES
- Solid waste management facility-YES
- Waste water management-NO
- Water harvesting-YES

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12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	BA-I,II,III BCA-I,II,III BCOM-I,II,III	Three Years	+2	Punjabi/English English Punjabi/E	Unlimited 40 60	613
	Post-Graduate	MA-I,II(Punjabi, Political Science) M.Sc-IT MCOM	Two Years	BA BCA B.COM	Punjabi English	60 20 40	223
	Integrated Programmes PG	---	--	--	---	--	---
	Ph.D.	--	---	--	---	---	---

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	M.Phil.	---	---	---	---	---	---
	Ph.D.	---	---	---	---	---	---
	Certificate courses	---	---	---	---	---	---
	UG Diploma	---	---	---	---	---	---
	PG Diploma	PGDCA	One Year	Undergraduate	English	40	19
	Any Other (specify and provide details)	Add On Course- Fashion Designing and Cosmetology	Three Years	+2	English/ Punjabi		40

13. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many?

5

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
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1. M.Sc-IT
2. M.COM

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering

academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany,	UG	PG	Research
Science	Computer	Yes	YES	
Arts	Humanities	Yes	Yes	
Commerce	Commerce	Yes	Yes	
Any Other (Specify)	Add-On Course(Two)	Yes		

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system	3
b. semester system	15
c. trimester system	

17. Number of Programmes with: it is in the case of Add-on courses only.

a. Choice Based Credit System	
b. Inter/Multidisciplinary Approach	
c. Any other (specify and provide details)	

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)..... (dd/mm/yyyy)

and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/mm/yyyy)

Validity:.....

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 ☒

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/mm/yyyy)

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 <i>Recruited</i>				3			05	01		
<i>Yet to recruit</i>				10			06	03		
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>					01	07	07	02	01	01
<i>Yet to recruit</i>										

\*M-Male \*F-Female

## 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.		1		1		1	3
M.Phil.				1		1	2
PG				1	1	5	7
Temporary teachers							
Ph.D.						1	1
M.Phil.						1	1
PG						24	24
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

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

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

Categories	2011-12	2012-13	2013-14	2014-15	2015-16
	Female	Female	Female	Female	Female
SC	172	225	298	259	313
ST					
OBC	45	58	68	81	76
General	694	609	789	595	447
Total	911	892	955	935	836

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	613	223			836
Students from other states of					
NRI students					
Foreign students					
Total	613	223			836

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

UG  PG

26. Unit Cost of Education

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

(a) including the salary component

(b) excluding the salary component

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

Yes  No ☒

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: for Session 2015-16

Programme Name	Teacher-Student Ratio
BA(Elective Punjabi)	1:52
BA(Compulsory Punjabi)	1:75
BA(Political Science)	1:59
BA-I(Economics)	1:15
BA-II(Economics)	1:10
BA-I(Elec. Hindi)	1:14
BA-II(Elec. Hindi)	1:8
BA-III(Elec. Hindi)	1:31
BA-III (Economics)	1:22
BA-I(History)	1:50
BA-II(History)	1:63
BA-III(History)	1:90
BA-I(Music Instrumental)	1:15
BA-II(Music Instrumental)	1:15
BA-III(Music Instrumental)	1:12
BA-I(Music Vocal)	1:13
BA-II(Music Vocal)	1:8
BA-III(Music Vocal)	1:12

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BA-I(Physical Education)	1:57
BA-II(Physical Education)	1:60
BA-III(Physical Education)	1:70
BA(Compulsory English)	1:90
BA(Elective English)	1:10
BA(Mathematics)	1:12
BCA-I	1:32
BCA-II	1:20
BCA-III	1:20
BCOM-I	1:51
BCOM-II	1:54
BCOM-III	1:59
PGDCA	1:18
MA-I Political Science	1: 10
MA-II Political Science	1: 10.5
MA Punjabi	1:11
M.SC-IT-I	1:9
M.SC-IT-II	1:9
MCOM-I	1:23
MCOM-II	1:23
Add-On Course Fashion Designing	1:22
Add-On Course Cosmetology	1:18

29. Is the college applying for

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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: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

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

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

*\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year.

259

32. Number of teaching days during the last academic year (*Teaching days means days on which lectures were engaged excluding the examination days*)

181

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

**IQAC 22/01/2008** (dd/mm/yyyy)

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

AQAR (i) ..... (dd/mm/yyyy)

AQAR (ii) ..... (dd/mm/yyyy)

AQAR (iii) ..... (dd/mm/yyyy)

AQAR (iv) ..... (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

The vital role of college in implementation of DC and SDM offices schemes:

- Conducting survey of nearby villages
- Organizing National festivals i.e. Republic Day and Independence Day
- Offering college labs for prepration of Blue Cards and Yellow Cards etc.

### 2. Criteria - wise Inputs

#### CRITERION I: CURRICULAR ASPECTS

##### 1.1 Curriculum Planning and Implementation

##### 1.1.1. State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The college strongly believes in empowering women and this is achieved through need-basis, futuristic courses with entrepreneurial skills. These courses prepare the women for the self-employment in this competitive world. This vision and mission of the college is reflected in the curriculum which aims at preparing women for job market, their own business and for their role as home makers.

##### Vision

- S.G.G. Janta Girls College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.
- Becoming more aware of the institution as well as individual needs and thus working with institution innovation and insight.
- Moving beyond the target standard limits, through planning and efforts.

##### Mission

- To facilitate young adult learners with opportunities to hone their ethics and leadership potential.
- To sensitize learner towards inclusive social corners, human rights, gender, corruption, social evils and environmental issues.
- To promote and divide Indian tradition and Vedic culture through learned discourses and awareness rising programmes.
- To enlighten and to excel so that the entire learners are able to assume positive and fulfilling roles in nation building.

##### Objective

- To promote academic, moral and spiritual education among the students along with sports.
- Providing a range of inclusive quality education, training and social care.
- Managing college resources effectively and efficiently to meet the need of college and staff.
- Reviewing the college resources in order to meet global and national demands.
- Incorporating individual learning and training programmes formulated to needs of students which will lead to nationally recognized qualification.



- The main objective of this college is to transform the students into well-meaning citizens through well prepared socially committed patterns of instruction.

The mission, vision and objectives of the college are conveyed to the students and staff by taking following initiative:

- It is regularly printed in the magazine and college reports are published from time to time and distributed to the students, staff and visitors.
- On all important functions like Convocation, Prize Distribution function, Hawan ceremony in the beginning and end of the session etc. the head of the institute acquaints the audience with the mission and vision of the college.
- Awareness and knowledge about the mission and vision is also imparted to the students and staff in the college assembly in the staff meetings and students' council meetings and tutorial periods.
- The college organizes regular meetings with the parents, not only to convey its vision and mission but also to involve them in achieving its target as well.
- The main objective of this college is to transform the students into well-meaning citizens through well prepared socially committed patterns of instruction.

The mission, vision and objectives of the college are conveyed to the students and staff by taking following initiative:

- It is regularly printed in the magazine and college reports are published from time to time and distributed to the students, staff and visitors.
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- The college organizes regular meetings with the parents, not only to convey its vision and mission but also to involve them in achieving its target as well.

### **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).**

- All the heads of the departments in consultation with their faculty members prepare schedule and academic calendar before the commencement of the session.
- It is ensured that the teachers move from easy to difficult, familiar to unfamiliar and at a pace that is easy for learner to maintain.
- After the meetings of different departments, the copy of syllabus is distributed to respective teachers. Every teacher draws his/her teaching plan broadly taking into consideration the ability of his/her students.

- Relevant books are also recommended by the teachers to the students along with the prescribed syllabus.
- Class tests and house tests are conducted by the college.
- The score of the house tests is considered for the eligibility for final university exams and the highest score is awarded prize by the college as an incentive to study hard.

### **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 heads of departments maintain healthy interaction with university teachers in order to improve their teaching practices. The interaction of Ph.D. scholars of the university is also helpful in improving the teaching practices.
- Teachers have an easy access to the library of the college for knowledge up-gradation. The college has subscribed to various journals and books related to the different subjects.
- The college has four computer labs equipped with 75 computers.
- The internet is available during college hours in the college labs.

### **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.**

For the effective curriculum delivery and transaction on the curriculum. The following initiatives have been taken up:

- Teachers are trained to use ICT technology such as, LCD Projectors. Xerox Machine, 3D LCD, DVD, Audio Player, Printer, Multimedia Projectors. IR Board and Multimedia CDs for effective curriculum delivery and transaction on the curriculum.
- In order to meet the demands of the curriculum of computer and IT related courses the college has 4 labs equipped with 85 computers with latest configuration.
- The college offers Internet facility to the students and teachers to teaching learning resources for seminars.
- Students are properly guided and encouraged to visit the library for their knowledge up-gradation.

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

The institution regularly networks and interacts with beneficiaries such as the university in effective operationalization of the curriculum through lectures, workshops, seminars, talks and discussions and gets feedback on curriculum. The basis for syllabus revision is the feedback received from the students, employees and alumni and parents.

**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.**

The college formally as well as informally obtains feedback on curriculum from staff members and students through meetings, seminars, discourses etc. Staff meetings of all the departments are organized once or twice in a term. Departmental meetings are organized from the time to time for analyzing the feedback on curriculum. Madam Principal is the member of Board of Studies of Punjab University, Chandigarh and Mrs. Sarla Sagar of Music Instrumental was member of Academic Council of Punjab University Chandigarh from Feb, 2014 to Jan, 2016. They attend meetings of Music, Design and Fine Arts Department.

**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.**

The college does not frame its own curriculum for any of the academic programme. If allowed to new vocational courses; we shall design our own curriculum.

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

The college analyzes and ensures through the following mechanism to achieve the stated objective in the courses of implementation

- Class Test: Regular class tests are taken to upkeep the syllabus taught. As specified by the Panjab University, we, every year hold monthly class test for semester classes and house test for annual classes
- The assessment of the student is based on the performance in house tests, monthly tests, attendance, class performance and behaviour.
- Systematic documentation is maintained to review the outcomes of the curriculum
- If the college realizes that the laid objectives are not being achieved, the college plans for remedial classes.

- Extra classes: UGC sponsored remedial classes in the particular subjects are regularly being held in order to improve the performance of the students. Even otherwise teacher gives personal attention to the weak students during their free periods. Special attention is also given to those students who participate in various co-curricular activities, sports, NCC camps etc.
- HODs analyze and ensure the proper implementation of course curriculum.

### 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.

Academic flexibility for students exists in making a choice, depending upon their interest and requirements. The main goal of college is to enrich, enlighten and empower the women through the degree courses BA, BCA, BCOM, MA Pol. Sci., MA Pbi., M.COM, M.Sc. IT, PGDCA and add on courses in fashion designing and cosmetology.

It is needed to add here that such add-on courses are in great demand at national and international level.

ADD On Course:

- Cosmetology: In this age of beauty culture, beauty competitions, beauty awareness creates new job market. Trained professionals in cosmetology can set one's own saloon or spa. The beauty practitioners and aestheticians are trained in skills of beauty treatments and therapy, hair care and hair dressing, makeup, manicure, pedicure, nail paints arts, life style diets and de-stressing techniques.
- Fashion designing: Approach to internet has ended the distances and has turned the whole globe into a village. Ways of living, eating and dressing up has transformed a lot. Traditional dresses are given new face -lift. Fresh markets are being created through these courses as fashion designing. By following such degrees, girls can build up their career in the field of fashion designing by learning embroidery, stitching and fabric painting.
- Communication skills: In the highly competitive world, no one can deny the significance of communication skills -speaking, writing and listening. Our college is a semi urban area college. To meet the needs of the students, the college has set up 'English language lab'. It provides them training in speaking, writing, listening, e-mailing, resume writing, group discussions etc. this training arises confidence in them

#### 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

The institution offers a vast array of add-on courses like cosmetology and fashion designing. These programmes facilitate twinning and dual degree. The certificate/diploma courses are opened to regular students of the college at any level. Students enrolled in any stream may opt for any one/two of these add-on courses. The regular students can opt for the certificate course in their first year, diploma course in their second year and advanced diploma course in third year. Along with their graduation all these phases of the add-on courses can be achieved.

**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. Issues may cover the following and beyond:**

The college is affiliated to the Panjab University Chandigarh. We are guided by the rules and regulations of the university with regards to academic flexibility.

Range of core/elective options offered by the university and those opted by the college

The college provides instruction for BA, BCOM and BCA at undergraduate level and MSC-IT, PGDCA, MCOM, MA Punjabi, MA Political Science at postgraduate level.

The PU Chandigarh does not give academic flexibility to the affiliated institutions. However, institution offers following compulsory and optional subjects at graduate level.

Students are free to opt any of the following mentioned subjects

S.NO	CLASS	SUBJECTS
1.	BA (1-4) Sem and BA 3 <sup>RD</sup>	COMPULSORY SUBJECTS <ul style="list-style-type: none"><li>English</li><li>Punjabi/ History culture of Punjab</li></ul>

	YEAR	ELECTIVE SUBJECTS
		<ul style="list-style-type: none"><li>• Hindi/Punjabi/English</li><li>• History/Mathematics</li><li>• Political Science</li><li>• Music Vocal</li><li>• Economics</li><li>• Physical Education</li><li>• Music Instrumental</li></ul>
2.	BCA Sem 1	<ul style="list-style-type: none"><li>• BCA-101 English (C) – A</li><li>• BCA-102 Panjabi/History &amp; Culture of Punjab – A</li><li>• BCA-103 Mathematics in Computer Science - I</li><li>• BCA-104 Computing Software</li><li>• BCA-105 Computer Lab.: Based on BCA – 104</li></ul>
	BCA Sem 2	<ul style="list-style-type: none"><li>• Environment &amp; Road Safety Education Qualifying paper</li><li>• BCA-201 English (C) – B</li><li>• BCA-202 Panjabi/History &amp; Culture of Punjab – B</li><li>• BCA-203 Mathematics in Computer Science – II</li><li>• BCA-204 Computer Programming &amp; Problem Solving Through “C”</li><li>• BCA-205 Computer Lab.: Based on BCA-204</li></ul>
	BCA Sem 3	<ul style="list-style-type: none"><li>• BCA-301 Computer Based Numerical Methods</li><li>• BCA-302 Data Structures</li><li>• BCA-303 Implementation of Object Oriented concept through C++</li><li>• BCA-304 Computer Lab.: Based on BCA – 301, BCA – 302 and BCA – 303</li></ul>
	BCA Sem 4	<ul style="list-style-type: none"><li>• BCA-401 Project Management &amp; System Development</li><li>• BCA-402 Client Server Computing using ORACLE</li><li>• BCA-403 Understanding UNIX</li><li>• BCA-404 Computer Lab.: Based on BCA-402 and BCA-403</li></ul>
	BCA 3 <sup>RD</sup> YEAR	<ul style="list-style-type: none"><li>• BCA-17 Entrepreneurship Development Programme</li><li>• BCA-18 Data Communication &amp; Networks</li><li>• BCA-19 Computer Graphics &amp; Multimedia Applications</li></ul>

		<ul style="list-style-type: none"> <li>• BCA-20 Internet Programming</li> <li>• BCA-27 Discrete Mathematics</li> <li>• BCA-21 Project and Seminar</li> <li>• BCA-23 Computer Lab.1: Based on BCA-19</li> <li>• BCA-24 Computer Lab.2: Based on BCA-20</li> </ul>
3.	BCOM SEM 1	<ul style="list-style-type: none"> <li>• Punjabi or history and culture of Punjab</li> <li>• English and business communication</li> <li>• Interdisciplinary psychology for managers</li> <li>• Business economics-i</li> <li>• Principles of financial accounting**</li> <li>• Principles and practices of management</li> <li>• Commercial Law</li> </ul>
	BCOM SEM 2	<ul style="list-style-type: none"> <li>• Punjabi or history and culture of Punjab</li> <li>• English and business communication</li> <li>• Business economics-ii</li> <li>• Corporate accounting**</li> <li>• Business laws</li> <li>• Human resource management</li> <li>• Ecommerce</li> <li>• Environment and road safety education*</li> </ul>
	BCOM SEM 3	<ul style="list-style-type: none"> <li>• Interdisciplinary issues in Indian commerce</li> <li>• Cost accounting**</li> <li>• Company law</li> <li>• Business mathematics and statistics **</li> <li>• Banking and insurance</li> <li>• Indirect tax laws**</li> </ul>
	BCOM SEM 4	<ul style="list-style-type: none"> <li>• Interdisciplinary security analysis and portfolio management</li> <li>• Advanced accounting**</li> <li>• Auditing and secretarial practice</li> <li>• Cost management**</li> <li>• Marketing management</li> <li>• Quantitative techniques and methods**</li> </ul>
	BCOM YEAR 3 <sup>RD</sup>	<ul style="list-style-type: none"> <li>• Functional Management</li> <li>• Management Accounting and Business Finance</li> <li>• Direct Tax Laws</li> <li>• Indian Economy</li> <li>• Entrepreneurship and Small Business</li> <li>• Operations Research</li> <li>• Viva-Voc</li> </ul>



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Institution offers following compulsory and optional subjects at Post graduate level.

S.NO.	CLASS	COMPULSORY SUBJECTS
1.	M. COM. Semester 1	<ul style="list-style-type: none"><li>• Managerial economics</li><li>• Quantitative methods for business</li><li>• Modern accounting theory &amp; reporting practices</li><li>• Organisation theory and behaviour</li><li>• Marketing management</li><li>• Management information system</li><li>• Workshop on it applications in commerce</li></ul>
	Semester 2	<ul style="list-style-type: none"><li>• Business environment</li><li>• Research methodology in commerce</li><li>• Financial management and policy</li><li>• Production and materials management</li><li>• Operations research</li><li>• Business policy &amp; strategic management</li><li>• Summer training report and viva voce</li></ul>
	Semester 3	<ul style="list-style-type: none"><li>• Business performance measurement</li><li>• Tax planning and management</li><li>• Integrated Marketing</li><li>• Marketing research</li><li>• Banking management</li><li>• Insurance management</li><li>• Workshop on financial markets and insurance</li></ul>
	Semester 4	<ul style="list-style-type: none"><li>• Project Planning and Control</li><li>• Knowledge management</li><li>• Business ethics and corporate governance</li><li>• Advertising and sales management</li><li>• Services management</li><li>• Consumer behaviour</li><li>• Comprehensive viva-voice</li></ul>
2.	M. Sc. IT Semester 1	<ul style="list-style-type: none"><li>• MS-39 Computer Graphics</li><li>• MS-40 Software Engineering</li><li>• MS-41 Analysis and Design of Algorithm</li><li>• MS-42 Operating System Concepts</li></ul>



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		<ul style="list-style-type: none"> <li>MS-43 Minor Project Based on MS-39</li> <li>MS-44 Minor Project Based on MS-41 (Using C/C++)</li> </ul>
	Semester 2	<ul style="list-style-type: none"> <li>MS-45 Advance Java and Network Programming</li> <li>MS-46 Emerging Trends in Computing</li> <li>MS-08 Electronic Commerce and Tools</li> <li>MS-47 Artificial Intelligence</li> <li>MS-27 SEMINAR</li> <li>MS-48 Minor Project Based on MS-45 &amp; MS-08</li> <li>MS-49 Minor Project Based on MS-47</li> </ul>
	Semester 3	<ul style="list-style-type: none"> <li>MS-32 .NET Framework and C#</li> <li>MS-50 Linux System Administration</li> <li>MS-51 Software Testing and Management</li> <li>MS-14 System Approach to Management and Optimization Techniques</li> <li>MS-18 SEMINAR</li> <li>MS-33 Minor Project Based on MS-32</li> <li>MS-52 Minor Project Based on MS-50</li> </ul>
	Semester 4	<ul style="list-style-type: none"> <li>MS-21 Major Project</li> </ul>
3.	MA Pol. Sci. Semester 1	<ul style="list-style-type: none"> <li>Western Political Thought-I</li> <li>Key Concepts in Political Analysis</li> <li>Indian Political System</li> <li>International Relations : An Historical Overview</li> </ul>
	Semester 2	<ul style="list-style-type: none"> <li>Western Political Thought- II</li> <li>Comparative Politics-I : Understanding Advanced Industrial Societies</li> <li>Indian Politics</li> <li>Approaches to the Study of International Relations</li> </ul>
	Semester 3	<ul style="list-style-type: none"> <li>Indian Political Thought- I</li> <li>Comparative Political System</li> <li>Public International Laws- I</li> <li>Public Administration</li> </ul>
	Semester 4	<ul style="list-style-type: none"> <li>Indian Political Thought- II</li> <li>Foreign Policy of India</li> <li>Public International Laws- II</li> <li>Decentralized Governance and Local level Institution in India</li> </ul>
4.	PGDCA Semester 1	<ul style="list-style-type: none"> <li>Computer Fundamentals</li> <li>Computer Programming using C/C++</li> <li>Computer Based Accounting</li> </ul>

		<ul style="list-style-type: none"><li>• Practical Software Lab. (PGD – 1001)</li><li>• Practical Programming Lab. in C/C++ (PGD – 1002)</li></ul>
	Semester 2	<ul style="list-style-type: none"><li>• DBMS Using SQL</li><li>• Web Based Applications and Electronic Commerce</li><li>• Data Communications and Networks</li><li>• Practical RDBMS Lab. (PGD – 2001)</li><li>• Practical Web Programming Lab. (PGD – 2002)</li></ul>
5.	MA Pbi. Semester 1	<ul style="list-style-type: none"><li>• Madhkali Panjabi Sahit da Ithaas</li><li>• Sahit Sidhant Snatani KavSaster ate Panjabi Alochna</li><li>• Madhkali Panjabi Kav</li><li>• Panjabi Naval da Adhiyan</li></ul>
	Semester 2	<ul style="list-style-type: none"><li>• Adhunik Panjabi Sahit da Ithaas</li><li>• Adhunik Pachmi kavsaster ate Vivharan Alochna</li><li>• Madhkali Panjabi Kav II</li><li>• Panjabi Naval da Adhiyan</li></ul>
	Semester 3	<ul style="list-style-type: none"><li>• BhashaVigyan Ate Panjabi Bhasha</li><li>• Panjabi sabhiyachar, LokDhara Ate Punjabi Sabhiyachar</li><li>• Adhunik Panjabi Kavita I</li><li>• Panjabi Natak Ate Rang Manch da Adhiyan</li></ul>
	Semester 4	<ul style="list-style-type: none"><li>• BhashaVigyan Ate Panjabi Bhasha Ate Gurmukhi lipi</li><li>• Panjabi LokDhara ate LokSahit</li><li>• Adhunik Panjabi Kavita II</li><li>• Panjabi Natak Ate Rang Manch da Adhiyan</li></ul>

Note:-At UG level, the college, according to university instructions offers a compulsory paper in the name of “Environment and Road Safety Education”

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

- The courses are offered as per modules prepared by the PU Chandigarh.

• **Courses offered in modular form**

- Courses are provided unit wise and are arranged in modular form at department level by HODs and staff. The modules arranged in manner, so that testing the students in the first terminal, second terminal and special exam.

- **Credit transfer and accumulation facility**

- No credit transfer at accumulation facility exists.

- Lateral and vertical mobility within and across programmes and courses

No lateral and vertical mobility within and across the program exists.

- **Enrichment courses**

- Preparing the students to design small projects and presentation related to theory work and enriches the existing courses. Extension lectures by the resource person are organized from the time to time by the departments to update the knowledge of our students.

### **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 College offers self-financed courses. The college offers the following programmes recognized by the UGC and affiliated with PU Chandigarh

- BCA
- BCOM
- MSC-IT
- MCOM
- PGDCA
- Add-on Courses(certificate, diploma and advanced diploma in fashion designing and cosmetology)
- Admission: admission is done as per guidelines by PU Chandigarh
- Curriculum: the curriculum is designed by the Panjab University, Chandigarh and implemented by the college. Teaching aids like LCD, Projector, OHP, Computer, audio Equipment's, Chalk and Talk methods are used for implementation and delivery of curriculum
- Fee structure: The fee structure is recommended by the Punjab University Chandigarh.
- Teacher qualification: The teacher qualifications are as per UGC/PU norms.

### **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.**

Certain skill-oriented programmes are provided in the form of add-on courses. The regular students and some private ones are its beneficiaries. An add-on course is the unique scheme of UGC to add-on skills and increase employability and entrepreneurship of students pursuing conventional courses in the liberal arts streams. Certificate/diploma/ advanced diploma course is opened to regular student at any level. Each course is of one academic year. Following one are the add-on courses.

- Fashion Designing
- Cosmetology

### **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?**

The university does not allow flexibility of combining the conventional face to face and distance mode of education. But it has face to face mode of education for the students where they are provided with flexibility to choose the courses/ combination of their choice. The students of arts and humanity have diverse options in languages,

- Mathematics/ History
- Political Science
- Music Vocal
- Physical Education
- Economics
- Music Instrumental

### **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 being an affiliated college to the Panjab University Chandigarh does not have freedom of formulating its own curriculum. Still, the course run at UG and PG level have relevance to the institution's goals and objectives. The following efforts made by the institution to supplement the University's curriculum to ensure the academic programme and institution's goal and objectives are integrated.

- The college aims to impart knowledge as may be necessary for the all-round development of the character of the students.
- Apart from the teaching in prescribed syllabus. Lectures on current affairs are delivered in the classes so that the student remains in sync with the changing world.
- The college has also started UGC sponsored remedial classes for improvement in certain subjects and empowerment of the students.
- While preparing the students for the challenges on the professional front, good care is taken so that they never lose sight of moral values.
- At UG level the college following the university instructions, offers compulsory paper in name of Environment education

- Camps and seminars on topics like the moral values, health awareness, AIDS awareness, anti-drug pledge, blood donation camp under banner of NSS and NCC are organized.
- The college teachers sensitize the students on issues such as gender inclusion, environment by holding talk/ discussion on current affairs regularly in their classes.

### **1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

- As discussed in point 1.3.1, the college strictly adheres to the syllabus designed by the PU but by delivering this syllabus content to students, our faculty with its own expertise and experience, enable the students, our faculty with its own expertise and experience, enable the student to gain employable qualities to get good jobs in the highly competitive world.
- The institution is completely computerized at the administrative and academic levels. Computer labs are well equipped with latest computers; internet facility is made available in labs. OHP computers, LCD, Projectors are used for effective communication and teaching

### **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?**

The cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. are integrated in the curriculum by the subject of environment education is a part of the college curriculum. It is compulsory for all students, irrespective of any stream, to clear the paper of "Environment and Road Safety Education"

- These issues are integrated in the curriculum by introducing them in the English and Punjabi prose taught during UG and PG courses.
- College organized different lectures on women empowerment, female foeticide and human rights etc.
- We are trying to educate our stakeholders about harms of using Polythene.
- A "run for unity" was organized by NSS unit
- "Swachh Bharat Abhiyan" was celebrated and students are told time to time about maintaining cleanliness
- The Staff too has supported the cause of the women education by offering free books to the students

- The college has given fee concession to needy students without any discrimination
- College has been celebrating “Van Mahautsav” with support of staff and guest. The student do tree plantation.
- Botanical committee of our college looks after the greenery of our college plants and lawns
- Women empowerment cell works in college for the empowerment of college
- NCC unit and NSS unit of our college organized rally against Drug addiction.
- Our NCC unit organized a lecture on traffic rules.

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

- **Ensure holistic development of students**
- **Moral and ethical values**
- **Employable and life skills**
- **Better career options**
- **Community orientation**

The college ensures the holistic development of the students by various social and academic programmes

#### Moral and Ethical values

To strengthen the moral and religious values of the students the college performs various religious activities. In the starting and ending of session “Hawan ceremony” is performed. On the Dheeraj kaur Kabaddi tournament managing committee organizes community lunch. Assembly starts with prayer and ends with chanting of national anthem.

- Every function starts with “Sarsvati Vandana”/Shabad/Bhajan.
- Our NCC cadets and NSS volunteers visited old age home and Niskam School, and distributed clothes and eatables to them.

#### Employable and life skills

Various professional and add-on courses are available to enhance the employability in the students.

- For better employability and life skill, the students are trained for their writing skills, and speaking skills, listening skills and reading skills and time management etc.

- The college understands the need of communication skill of English language. For this purpose college has started English language lab.

Better career option

There is career-counseling cell, which stays active and guides students effectively.

Community orientation

- The college also has a Red Cross society, which organizes various social welfare programmes. Unit organizes blood donation camp every year.
- Various lectures for awareness about save water, social respect of women, moral education, eradication of social evils and personality development.
- On Dheeraj Kaura Kabaddi Tournament managing committee organizes community lunch.

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

- The college has various channels to collect responses on curriculum from stakeholders.
- Oral responses are also considered.
- College takes feedback from students, parents and other stakeholders.

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

The IQAC/Advisory Committee monitors the academic growth and helps in implementation of various programmes. The students provide the college a regular feedback at the end of the academic session. On the basis of feedback, suggestions and recommendations of various stake holders are looked into. The institution has a clear and transparent way to monitor and evaluate the quality of various enrichment programmes.

## **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?**

The institution is an affiliated college to the Panjab University and therefore there is no scope for framing institutions curriculum on its own. However a systematic mechanism is installed in the institution to look after the affairs of the feedback process and analysis through members of board of studies.



- Madam Principal is the member of Board of Studies of Punjab University, Chandigarh
- Several enrichments and add-on courses have also being introduced to explore the student talent potential and harness the same to produce socially responsive, intellectually awakened, morally upright human beings committed to task of nation building in the globalized world
- The college has started new courses approved by Panjab University and introduces them with all the infrastructural faculties and facilities. During the last few years, with the introduction of number of new UG and PG level courses, the institution has constructed and developed infrastructure for the same.
  - Computer Labs
  - Language Lab
  - Cosmetology Lab
  - Fashion Designing Room
  - Music Block

**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?**

The feedback received from stakeholders provided the inspirational pull for introduction of new courses. On the strong demand of parents, alumni, teachers and stakeholders as the realignment of service sector has opened up new job opportunities for the students of commerce stream. So college introduce M.Com course on the high demand of students. Courses related to IT/Computer field are always high in demand, as India has made its presence felt across the globe by having a strong workforce in the field of IT Sector/Software Development, Call Centers and BPOs. By providing PG programme of M.Sc. (IT), the college has helped in fulfilling the aspirations of students desirous of pursuing IT as a career.

**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?) Any other relevant information regarding curricular aspects which the college would like to include.**

In the recent past, institution has introduced two post-graduation courses, namely Masters in commerce and Information Technology. A dire need of introduction of post-graduation disciplines of the above mentioned subjects were felt. The college belongs to the rural area and there is no women college in the near vicinity. The major chunk of the girls had to run to the big cities for the higher education. The college answered their pressing demands. Following academic programmes have been started by the college in the past 4 year



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Year	Course Started
2014-15	M. COM II
2013-14	M.COM I
2012-13	NIL
2011-12	MSC-IT II
2010-11	MSCIT-I

### CRITERION II: TEACHING - LEARNING AND EVALUATION

#### 2.1 Student Enrollment and Profile

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

Publicity in the admission process

- Before the beginning of new academic session, the prospectus is available in the college for students. All the important and relevant information regarding the procedure of admission, infrastructure, fees and scholarships, various activities of the college, achievements of the students in academic as well as sports and other activities, rules and regulations, details about faculties and college hostel is conveyed through the prospectus.
- The college has its own website from where students can collect any kind of information. Regarding the college, email queries are also responded promptly.
- The principal transmits the same information to the audience during all-important functions.
- Advertisements regarding admission in college is published in the local newspapers and local channels of the TV are also helpful in creating awareness.
- The teams of teachers visit schools in the neighboring areas personally to publicize the achievements, infrastructure, courses available and the related facts of the college.
- Students already studying in the college, help us a lot for new admission. They convey relevant information about the courses running in the college.
- The college follows the academic calendar provided by Panjab University, Chandigarh specifying all relevant dates for admission.
- Admission committee has 2 senior lecturers.

Transparency in the admission process

- Admission to every course is conducted under the supervision of admission committee of various courses constituted for the purpose.
- Admission forms of all the classes are collected and details such as the student's name, father's name, section, pass percentage, eligibility, etc. are checked. Students are given admission in different streams and this record is deposited in office which is made available for any kind of verification.
- The career-counselling cell is always there for the help of the candidates to guide them for their future
- Different streams courses are available in the college.

##### 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.**

Depending on types of course the following criteria and process of admission are adopted:

- Students for general courses like BA are selected on first-come-first-served basis depending upon the number of seats available in course.
- The counselling cell of the college guides the aspirants for professional courses to make their choice according to their aptitude ability. The number of seats for vocational courses is limited so the college has to depend on merit cum first-come-first serve policy.

**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.**

Minimum and Maximum Percentage of Marks for Admission(2015-16)		
Programme	Min%	Max%
B.A I	41.1	88.2
BCA Part-I	52.9	87.8
B.Com Regular Part-I	45.3	88.7

M.Com Part-I	54.4	71
PGDCA	51.1	75.5
M.A. Punjabi Part I	47	76.2
M.A Pol.Sci. Part I	52	74.9
M.Sc. IT Part I	62.3	74.1

**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?**

Yes there are admission committees, a placement and employment cell to review the admission process and student profiles annually. Admission coordinators and supervisors are appointed to facilitate the admission process.

The outcome of such efforts results in bringing systemizing and streamlining policy as the provision of government and selection of disciplined and meritorious students from the weaker sections.

Meetings, discussions of staff, banners on transport, announcements in various Gurdawaras, new pamphlets are designed every year, mouth to mouth publicity to children is done.

New changes in infrastructure of college takes place to attract students, panel interviews are done for staff selection for quality education. New courses according to demands of head of departments and students are applied. Parent Teacher meeting takes place to know parents demand towards their wards studies. Language lab is established to provide spoken English classes for weak students. In future college is thinking to add new courses in the college curriculum in order to provide more professionalism and technical behavior among students

Outcome:

With the implementation of this process in last five years there is sharp rise in the maintenance of discipline by the students. They become aware about their real energy and potential and used it in constructive way.

**2.1.5 Reflecting on 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 admission policy of the institution and its students profiles demonstrate/reflect the National Commitment to diversity and inclusion by adopting following strategies to increase/improve access for following categories of students:-

- **SC/ST**
  - For this category there is a provision for applying PUNJAB GOVERNMENT SCHOLARSHIP at the time of admission/ within two- three months of their admission.
  - Free books are provided to such students.
  - Students from poor sections of society are identified by the teachers.
- **OBC**
  - For this category there is a provision for applying PUNJAB GOVERNMENT SCHOLARSHIP at the time of admission and so on.
  - Free books are provided to such students.
  - Financial help is also provided to the needy students.
  - Merit List of the needy students seeking financial help from NRI's and donors is prepared.
- **Women**
  - Being a women college with an objective of women Empowerment, energy efforts are made to prepare women for their various roles and responsibilities in the ever-changing world.
  - The facility of a (fully equipped) language lab is provided to the women so that, being related to rural areas; they can overcome the problem of learning English.
  - They are well trained for the tough competition in the global market to prone to the world that they are not inferior to their male counterparts in any way.
  - Our college being a women college is always committed to promote women education. College provides safe and reliable environment for women students. Teachers of college guide and help girl students when they face any difficult problem. They always encourage women students for higher studies and so that they can achieve their goals in life.
- **Differently Abled**
  - Keeping in the view the convenience of such students, the rooms are allotted to them on the ground floor
  - Polio effected students are allotted their time table in such a manner that their classes are held on ground floor only.

- A wheel chair for a college handicapped student Aklima BA I Roll No 798 (Session 2013-2014) has been arranged by Red- cross Society of our college.
- **Economically weaker students**
  - Candidates with low percentage are accepted if seats are available.
  - There are many kinds of concessions available for such students.
  - Financial help is made available to such students through NRI's help.
  - They are encouraged to apply for scholarships for the categories (Sikh Minority, SC Scholarships) they are eligible for.
- **Minority community**
  - There is provision of Punjab Government scholarship for such communities at the time of admission.
  - Free books are provided to them.
  - Financial help is also provided to students of minority community.
  - Through Notice Boards, general announcements, Class Room Announcements students are made aware of scholarships and financial help.
  - Fee concession and scholarships are provided to the students of minority section.
- **Any other**
  - Admission rules are relaxed for students who are the best performers in music, sports, debate, declamation, theater, fine arts etc. Liberal concessions are also provided to them depending upon their merit.
- **Sports Personnel**
  - There is no need of interview and written test for such students. Even repeaters and compartment cases are also considered for admission and are provided total free ship i.e. free accommodation, diet, medical aid, kit and convenience in the case of sport personnel.
  - At the time of Admission College give special consideration to those students who have sports/athletics and give admission on the basis of their excellence in athletics and sports.

### **Various Scholarships Available to students in our college –**

- Scholarships for SC students
- Scholarships for BC students
- Minority Scholarships
- Scholarships for Poor but brilliant
- Scholarships for sports
- Single Girl Child Scholarship
- PU late Dewan Som Nath Scholarship

**2.1.6 Following details for various programs offered by the institution during the last four years and comment on trends i.e. the reason for increase/decrease and actions initiated for improvements.**

Programmes	Number of students admitted			
	2011-12	2012-13	2013-14	2014-15
UG				
1. B.A	528	486	516	450
2. B.Com	86	110	149	174
3. BCA	100	92	92	88
PG				
1. Punjabi	81	66	52	65
2. Pol Sci	101	101	80	65
3. M.Com	-	-	28	53
4. Msc. IT	22	23	21	26
Value Added				
1. Fashion Designing	26	20	16	17
2. Cosmetology	33	32	43	21
PG Diploma in Computer Application	11	14	17	14
TOTAL	988	944	1014	973

(The above table depicts the strength including struck off, dropouts and left students)

Overall trend in admission is increasing because of availability of qualified teachers, infrastructure facilities, and student centric teaching learning process and transparent

and good governance. The admission committee, admission coordinators and supervisors initiate appropriate action for improvement in the admission process by:

- Making teaching learning process student oriented.
- By adding infrastructure- language lab, computer and commerce block.
- Introducing new programs according to the demands at local and global level.
- Providing new elective options to allow to students to choose amongst even more options.

### **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?**

Yes, our college caters to the needs of all students and makes the best possible efforts to take care the needs of differently abled students. Polio effected students are allotted their time table in such a manner that their classes are held on ground floor only and wheel chair is provided to the needy student.

#### **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.**

Yes, college assesses the needs of the students in terms of knowledge and skills before the commencement of the program by taking the following measures:

- The admission committee holds talks/discussions with the Parents /Guardians of the students regarding their aptitude and interest in view.
- The college also conducts counselling and interview to assess the skills of students.
- The admission committee also refers students to experts of subject for advices when required.

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

To bridge the knowledge gap of enrolled students and to enable them to cope with the program of their choice, the following strategies are drawn by the institution:-

- The daily homework is checked to monitor the progress of the students.
- Slow learners are identified.
- Peer learning is encouraged in a sense that meritorious students are asked to help slow learners.



- Remedial classes are organized for slow learners.
- Some students are guided to take guidance from specialists in the field within the college premises.
- Simplified versions of books are recommended to them.
- Special tests are conducted for them.
- Such students are referred to the counselling cell which diagnosis their problem and suggests psychological steps especially in cases of acute stress, depression, low self-esteem etc.
- Certain Add-on courses are introduced to the students to improve their skills.
- Teachers resort to code-switching so that such students may understand the gist of lectures.
- Peer learning is encouraged in sense that meritorious students are asked to help slow learners.

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

The college sensitizes its staff and students on issues such as gender, inclusion, and environment etc. by taking the following measures:

- The college organizes seminars and workshops, extension lectures on such issues.
- NCC and NSS wings of the college sensitize staff and students on various socio-cultural issues.
- The college teachers sensitize their students on issues such as gender, inclusion, environment etc. by holding discussion on the current affairs regularly in their classes.
- Staff and students are sensitized on various burning issues.
- Dental checkup camp was organized by Red Cross Society on Feb 10, 2014. Fifty students consulted Dr. Amrita Singh regarding their problems and were satisfactorily answered.
- Red Cross Society also organized a seminar on female feticide. This seminar was inaugurated by Dr. Sushil Jain SMO Raikot on Oct 3, 2013.

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

The institution identifies special educational/learning needs of advanced learners through direct interaction with advanced learners and on the basis of feedback of the teacher concerned. The institution responds to their special educational/learning needs by taking following measures:-

- Special books of more advanced level are recommended to them

- Timetable is also framed, keeping in mind the convenience of students.
- There is a facility of liberal library for them. They can get number of books issued.
- Special coaching classes are organized to remove their doubts and difficulties within college premises.
- Free books are given.
- Meritorious students are encouraged to solve University papers and are individually assessed by subject teachers.
- We conduct two house examinations mainly to help students before they appear for university examination.
- To encourage advance reading and referencing and ensure optimum library initialization, a Best Library User Award is given to each academic year.

### **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 disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?**

The college collects data and information on the academic performance of the students at risk of drop out, from class tests and house tests. Such data is used to make strategies to improve the academic performance of the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections to minimize their dropout rate by taking following measures:-

- Disadvantaged Sections of Society
  - Free books and financial assistance are provided to students from OBC.
  - There is a provision of Punjab Government scholarship for such students at the time of admission.
  - Liberal fee concession is provided.
- Physically Challenged
  - Timetable is set and rooms are allotted to them keeping in view their convenience.
  - Polio effected students are allotted their time table in such a manner that their classes are held on ground floor only.
- Economically Weaker Students
  - Freeship and other concessions are available to them
  - Free books, scholarships, student welfare funds are provided to students of economically weaker sections of society by large hearted donors and NRI's.
- Slow Learners
  - Peer learning is provided.
  - Special tests are conducted for them.
  - Their daily homework is checked to monitor their progress.
  - Remedial classes are organized for students.

- Simplified versions of books are recommended to them.
- Such students are referred to the counselling cell, which diagnoses their problems and suggests psychological steps especially in case of acute stress, depression and low self-esteem etc.

### 2.3 Teaching-Learning Process

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

- Teaching Plan:-
  - The academic calendar is released by the affiliating University and is to be followed in totality.
  - Every teacher draws her/his teaching plans taking into consideration, the ability of his/her students. These plans are reviewed and rechecked, if need be.
  - The teachers also hold classes during the autumn and winter breaks, holidays, if need be (followed in annual system).
  - There is a meeting of college staff on the opening day of session to plan annual academic activities.
  - Teachers pay extra attention towards brilliant students.
  - Teachers plan their curriculum so that they can achieve teaching-learning objectives.
  - Students are guided by their teachers to make effective use of their free time by going to library and reading journals.
- Evaluation Blue print:-
  - At the end of week or at the end of chapters or units, oral and written tests are scheduled.
  - Besides these class tests, one house test is conducted internally before the final examination conducted by the university and monthly tests are conducted before the semester examination.

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

IQAC contribute to improve the teaching-learning process by:-

- For the planning of new courses at UG and PG level.
- Upgrading the syllabus according to quality demands and placement opportunities.
- Introducing more teaching aids and technologies to improve the teaching-learning process and encourage innovative practices.

- Improving the system of teachers' evaluation by students with respect to improving the overall quality of college.
- Enhancing the infrastructural facilities in terms of space, equipment, laboratories, and libraries.
- Our Computer Department visited Thermal Power Plant, Batinda in Nov, 2013 to enhance the practical knowledge of the students.
- Our Commerce Department visited Stock Exchange, Ludhiana on January 17, 2014.

### **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?**

At S. G. G. Janta Girls College, students have always been the center of all its academic and co-academic endeavors. All possible efforts are made to ensure their fullest growth and development in a congenial environment. As a student enters in the portals of college, she is guided, counseled, inspired, motivated, corrected in the best possible manner. Her talented energies are channelised in the best manner. Admission Guidance Cell, Career Counselling cell, Remedial classes, talent hunt programmes, concessions, aids, awards, incentives, special classes, tutorials and infrastructure are meant to groom them and prepare them for global job market as well as national market as morally upright, socially responsible and professionally sound human resource.

The support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students are audio-visual aids, tutorial, remedial coaching, projector and computer-based teaching-learning methods and smart classrooms and reading rooms.

Methods are:-

- |                         |   |
|-------------------------|---|
| 1. Lecture Method-      | Black Board, LCD, Smart Boards                                      |
| 2. Introductory Method- | Tutorials, Demonstration, Group Discussions                         |
| 3. Computer Assisted-   | PowerPoint presentations  |
| 4. Experimental-        | Field Trips, Practical Classes,<br>Educational and Industrial trips |
| 5. Project Based-       | Students and projects   |

### **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?**

- By inculcating health habits like discipline, leadership, entrepreneurship etc. the college provides open access to educational and life-long learning opportunities.

- With the help of giving duties to CA members and other voluntaries during the function organized by clubs, society's lifelong learning is ensured.
- Lifelong learning is ensured by providing moral education to them through morning assemblies.
- The college arranges guest lectures.
- The college arranges academic discourses (formal discussion), sports and cultural activities.
- The college offers programs and extensive career-technical education and basic skills education and adequate infrastructure where students are provided opportunities to practice and improve critical thinking, effective communication, quantitative reasoning, information competency, community and global awareness, self-efficacy and workplace skills.
- The college organizes seminars, symposia, workshops, and debates.
- The college library subscribes to newspapers, journals, periodicals and magazines.
- The college arranges different awareness programmes like women literacy, anti-dowry, environmental, health, save water, spiritual, yoga and disaster management through tutorials and class discussions.
- Our college is also committed to input moral education to its students so that they can become morally good citizens of the country. For it there is morning assembly and thought of the day are organized in the college.

**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.**

- The faculty and students can access well-equipped library.
- The faculty and students can access computer labs, language lab for e-learning resources.
- The faculty and students can access smart class rooms and language lab.
- All labs are connected through WIFI connection.
- Teachers use ICT to teach many topics
- List of informative and educational websites is displayed in departments and on library notice board so that teachers can update their knowledge with the help of it.

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

In order to expose the students and faculty to advanced level of knowledge and skill, the college takes up the following initiatives:-

- Seminars and guest lectures are organized on regular basis by all the departments to update knowledge. This helps them gather information about the latest development in their fields.
- Newspapers and Internet are used on daily basis to keep track of latest advancements in a particular field.
- Seminars on burning topics are organized from time to time in the college. Prominent scholars, NGOs and people from corporate circles are invited to exhibit their pedantry for the benefit of students.
- Keeping in mind the advancements in information technology, the college has moved ahead of its peers by using computers and Internet to teach most of the subjects. Post graduate students are encouraged to use these facilities and for that purpose a virtual library has also been established in the college.

### **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?**

Given below is detail on the academic, personal and psycho-social support and guidance service (professional counselling/mentoring/academic advise) provided to students:-

- Academic support is provided to students by:-
  - Providing them remedial classes.
  - Advising them to choose stream.
  - Guiding them to take help from specialist in the field within the campus.
- Personal and psycho-social support is provided to students by:-
  - Providing them financial help.
  - Addressing and sorting out their problems (by the senior most teacher and Dean Students Council).
- Guidance services are provided to students by:-
  - Giving them counselling/mentoring/advice to participate in sports and cultural and co-academic activities at university, state and national level.
  - During 2011-12 guidance is provided to the students who appear before counselling/mentoring authorities/Admission Committee.

University toppers are there in our college and Gold Medal winners in curricular activities like writing competition, debate, drama, dance competition etc. Students also excel in co-curricular activities.

### **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 following innovative teaching approaches/methods have been adopted by the faculty during last four years:-

- Teachers employ collaboration to assess students' abilities to work as a team, leadership skills or presentation abilities by conducting group projects and discussions etc.
- Illustrating through examples or experiments, particularly by computer teachers.
- Newer teaching methods such as television, CD players, computer and other modern devices are also used.

A recent effort made by institution to encourage the faculty to adopt new and innovative approaches is the introduction of language lab. Students learn to speak English.

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

The library resources used to augment the teaching-learning process in the manner below:-

- Books and magazines are purchased by the college on regular basis for knowledge up gradation.
- Newspapers and Internet are used on daily basis to keep track of latest advancements in a particular field.
- A new Reading Room with proper infrastructure has been created for the students.
- A Book Bank has been functioning in the college providing books to underprivileged students. The Book Bank is managed by a committee of teachers and library volunteers.
- Special help is rendered to students preparing for competitions.
- Old question papers of final exams in all subjects are made available to students.
- Library is opened even during vacations for preparation for youth festivals events like debates, declamations, creative writing competitions etc.
- Copies of syllabi prescribed by the university with question-wise division of marks etc. are also available to students for ready reference.
- The library staff keeps the faculty and the students updated regarding its latest acquisition.
- The information regarding new arrivals is also given through announcements.
- The new titles are displayed on the display boards at the entrance of 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.**



- If there are problems in case of slow learners, the institution overcomes this problem by providing them remedial classes.
- The institution encourages students to participate in co-curricular and extra-curricular activities and thus if they face a challenge in completing the curriculum within planned time frame and calendar. The college takes special classes of such students during autumn, winter break and other times convenient to them during whole session.

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

The institute monitors and evaluates the quality of teaching learning through IQAC which collects feedback from all stake holders and on the basis of such feedback, monitors and evaluates the quality of teaching learning. Besides the college grievance redressal mechanism also takes care of the quality of teaching learning.

## **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**

All teaching posts are filled as per university norms.

1. The institution regularly encourages its faculty to join refresher courses, orientation courses and further research in their particular area.
2. The regular faculty is employed strictly as per UGC, DPI and University rules and conditions. Those who are employed on adhoc and contractual basis and assurance of job. They are continued in the coming sessions on the basis of the results and behavior. Increments are paid from time to time.
3. Advertisements are given in newspapers.
4. Emergency requirement is filled by the Principal with the consultation of the management
5. Faculty is encouraged to participate in seminars; they are given duty leave, TA and other benefits.

### **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.**

The college has the freedom to provide competent faculty to the students as per the

Academic Staff Development Programmes	Number of faculty nominated			
	2011-12	2012-13	2013-14	2014-15
Refresher courses	-	-	-	-
HRD programmes	-	-	-	-
Orientation programmes	-	-	-	-
Staff training conducted by the university	-	-	-	-
Staff training conducted by other institutions	-	-	02	-
Summer/winter schools, workshop, etc.	-	-	-	-

demands of respective courses. The college regularly appoints temporary/adhoc staff in addition to the permanent and contractual staff to fulfill its responsibility towards the students. The college generates its own funds from self-financing courses and through matching share to pay salary to the uncovered staff.

**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) Faculty training programmes organized by the institution to empower and enable the use of various tools and technologies for improved teaching learning.**

- Teaching learning methods/approaches.
- Handling new curriculum.
- Content/knowledge management.
- Selection, development and use of enrichment material.
- Assessment.

- Cross cutting issues.
- Audiovisual aids/multimedia.
- Teaching learning material development, selection and use.

### **B) Percentage of faculty**

- Participated in external workshops / seminars / conferences recognized by national/international professional bodies.
- Presented papers in workshops / seminars / conferences recognized by national/international professional bodies.

The following staff development programmes were organized during last four years.

#### **a) Faculty training programmes organized by the institution teaching learning methods/approaches.**

According to the needs of the syllabus the heads of departments provide informal orientation to their newly recruited staff. Regarding the use of audio visual aids/multimedia etc they are sent to computer science department for training.

#### **b) Percentage of faculty**

Faculty	Percentage			
	2011-12	2012-13	2013-14	2014-15
Invited as resource persons in Workshops/Seminars/Conference organized by external professional agencies	-	-	01	01
Participated in external Workshops/Seminars/Conference recognized by professional bodies	-	-	-	07
Presented papers in Workshops/Seminars/Conference organized by professional agencies	07	06	04	17

Strategies adopted by the institution in enhancing the teacher quality.

- The college organizes seminars/extension lectures for enhancing the teacher quality.
- Regarding the use of audiovisual aids/multimedia etc they are sent to computer science department for training.

- The temporary/adhoc staff is made to continue in the coming sessions.
- Where required, the faculty on contractual basis is offered permanent employment
- Increments are paid from time to time.

**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.)**

- Teachers are given duty leave.
- Departments of college organize seminars/extension lectures.

Adjustments are made in their time table and they are exempted from co-curricular and cultural work of the college

**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?**

- The student council of the college keeps the heads of department and the Principal updated about the performance of the teachers.
- There is a suggestion box where students can drop their complaints, if any. The contents of the box are analyzed. On the monthly basis and suitable measures taken to redress the grievances.
- During the term wise meetings of departments, the feedback is analyzed passed on to the Principal. Such teachers are guided to seek help from their seniors.

### **Evaluation of teachers by External Peers**

External Peers in the form of visiting professors and experts come in the college during seminars/extension lectures/viva/exams. Some of them interact with teachers and convey their opinion about them to their head and Principal, this leads to an informal evaluation of teachers by the external peers.

Evaluation used for improving the quality of teaching learning process

Such evaluation goes a long way in improving the quality of the teaching learning process in a sense that a teacher comes to know about his/her strengths and shortcomings and improves his/her shortcomings and knows even better his/her strength. Department wise meetings are held and the results lead to improvement in performance of teachers.

### 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?

To ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes, the institution takes the following measures:-

- The teachers monitor the progress of the students through class tests, written assignments, oral tests, group discussions and interactive sessions.
- The evaluation methods are communicated through the Notice board, Assembly and even through announcements in the classrooms.
- If there is shortage of lectures of a student, her parents are intimated and requested to discuss the matter with Registrar/HOD/Principal personally.
- After the monthly exams parents of students are informed about the result of their wards and there is Parent Teacher meeting after these exams.

#### 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?

Evaluation Reforms initiated by university:-

- Table marking has been introduced to ensure fair evaluation.
- An external invigilation system has been introduced.
- The university has implemented semester system for all levels of all streams and subjects. Semester system has replaced annual examination method in all PG classes already.

Evaluation Reforms initiated by institution on its own:-

The college is ceaselessly engaged in improving its systems to foolproof them. Following reforms have been initiated recently in the evaluation system:

- To bring uniformity in marking scripts marked by fresh recruits, the scripts are scrutinized if needed.
- Special tests for advanced and slow learners are arranged.
- Assignments-based internal assessment is taken in all courses including vocational courses.

- Answer sheets of the House Tests are delivered to and discussed with students so that they are assured that no partiality or favoritism has crept into evaluation and, thus, they are accorded opportunity to check their total score and impartial evaluation of their answers as well.
- The students who are absent in house exams, are given chance to appear in exams again for final exams preparation.

### **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 institution ensures effective implementation of the evaluation reforms of the university and those initiated by the institution on its own through Academic Council & IQAC.

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

The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extracurricular fronts to measure students' achievements:-

#### **1. Curricular front:-**

Formative evaluation approaches

- Special tests for advanced and slow learners are arranged.
- Assignments-based internal assessment is taken in all the courses including the vocational courses.
- Monthly Tests are conducted before the commencement of semester exams.

Summative Evaluation approaches

- University exams are conducted.
- Assignments-based internal assessment is taken in all the courses.

#### **2. Co-curricular front (debates, elocution, quiz)/ Extra-curricular front (cultural level)**

Formative evaluation Approaches

- Talent Hunt under different societies is organized.
- Students selected in TALENT HUNT are trained to take part in Youth Festival.

Summative evaluation approaches

- Trained students appear in competitions at district level, state level and national level.

### 3. Extra-curricular front (sports level)

Formative evaluation approaches

- Sports trials are conducted.
  - Students selected in sports trials are trained by the coach and the teacher.
- Summative evaluation approaches

- Students trained appear in competitions at district, state and national level.

### 2.5.5. 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.

The institution monitors the progress and performance of students through the duration of the course/programme through classroom lectures and internal assessment method. The institution communicates the progress and performance of students through the duration of course/programme through communication to students and parents through correspondence.

Programme-Wise Details				
Programme	2011-12	2012-13	2013-14	2014-15
B.A.-I	88.17	93.37	94	94
B.A.-II	89.24	100	98.52	98.74
B.A.-III	94.16	93.79	98.14	98.59
B.COM-I	82.5	82.35	85.91	95.08
B.COM-II	82.6	94.12	85.71	96.72
B.COM-III	94.73	100	100	100
B.C.A-I	77.5	76.9	81.8	100
B.C.A-II	94.4	92.8	100	72
B.C.A-III	75	100	100	100

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PGDCA	100	100	93.75	100
M.A(POL)SEM-I	100	100	100	100
M.A(POL)SEM-II	100	100	100	98
M.A(POL)-II YEAR	100	NA	NA	NA
M.A(POL) SEM III	NA	100	100	100
M.A(POL) SEM IV	NA	100	100	100
M.A(PUN)SEM-I	100	100	100	100
M.A(PUN)SEM-II	100	100	100	100
M.A(PUN)-II YEAR	100	NA	NA	NA
M.A(PUN)SEM-III	NA	100	100	100
M.A(PUN)SEM-IV	NA	100	100	100
MSC IT SEM-I	100	100	100	100
MSC IT SEM-II	100	100	100	100
MSC IT SEM-III	100	100	100	100
MSC IT SEM-IV	100	100	100	100
M.COM SEM I	NA	NA	100	100
M.COM SEM II	NA	NA	100	100
M.COM SEM III	NA	NA	NA	100
M.COM SEM IV	NA	NA	NA	100

### 2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

To ensure rigor and transparency in the internal assessment during the last four years, the college keeps record of projects assessed internally for two years for any re-evaluation if ever sought. Weightage for behavioral aspect, independent learning,

communication skills etc is also taken care of. For instance in B.A, B.com, BCA an assessment of 20 marks is given to students. In this 20 marks assessment we consider class behavior, attendance, class test, monthly test marks, assignments and projects.

### **2.5.7 What are the mechanisms for redressed of grievances with reference to evaluation both at the college and university level?**

College Evaluation Grievance Redressal Mechanism:

Answer sheets of the House Tests are delivered to and discussed with students and if there is any grievance with reference to evaluation, it is redressed on the spot in the following way:

- Unmarked questions, if any are marked.
- Total is checked again

University Evaluation Grievance Redressal Mechanisms:

- Rechecking of Answer sheets
  - Total is checked again
  - Unmarked questions, if any, are marked
- Re-evaluation of Answer sheets
  - Marked questions are got re-marked by some other examiner

## **2.6. Student performance and Learning Outcomes**

### **2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Yes, the college has clearly stated its missions and motives in the college prospectus. By grooming girls into confident, well-equipped, culturally conscious, socially modern and globally competent persons, the college translates learning outcomes into reality. The students and staff are made aware of these through the prospectus, assemblies, tutorial groups and CA meetings.

### **2.6.2 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.**

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Well-equipped laboratories



- Well-equipped library
- Classrooms
- Audio-visual equipments
- Class tests, written assignments, oral tests, group discussions & interactive sessions
- Monthly Test in every semester

### **2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The college takes up the following measures and initiatives to enhance the social and economic relevance of the courses.

- The college laboratories and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively.
- The college magazine provides them platform to give expression to their innovative and creative flight.
- To provide quality jobs to the students, the College Placement & Employment Cell trains the students to suit the various needs of the industry, to face the interviews and gives handy tips to the students to face the group discussions and invites various organisations for campus recruitments.
- The college organizes industrial visits and interactive talks delivered by industrial executives to instill entrepreneurship amongst students.
- The college faculty instills research aptitude in the students by giving them minor projects. Students of Commerce and Computer Science Departments are assigned such projects.
- The college NCC & NSS Wings regularly organize programmes to enhance the social relevance of the courses.

### **2.6.4. What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude Developed among students etc.) of the courses offered?**

The college has formed IQAC to collect and analyze data on student learning outcomes. The college uses this data:

- To find out advanced & slow learner and plan strategies.
- To improve learning outcomes of both the categories.
- To remove their learning barriers by providing them remedial classes, peer learning etc.

### **2.6.5. How does the institution collect and analyze data on student performance and**

### **learning outcomes and use it for planning and overcoming barriers of learning?**

The college monitors the achievement of learning outcomes through IQAC and Academic Council which ensure the achievement of learning outcomes by:

- Finding out slow and advance learners and making policies to improve their learning outcomes.
- Conducting house tests.
- Conducting class tests.
- Holding class discussions.
- Organizing seminars and extension lectures.
- Taking Remedial classes
- Laying stress on written assignments
- Taking feedback from alumni
- Meeting with CA members.

### **2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

**Given below are the graduate attributes specified by the college:**

Synchronizing tradition with modernity

One of the graduate attributes specified by the college enshrined in the college prospectus, i.e., synchronizing tradition with modernity. By holistically grooming girls into confident, well-equipped, culturally conscious, socially modern and globally competent persons, the college ensures the attainment of these by the students.

Disciplinary expertise

The disciplinary expertise is inculcated by making students members of the discipline committee, duties are given to them throughout the session. Functions are held with their help.

Leadership expertise

The leadership expertise is inculcated by making students members of the discipline committee and motivating them to join NCC and NSS. CA Member Committee, office bearers are formed and various duties are assigned.

Innovative expertise

Innovation is inculcated in the students by allowing them to explore in laboratories and library and language lab. The college magazine provides them platform to give expression to their innovative and creative flight.

### Entrepreneurial expertise

Entrepreneurship is encouraged in students by organizing industrial visits and interactive talks delivered by industrialists.

### Research aptitude

Research aptitude is inculcated in the students by giving them minor projects. Students of Commerce and Computer Science Departments are assigned such projects

### **2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes 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.**

Yes, the institution and individual teachers use the following assessment evaluation as an indicator for evaluating student performance, achievement of learning objective and planning:

- Marks in internal exams
- Classrooms performance
- Communication skills
- Behavioral aspects
- Activities and performance in NCC, NSS, sports, cultural activities
- Certificate and cash/kind reward received by students for good performance
- Assignments and projects

### **Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

- Wide publicity is given to the academic programmes offered by the college, along with the infrastructure and support services and facilities available to the students for their all-round development.
- A transparent admission policy is practised where meritorious students as well as disadvantaged sections get their due.
- Special facilities, incentives and remedial classes are provided for slow and advanced learners and also for differently abled students.
- A family like environment has been created to monitor the progress of slow as well as advanced learners.
- To make teaching / learning effective and enjoyable, a combination of traditional and innovative method is practised, depending on the requirement of the subject and the mental ability of the learners and making changes according to the latest developments in all the subjects.

- To make learning student centric, a number of clubs and committees have been constituted so that the students realize their fullest potential to achieve their targets. Trials for sportswomen and talent hunt programmes are organized to spot talent and polish it.
- Through lectures, workshops, seminars, conferences, Havan Ceremony, character building camps, Jan-Chetna rallies and the like.
- The college pools all its resources and raises special funds to provide latest teaching/learning aids along with the reading material through its libraries. The cost does not matter.
- The recruitment policy of the college ensures the selection of candidates purely on merit and strictly according to the norms laid down by UGC, DPI and PU.
- The evaluation processes are student- friendly and reliable.

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Promotion of Research

Our institute has just reached the threshold of research as there is still so much to be done in the field of research. Every possible effort is made to encourage research work such as adjustment of lectures for preparing Research papers, duty leaves are granted to faculty members for attending seminars, workshops and conferences. The fee for attending seminars and paper presentations is paid by the college as well as T.A. and D.A. to encourage the staff members for research work. Other measures taken by the institute for the promotion of research work are library and internet facilities as these enable them to explore as much as they desire.

##### 3.1.1. Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Ans:-No, the college does not have any recognized research center. Our Principal Dr. Mrs. Savita Uppal has been recently appointed as Ph.D. supervisor by Punjab University Chandigarh in the field of Music.

##### 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.

Ans:-A research committee is composed in the institution to regulate the research work. A national seminar and many extension lectures/workshops are organized from time to time by the different departments of the college, to enlighten and encourage the students for research.

- The institute has a Research Committee to guide the students and faculty as well. The Research Committee consists of the members who hold Doctoral degree. The following are the members of research committee
  - ❖ Dr. Savita Uppal(Principal)
  - ❖ Dr. Vinod Bala (Associate Professor in Hindi)
  - ❖ Dr. Ravinder Kaur ( Assistant Professor in Punjabi)

##### 3.1.3What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- **Autonomy to the principal investigator**

- **Timely availability or release of resources**
- **Adequate infrastructure and human resources**
- **Time -off, reduced teaching load, special leave etc.to teachers**
- **Support in terms of technology and information needs**
- **Facilitate timely auditing and submission of utilization Certificate to the funding authorities (any other)**

Students prepare assignments and power point presentations. They are also encouraged to present their research papers in different colleges. Free access to ICT and labs is provided to create zeal among students and teachers. The college library is regularly updated. The teachers are encouraged to present and to get published their articles in National as well as International seminars/conferences and Workshops conducted by other colleges. For this purpose they are given every possible help. They are encouraged to get themselves enrolled for Ph.D. and other major /minor research projects of UGC.

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

Ans:-The institution is in constant endeavor of developing scientific temper and research culture amongst the students. Some of these initiatives are given as under:-

1. The institute hold many intra college and inter college competitions based on various latest research topics.
2. By arranging seminars students are given opportunities to interact with eminent researchers.
3. Books, journals and magazines of research importance are also provided in library for the benefit of the students.
4. The college grants the faculty members duty leave and TA/DA for attending seminars/workshops/conferences.
5. Students of Commerce and Computer Department regularly attend various seminars/ workshops in different colleges.

### **Tours and Trips /Industrial Visits**

#### **Session 2011-12**

1. Red Cross Society organized historical trips for students. The students paid obeisance at historical Gurudwara Mahediana Sahib, Takhat Sri Kesh Garh Sahib, Anandpur Sahib and Mata Naina Devi Mandir. They also visited Jallianwala Bagh, Wahga Border, Hari-ke Pattan, Golden Temple, Durgiana Mandir, Darbar Sahib, Taran Taran and Gurudwara Nanaksar sahib.
2. Under the career counselling scheme sponsored by U.G.C. an educational trip of 60 students of computer department visited Dell Company, Mohali. Dell is the famous name in the field of computer hardware. Here Mr. Munish and Mr. Parveen, Resource persons of the company motivated the students by telling

them about B.P.O. sector and its working.

3. A team of 50 students accompanied by Mr. Rashpal Singh and Mrs. S. K. Sood, also visited OXL, Multimedia at Ludhiana in October 2010 and received demonstration of working of Multimedia.
4. A trip was organized by History department to Harike Pattan, Wagah Border, Jalianwala Bagh, Shri Harminder Sahib, Durgiana Mandir and Taran taran Sahib Amritsar on February 26 and 27, 2012.1

### **Session 2012-13**

1. One day historical and entertainment trip was organized by Red Cross Society for students to Gurudwara Nanaksar sahib Jagraon and Devi Talab Temple Jalandhar.
2. A trip was organized by Commerce department to Delhi International trade fair at Pragati Maidan from November,25 2012 to November 28 2012.Students also visited India Gate, Jantar Mantar and Science City in Delhi.
3. A trip was organized by Computer department to Delhi in November, 2012. Students also visited Lal Kila, Gurudwara Sheesh Ganj Sahib, Akhshar Dham and Haveli.
4. A trip was organized by History department to Takhat Shri Kesh Garh Sahib, Kiratpur Sahib, Chamkaur Sahib, Parivar Vichhora Sahib and Mata Naina Devi Mandir on November 24<sup>th</sup> and 25<sup>th</sup>, 2012.
5. A trip was organized by History department to Devi Talab Mandir, Jalandhar on February 10, 2013.

### **Session 2013-14**

1. A trip was organized by Commerce department to Wonderland, Devi Talab Mandir Jalandhar and Gurudwara Nanaksar Sahib Jagraon on November, 23 2014.
2. Students of Commerce department visited to Ludhiana Stock Exchange on January, 17 2015.
3. A trip was organized by Computer department to Guru Nanak Thermal Plant Bathinda on November 8, 2013.
4. A trip was organized by History department to Paunta Sahib.

### Session 2014-15

1. A trip was organized by History department to Nanaksar Thath Bhuchio Mandi on November 3<sup>rd</sup> and 4<sup>th</sup>, 2014. Students also visited Thermal Plant and Takhat Shri Damdama Sahib at Bathinda.

### **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.**

**Given below are the details of the faculty involvement in active research:-**

Ans:-Given below are the details of the faculty involvement in active research:-

#### **Faculty involvement in guiding student's research:**

1. Our Principal Dr. Mrs. Savita Uppal has rendered her expert advice to the students of different universities on their research topics and evaluated their thesis and also performed her duty as examiner for Ph.D. level students.
2. She has been recently appointed as Ph.D. supervisor by Punjab University, Chandigarh in the field of Music. Four students are enrolled for Ph.D. under her supervision.
3. She acted as Resource Person in a workshop on "Sangeetak Kalanwan" organized by Youth Welfare Department of Punjabi University, Patiala from June 14 -18 2013 and delivered a lecture on the topic "Group Shabad and Classical Vocal".
4. She acted as Resource Person and delivered a lecture on the topic "Comparative Study of Folk Music of Punjab and Himachal Pardesh" organized by department of Performing Arts, HP University, Shimla on October 26 ,2015.
5. She acted as examiner for conducting open Ph.D. viva voce of Ms. Uma Devi of HP University Shimla.
6. She chaired one Session in the International conference on "Changes in Fine Arts Education: Past, Present and Future" on November 15 and 16, 2015. The title of her research paper is "Uttar Bhartiye Sangeet mein Gazal ke Badlte Pratiman" at Ninth International conference sponsored by Ministry of Culture, Delhi.
7. She acted as a subject expert for the selection of assistant professor in Music for Dashemsh Girls College, Mukerian Distt Hoshiarpur on June14, 2014.
8. She was appointed as examiner to evaluate the thesis entitled "Sri Guru Granth Sahib Mein Sankalit Bhagat Namdev Ki Bani Ka Sangeetatmak Addhyayan" submitted by Ms. Gursharan Kaur for the degree of Doctor of Philosophy of University of Delhi.
9. She was a member of inspection committee to consider AS College, Khanna for grant of affiliation for (i) BA-III Music (ii) M.COM-II and (iii) MA-II Economics for the session 2014-15.



10. She gave brief expert comments on the synopsis “Sitar ke Safal Prashikshan Hetu Shikshak Dwara Kiye Gaye Paryog Ek Adhyan” submitted by Ms. Yakshita Verma for Ph.D. degree for Banasthali University Vidyapith, Rajasthan on November 14, 2014.
11. She was a member of board of studies in Design and Fine Arts and regularly attend the meetings at Punjab University, Chandigarh to recommend the outlines of text, syllabi and courses of reading of the following courses in Music in semester system Vocal, Instrumental, Tabla, Indian classical dance and Certificate course in Music and Advance Practical Training in Indian Classical Music.

### **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.**

#### **Extension Lectures organized**

##### Department of MUSIC

✚ Since its inception the Music department has been inviting eminent personalities to the college campus. It is a matter of proud privilege that Padamshree Sh. Rajan Mishra ji and Sh. Sajan Mishra Ji, Ms. Meeta Pandit, a renowned classical vocalist, S. Mangal Singh Dhillon a celebrated artist and many other artists of great stature visited our humble institute from time to time.

1. Padamshree Rajan Mishra and Sajan Mishra eminent vocalists delivered a performance on Raag Todi, Rag Bhairavi in our college campus.
2. Dr. Meeta Pandit eminent performing artist enthralled the audience with Raag Todi as she visited our college campus.
3. Dr. Vivek Verma rendered a Vocal performance on Sugam Sangeet on February 16, 2008.
4. Dr. C.L. Verma, Retd Dean HP University Shimla, delivered a lecture cum demonstration on Raag Jog and again visited the college campus to enthrall students with his performance on Rag Yaman.
5. Dr. Virender Kumar, Retd Dean Guru Nanak Dev University, Amritsar visited the college campus for lecture cum demonstration organized by Music department of our college to give a performance in classical music on Raag Kafi- Jai-Wanti.
6. Dr. Gauri Asstt. Professor Arya College, Nawan Shehar, delivered a performance on Raag Yaman.
7. Dr. Harvinder Sharma, Retd Principal Govt. College, Panchkula, an ‘A’ Grade artist in state of Haryana, visited the college campus to perform Classical, Radio and Filmi sangeet.

8. Dr. C.L. Verma Ex Dean H.P. University, Shimla renowned Vocalist, delivered a lecture on Rag Jog on 5 February 2012, organized by Music department of our college.
9. Dr. Pankaj Mala Vidushi, Professor PU, Chandigarh delivered a lecture on the topic of "Vedas Sangeet and Life" on 18 February 2014, organized by our Music department.
10. Two days' workshop was organized in the college campus by Music department on dated 9 and 10 December, 2014 on topic "Himachal Pradesh and Punjab ka Lok Sangeet". Dr. CL Verma Ex Dean HP University Shimla and Dr. Vivek Verma Vocalist, APJ College, Jalandhar enthralled the students with their performance.
11. Dr. Saroj Ghosh from Department of Design and Fine Arts, Punjab University, Chandigarh visited our college campus for a lecture cum-demonstration.

### Department of Commerce

1. A lecture was held on 27-2-12, the institute of company secretary of India, Ministry of corporate affairs, Govt. Of India under investors awareness programs. Resource person - Mr. Ashok Singla, M.com, LLB, FCS, ISO, Lead Auditor director.
2. A career counselling lecture was held in the college on February 28, 2012 by CA Pardeep Makkar and Prof. Harish Kumar on M.com Professional, CPA and LLB.
3. A lecture was held on March 14, 2012 by Ludhiana colleges of engineering and technology, PTU by Mr. V.K. Chaddha on IMS test, MBA-CAT, MAT, GMAT, PNET, Bank PO test.
4. An extension lecture was delivered by Mr. N. K. Bansal, a member of banking Ombudsman Scheme on August 29, 2012 on "Financial literacy and Awareness"
5. An extension lecture was delivered by Assistant Professor Dr. Kusum Gupta and Mrs. Neha on the topic "Communication Skills" on February 2, 2014.
6. UGC sponsored National seminar had been organized on the topic "Contemporary Issues in Capital Market" on September 29, 2014.
7. A Retail Management Association sponsored seminar had been organized on topic "Investors Awareness" under the supervision of SEBI on November 27, 2014.
8. A career counseling lecture was held on November 26, 2014 by Makkar Institute to aware the students for new opportunities after B.com and M.com.

### Department of Computer

1. A Seminar was organized in the college campus by department of Computer Science on "Utilization of Computer Education in Image Processing and 3D Animation", by OXL Multimedia, Ludhiana. Mr. Avinash C. Saini accompanied by his team threw light on the scope of 3D Animation and Current Trends in Computer Animation.
2. On Oct 11, 2013, Dr. Harkesh Kumar from Computer Department, P.U. , Chandigarh came to our college and spoke on the topic of 'Uses of E-content' in detail. All the students of BCA, PGDCA, and M.SC (IT) attended the lecture and came to know a lot about this. On the Same day, Dr. Sakshi from P.U., Chandigarh spoke on 'Mobile Computing '.The students really felt benefitted through this exposure.
3. In Oct 2014, Dr .Indu Chhabra from Computer Department, P.U. Chandigarh came to our college and spoke on the topic of 'Neural Networks'. All the students of BCA, PGDCA, and M.SC (IT) attended the lecture and came to know a lot about this

### Department of Punjabi

1. Dr. Jagmohan Singh, nephew of great martyr S. Bhagat Singh delivered an extension lecture on "Gadar Movement".
2. Dr. Jagdish Kaur (Head of Journalism, Languages and Culture, PAU, Ludhiana) delivered an impressive lecture on "Punjabi Lok Dhara and Lok Sahit".

### Department of Political Science

1. Prof. Pampa Mukhrjee Chairperson, Department of Political Science, Punjab University, Chandigarh visited the college campus for an extension lecture was organized by the Political Science department on "Emerging Trends in Indian Politics" on dated December 8, 2014.
2. P. S. Bhogal, H.O.D. of Political Science Department Arya College, Ludhiana, visited the college campus for an extension lecture on "Preamble of Indian Constitution" on October 1, 2015.

### Red Cross Society

1. Red Cross Society organized a seminar on "Female Feticide". This seminar was inaugurated by Dr. Sushil Jain, SMO, Raikot.
2. An Extension lecture was organized on "Nasha Mukh Samaj" by Sh. M. F. Farooqui I.P.S. DIG. (Ludhiana Range).

### NSS Unit

1. Dr. Satnam Singh from Guru Gobind Singh Study Circle, Ludhiana delivered a lecture on "Moral Education".
2. S. Satnam Singh delivered a lecture on "Eradication of Social Evils".
3. Shree L.D. Verma, Director Tagore Model School, shared his views on Moral Education.
4. Retd. Prof. Surinder Kaur delivered a lecture on "Social Respect of Women".
5. Associate Prof. Mrs. Poonam Chhabra delivered a lecture on "Save Electricity and save water".
6. Retd. Prof. Mrs. Kanwaljit Kaur Sambhi delivered a lecture on "Outside the Box".

### Training Programme:

1. Prof. Ashmani Jain and Kuljit Singh (Lab Technician) attended a training programme on Language Lab at E-Station Rajkot, Gujrat in session 2013-14.

### Sensitization Programs:

#### Session 2011-12

1. Communal Harmony campaign week was celebrated in college and Flag Day w.e.f November 19<sup>th</sup> to 25<sup>th</sup>. In this week Debate, Painting and Essay writing competitions were held on various topics like National Unity and Communal Harmony. On Flag Day, Rs. 540 were collected and sent to National Foundation for Communal Harmony.
2. On January 7, 2012 a seminar was organized in the college by Police Department to spread awareness on "Safety on Roads" by following Traffic Rules. Sh. Amar Singh Chahal SSP, S. Amrik Singh Minhas DSP, S. Dilbagh Singh Inspector were present on the occasion.
3. Lohri function was organized on January 15, 2012 by NSS unit.
4. On Sept 2, 2011 NCC Unit of college celebrated a Tree Plantation Day in the presence of 3Pb. Girls Bn, Ludhiana instructors A.B. Salunke and S.S. Shinghade.
5. On Sept 8, 2011 commanding Officer 3Pb. Girls Bn, Ludhiana Lt. Col. Subhash Sehgal delivered a lecture on "Motivation".
6. Blood donation camp was organized with the help of Dr. Gurparsad Mangla and his team from regional blood bank Red Cross Bhawan Ludhiana.
7. Red Cross Society organized First Aid and Home Nursing Training Camp. About 65 students received this training. Mrs. Usha Chopra from Red Cross Bhawan, Ludhiana imparted this training to the students.
8. An Extension lecture on "Nasha Mukta Samaj" was delivered by Sh. M. F. Farooqui I.P.S. DIG. (Ludhiana Range).
9. History Department Celebrated 150<sup>th</sup> Anniversary of Sat Guru Baba Ram Singh Ji in Session 2011-12.

### Session 2012-13

1. On NSS Flag day, Rs. 5000/- were collected and sent to National Foundation for Communal Harmony. In addition to annual camp, 5 one day camps were also organized in which the cleanliness of the college campus was undertaken by the volunteers.
2. On September 25, a seminar was organized in the college campus to spread awareness on importance of rainy water by S. Gurdev Singh Heera (Retd.) Director Research Centre, PAU, and S. Gurpreet Singh and S. Gurdev Singh suggested the measures to be taken to prevent the flood.
3. Lohri celebration was organized on January 12, 2013 by NSS unit. Dr. (Mrs.) Savita Uppal, Principal of the college presided over the function.
4. "Donate Blood and Save Life" with this motto Red Cross Society of the college organized blood donation camp in the college campus and 42 students donated blood.
5. First Aid and Home Nursing training camp was organized by Red Cross Society. About 50 students received this training.
6. A.N.O .Lt. Nirmal Kumari and the all cadets of NCC unit visited 'Sanjh Center' at local Police station and learnt about the working of Police station.
7. Our NCC cadets participated in different programmes to spread awareness against AIDS, Drug Addiction, Female Feticide and To Save Environment organized by district NCC Unit.
8. Our students Participated in Declamation competition held at Arya College Ludhiana in September, 2012

### Session 2013-14

1. A free Medical camp was organized by Red Cross Society. In this camp various tests like Blood Sugar, ENT and Bone Density were conducted on 105 students including staff members by the efficient team of doctors and free medicines were given to students.
2. Red Cross Society also organized a seminar on "Female Feticide". This seminar was inaugurated by Dr. Sushil Jain, SMO, Raikot.
3. Red Cross Society organized an Essay Writing competition on October 30, 2013. About 15 students participated in this competition on topic "Donate Blood, Save Life".
4. On Feb 7, 2014 Red Cross Society organized a blood donation camp in the college campus with the help of regional blood bank, Ludhiana. It is praise worthy on the part of Ms. Rajandeep (Asstt. Prof. In Phy. Edu.) and Gurdeep Kaur BA III 1324 to donate blood for 10 times and 3 times respectively. In all 22 donors donated blood with great enthusiasm.

5. A free “Dental Checkup Camp” was organized by Red Cross Society. About 141 students received this training. Mrs. Usha Chopra from Red Cross Bhawan Ludhiana imparted the training to students.
6. NSS unit organized inter class Debate and Essay Writing competitions on different social issues to mark the Flag Day. Rs. 5000/- were collected and sent to National Foundation for Communal Harmony on Flag Day.
7. Volunteers were enlightened about their role towards the underprivileged sector of society and they distributed clothes and food items to slum dwellers.
8. The NSS unit of college celebrated “Dheean di Lohri” dedicated to girls. Mrs. Rupinder Kaur BDPO was the chief guest. “Kite Flying” and “Kiklee” competitions were held and it concluded with a cultural programme.
9. NSS volunteers visited Virid Ashram Raikot on November 22, 2013 and distributed cloths and eatables to the elderly inmates staying there.
10. Our NCC cadets participated in ‘Nukad Natak’ about Environment Pollution at village Sudhar.
11. A.N.O .Lt. Nirmal Kumari and the all cadets of NCC visited ‘Sanjh Center’ at local Police station and learnt about the working of Police station.
12. On November 21, 2013 our College NCC and NSS Unit organized a Rally against ‘Drugs’ at village Gondwal (Raikot).

### Session 2014-15

1. NSS volunteers highlighted the theme “Run for Unity” through a rally on October 30, 2014.
2. A rally against the evils of drugs was organized on November 23, 2014.
3. Red Cross Society also organized for students First Aid and Home Nursing Training Camp on 26th And 27<sup>th</sup> Feb 2015.
4. On March 3, 2015 Red Cross Society organized a blood donation camp in the college campus with the help of regional blood bank, Red Cross bhawan, Ludhiana. It is praise worthy on the part of Ms. Rajandeep Kaur, Asstt Prof in Physical Education and Jaspreet Kaur of BA-II 1059 to donate blood for 11 times and 7 times respectively.
5. NCC cadets visited Nishkam Seva Vridh Aashram on November 19, 2014 and spent time with senior citizens and distributed clothes and fruit to them.
6. NCC cadets took anti-drug pledge and participated in “Anti-drug rally” on November 20, 2014 to spread awareness about ill effects of drug addiction.

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

Ans:-Though College has no Research Centre but faculty members are involved in research at individual level.

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

Ans:-The institution regularly organizes seminar in order to rope in researchers of eminence to visit the campus and interact with teachers and students. Following is the list of the distinguished visitors:-

Department Name	S.No.	Name of Visitor	Designation
Music	1	Dr. Meeta Pandit	Eminent Performing Artist (Vocalist)
	2	Padam Shree Rajan Mishra and Sajan Mishra	Eminent Performing Artist (Vocalist)
	3	Dr. Vivek Verma	Vocalist, APJ College , Jalandhar
	4	Dr. C. L. Veerma	Retd. Dean H.P. University Shimla (Vocalist)
	5	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Sitarist)
	6	Dr. Harvinder Sharma (A Grade Radio Artist)	Retd. Principal Govt. College Nawa Shehar (Sitarist)



	7	Dr. Gauri	Asst Prof. Arya College Nawa Shehar(Sitarist)
	8	Dr. Pankeej Mala Vidushi	Professor, P.U. ,Chandigarh
Computer	9	Dr. Harish Kumar	UIET, PU Chandigarh
	10	Dr. Sakhshi	UIET, PU Chandigarh
	11.	Dr. Indu Chhabra	Department of Computer Science and Application , PU Chandigarh
Punjabi	12.	Dr. Jagmohan Singh	Nephew of S. Bhagat singh ji
	13.	Dr. Jagdish Kaur	Asstt. Prof. In Punjabi and HOD of Journal Languages and culture, P.A.U. Ludhiana.
Commerce	14	Sh. Ashok single	Auditor director, the institute of CS of India.



	15	Sh. N.K. Bansal	Member of banking ombudsman scheme
	16	Dr. N.K. sehgal	Associate professor, PU CHD
	17	Dr. J. S. Pasricha	Associate professor, PBI UNI PATIALA
	18	Dr. R. K. Mittal	Associate professor, KUREKUSHETRA UNIVERSITY
	19	Mrs. Pooja Kohli	Executive Director, LSE
	20	S. Harbinder Singh	Manager, Bombay Stock Exchange , Delhi
	21	Sh. Vinod Shukla	AGM, SEBI Ludhiana

	22	Sh. J.R. Jagga	Chairman ,LSE
	23	Sh. T.S. Gill	Retired Civivl Defence and Home Guard Officer
	24	Dr. V.P. Gaur	Chairman, LSe
	25	Mrs. Satwant Kaur	Vice President, Ludhiana Retail Association
	26	S. Bhupinder Singh	Joint Sec. Retail Association, Ludhiana
	27	Cap. Shivcharan Aggarwal	Public relation officer
	28.	Sh. Rahul Poswal	Assistant Manger, SEBI

	29	Dr. Kusum Gupta	Assistant Professor
	30	Sh. Pardeep Makkar	Director, Makkar Institute Ludhiana
	31	Sh. V.K. Chadha	Training and Placement cell of LCET
Political Science	32	Prof. Pampa Mukherjee	Chairperson Department of Political Science , PU Chandigarh
	33.	Prof. Parminder Singh Bhogal	HOD PG department of Political Science , Arya College Ludhiana
NSS Unit	34.	Dr. Gagan Modgill	
	35.	Dr. Satnam Singh	Director Youth Welfare, Ludhiana

	36	Dr. Santokh Singh	MD Acupressure
	37	Dr. Rajesh Kumar Ratti Dr. Harsimrat Kaur	MD Ayurveda
	38	Dr. Sheena Aggarwal	SDM Raikot
	39	S. Jaswinder Singh Brar	Retired DPI Punjab
	40	S. Jatinderpal Singh	SDM Raikot
	41	Mr. Rakesh Kumar Popli	SDM Raikot

**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?**

NA

### **3.1.10. Provide detail 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).**

Newspapers, notice board, speeches, extension lectures, innovations and discoveries of modern times through internet are some of the devices used to create awareness relating research.

### **3.2Resource Mobilization for Research**

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

Seminars/Workshops/Extension Lectures are held in various subjects. Funds are availed from UGC, Punjab University Chandigarh and Amalgamated Fund.

#### **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?**

Ans:-College promotes research work by granting help to the faculty members in the form of registration fee and T.A. /D.A. for research paper presentations.

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

Ans:-Students are provided facilities like language lab, internet, smart class room and library to complete their 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.**

Ans:- The college offers interdisciplinary courses like Commerce and Computers. The staff interacts regularly and discusses various methods and forms of teaching. But there is no interdisciplinary research.

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

Ans:-The institution ensures optimal use of various kinds of equipment by the faculty members and students as well. Following are the facilities provided by the institution:-

- Library
- Internet Facility
- Language Lab
- Smart Class Rooms

**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.**

NA

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

Name of Scheme	Grant Allocated	Grant received	Funding Agency
Seminar-Commerce	1,05,000.00	Yes	UGC
Workshop-Music	20,000	Yes	PU

### 3.3 Research Facilities

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

Ans: Smart class rooms, Wi-Fi campus, well stocked library with latest books and research journals are the main facilities provided for the benefit of 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?**

Ans: Upgrading computer labs with new software and computers has been the top priority to create the research oriented atmosphere.

**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.**

NA

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

The college has taken initiative to motivate students for research work.

- Commerce department of our college organized a two days educational trip to Delhi Trade Fair in November, 2013.
- Our students from Commerce department visit Ludhiana stock exchange regularly.
- Mrs. Kulwant Kaur and Ms. Prabhkiran Kaur escorted are students from Commerce department for the two days seminar organized at LRDAV College, Jagraon.
- Computer department of our college often plan industrial visits for the benefit of the students.

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

Various research journals are received in the college Library. E-Books, E-journals, internet facilities are available in the college library.

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

Computer labs, computerized library and language lab enable our students to work successfully in making projects etc.

### **3.4 Research Publications and Awards**

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

- \* Patents obtained and filed (process and product)
- \* Original research contributing to product improvement
- \* Research studies or surveys benefiting the community

or improving the services

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

NA

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?

NA

3.4.3 Give details of publications by the faculty and students:

Department of Music

❖ Dr. Savita Uppal (Principal)

- She got an article published on the topic "Film Sangeet Mein Bhairavi" in a referred journal "Agmit" with ISSN Number 2277-520X.
- She wrote a book on "Sangeet Shikshan Aur Manovigyan" published by Modern Book House, Chandigarh.
- She wrote a book on "Shastri Sangeet Mein Raag Bhairavi" with ISBN number 81-8247-023-4.
- She participated in the National Conference of Indian Colleges forum in collaboration with GSSDGS Khalsa College, Patiala from February 28 to March 2, 2014.
- She acted as Resource Person in a workshop on "Sangeetak Kalanwan" organized by Youth Welfare Department of Punjabi university, Patiala from June 14 -18 2013 and delivered a lecture on the topic "Group Shabad and Classical Vocal".
- She acted as Resource Person and delivered a lecture on the topic "Comparative Study of Folk Music of Punjab and Himachal Pardesh" organized by department of Performing Arts, HP University Shimla on October 26, 2015.
- She chaired one Session in the International conference on "Changes in fine arts education: Past, Present and Future" on November 15 and 16, 2015. The title of her research paper was "Uttar Bhartiye Sangeet mein Gazal ke Badlte Pratiman" at Ninth International conference sponsored by Ministry of Culture Delhi.
- She delivered a lecture and demonstrated on the topic "Kanth Sangeet Avam Vadhya Sangeet Mein Bhawon ki Utpati ke Vibihn Madhyan" on October 19, 2015 at Devki Devi Jain Memorial College for Women, Ludhiana.



- Her paper titled "Punjab Mein Prachilit Sangeet Mein Adhaytamikta" was selected for publication at Paramhans Yogananda International conference on Science, Spirituality and Education jointly organized by Pratibha Spandan, Shimla on 25-27 September, 2015.
- She got a book published titled "Sangeet Shikshan aur Manovigyan" by Signature Book International with ISBN number 978-93-85622-12-0.
- She got a book published titled "Sangeet Shikshan ke Sandhrabh Mein Kuch Amulya Dharnayan" by Mount Hill Publishing Company with ISBN number 978-93-85623-32-5.
- She got a book published titled "Shruti Priye Bandishon Ke Sankaln" by Signature Book International with ISBN number 978-93-85622-11-3.
- She presented a paper on the topic "Dalit Diaspora and Dalits of Punjab" on January 23, 2016 at Sant Baba Bhag Singh Memorial Girls College, Sukhanand, Moga.

### Department of Hindi

#### ❖ Dr. Vinod Bala

- She got an article titled 'EAK PURUSH AUR MEIN ADHUNIKATA AUR MITH' published in Journal named "AGMIT" with ISSN number 2277-520 X, in September, 2014.
- She presented a paper in National seminar sponsored by Nagri Lipi Parishad, New Delhi on topic "Rajbhasha Hindi" held at SCD Govt. College, Ludhiana on November 7, 2015.

### Department of Computer

#### ❖ Asstt. Prof. Rashpal Singh

- He presented a paper titled "Impact of 5<sup>th</sup> Generation Computing on Health Science" in a UGC sponsored National Seminar organized by Dev Samaj College, Ferozepur. This paper was also published in a book.
- He presented a paper titled "Employ of Engineering in internet Application" in a UGC sponsored National Seminar organized by Sant Hira Das Kanya Mahavidalya Kala Sanghian, Kapurthala. This paper was also published in a book.
- He presented a paper titled "Monitoring is necessary on Granular use of Web" in a UGC sponsored National Seminar organized by Sant Hira Das Kanya Mahavidalya Kala Sanghian, Kapurthala.

#### ❖ Asstt. Prof. Amandeep Kaur

- She presented a paper titled "Consumer Protection: Issues regarding Technology" in a Regional level seminar.

- She presented a paper titled “Major Challenges faced by Super Computing Technology” in a National level seminar. This paper was also published in a book.
- Research paper titled “Problem analysis Knowledge Based Intellectual Neural System” published in a PCTE Journal of Computer Sciences with ISSN number written by her.
- She attended a seminar on topic “Role of ICT in Education, Research and Innovation” organized by Punjab University Chandigarh in session 2014-15.
- She attended a National Level Conference on topic “Skill Development in Higher Education” organized by A. S. College, Khanna.

❖ Asstt. Prof. Gurpreet Kaur

- She presented a paper titled “Fuzzy Logic and its Applications” in a UGC sponsored National seminar organized by BD Arya College, Jalandhar. This paper was also published in a book.
- She presented a paper titled “Teleconferencing” in a UGC sponsored National seminar organized by Khalsa College for Women, Sidhwan Khurd. This paper was also published in a book with ISBN number 978-93-82246-72-5.
- She presented a paper titled “Network Security: Identity Based Access” in a National level conference in association with IJCSCE. This paper was also published in a book.
- Research paper titled “Cloud Computing” was published in a PCTE Journal of Computer Sciences with ISSN number 0973-4058 written by her.
- Research paper titled “Mobile Computing” was published in a National level Seminar organized by DAV College, Abohar written by her.
- Research paper on topic “Green Computing” Published in a Book “Right to Healthy Environment” that is published by Bhutta College of Education with ISBN number 978-93-85446-81-8.
- She attended a seminar on topic “Role of ICT in Education, Research and Innovation” organized by Punjab University, Chandigarh on November 21, 2014.
- She attended a UGC sponsored National level seminar on topic “Service Sector in India: Challenges and prospects” organized by KCW, Sidhwan Khurd on February 25, 2012.
- She attended a National workshop on topic “Faculty Development: A Quality Initiative” organized by Gobindgarh Public College, Alour Khanna in association with Association of Indian College Principals (AICP) on March 17, 2012.

- She attended a UGC sponsored National Conference on topic "Emerging Trends in Information Technology" organized by Doaba College, Jalandhar on August 28, 2010.
- She attended a UGC sponsored National Seminar on topic "Women in Colonial Punjab: Social, Economic and Political Prospectives" organized by KCW, Sidhwan Khurd on February 22, 2012.

❖ Prof. Manjot Kaur

- She presented a paper titled "Time Space Trade off of small scale heterogeneous System" in a conference.
- She presented a paper titled "Energy Efficient Green Cloud: Underlying Structure" in a conference.
- She attended a National Level Conference on topic "Skill Development in Higher Education" organized by A. S. College, Khanna.

❖ Prof. Soneet Singla

- Research paper titled "Mobile Computing" was Published in a National level Seminar organized by DAV College, Abohar written by her.
- She attended a National Level Conference on topic "Skill Development in Higher Education" organized by A. S. College, Khanna.

❖ Prof. Gagandeep Kaur



- She attended a National Level Conference on topic "Skill Development in Higher Education" organized by A. S. College, Khanna.

### Department of Commerce

❖ Asstt. Prof. Harpreet Kaur

- She presented a paper titled "Financial Crimes" in UGC Sponsored National seminar organized by SGG Janta Girls College Raikot. This paper was also published in book with ISBN number: 97-81-930480-5-4.
- She presented a paper titled "Green Marketing and Consumer Behaviour" in ICSSR N.W. Regional Centre, Chandigarh Sponsored Seminar. This paper was also published in book with ISBN number:
- She presented a paper titled "Impact of E-Commerce" in UGC Sponsored National seminar organized by GHG Khalsa College, Grursar Sadhar. This paper was also published in book with ISBN number:
- She presented a paper titled "Consumer and its Rights in India" in ICSSR Sponsored regional seminar organized By LRDAV College, Jagraon.

❖ Asstt. Prof. Kulwant Kaur

- She presented a paper titled “Foreign Direct Investment” in UGC Sponsored National seminar organized by SGG Janta Girls College, Raikot. This paper was also published in book with ISBN number: 97-81-930480-5-4.
- She presented a paper titled “Green Marketing and Consumer Behaviour” in ICSSR N.W. Regional Centre, Chandigarh Sponsored Seminar. This paper was also published in book with ISBN number:
- She presented a paper titled “Impact of E-Commerce” in UGC Sponsored National seminar organized by GHG Khalsa College, Grursar Sadhar. This paper was also published in book with ISBN number
- She presented a paper titled “Consumer and its Rights in India” in ICSSR Sponsored regional seminar organized By LRDAV College, Jagraon.

❖ Asstt. Prof. Shelly johar

- She presented a paper on topic “ Capital Market instruments” at UGC level National seminar organized by SGGJ Grils College, Raekot and this paper was published in a book titled “ Contemporary issues in Capital Market” with ISBN number 978-81-930480-5-4.

❖ Asstt. Prof. Shilpa Goyal

- She got a paper published on the topic “New Trends of ICT in education” in a book Nurturing Higher Education –a Step towards Excellence with ISBN number 978-93-80748-94-8.
- She got a paper published on the topic “Social Responsibility of MNC” in a Journal “ Sai Om Journal of commerce and management...a peer reviewed International journal volume 2NO8 2015 with ISSN number 2347-7571
- She got a paper published on the topic “Internet –An Alternate to Traditional Advertising media” in a Journal Abhinav International monthly referred journal of research in management and technology volume 4 no 9 2015 with ISSN number 2320-0073.
- She got a paper published on the topic “Indian financial system” in a Journal “International journal of Recent Scientific Research with impact factor 5.114 with ISSN number 0976-3031.
- She presented a paper titled “Risk and Diversification” in UGC Sponsored National seminar organized by SGG Janta Girls College Raikot. This paper was also published in book under ISBN number: 97-81-930480-5-4.

- She presented a paper on the topic “Consumer Awareness” in a National Seminar on “Consumer Protection new Horizon and Awareness” organized by GHG Khalsa College , Gurusar Sudhar.
- She presented paper on the topic “Social Responsibility of MNCs” in a NATIONAL Seminar on “Human Rights” organized by GTB National College, Dakha.
- She presented a paper on the topic “Online Advertising” in a National Seminar on “Contemporary Issues in Management for Sustainable Development” organized at University School of Business Talwandi Sabo.
- She got published a research article on “A Comparative study of Mobile Buying Behavior among Teenagers and adults of Ludhiana District” in Quest International Multidisciplinary Research Journal with quality Impact Factor 6.89(CARS) having ISSN-2278-4497.

❖ Asstt. Prof. Surbhi Chhabra

- She presented a paper titled “Customer perception – An evaluator” in UGC Sponsored National seminar at Hindu Kanya College, Kapurthala on Feburary 5and 6, 2011. This paper was also published in Journal under ISBN number: 1-978-81-920878-0-2.
- She presented a paper titled “Rural Marketing in India” in UGC Sponsored National seminar. This paper was also published in Journal under ISSN number: 2321-0842.
- She presented a paper titled “Does capital Budgeting effect Value Enhancement” in National Conference at GNA-IMT, Phagwara on March 12, 2011.
- She presented a paper titled “Gender Difference in Leadership –A really or Myth” in International Conference held at HMTV, Jalandhar on January 17 and 18, 2014.
- Her article was published in Edited Book titled “Emerging Dimensions of Commerce and Management” with ISBN Number 978-93-84144-32-6. Title of her article was “Challenges and benefits of IFRS in Indian Banking Industry”.
- Her Paper was published in edited book titled “Visualization of Research in Social Sciences” with ISBN number 978-93-84144-64-7. The title of her paper was “Gender Difference in Leadership –A Reality or Myth”.
- Her paper was published in edited book titled “An Insight into Contemporary Research in Business” with ISBN number 978-3-639-86009-2. The title of her paper was “Role of Quality Circles in India”.
- Her Chapter “Human Resource Management” published in reference book “Business Management –A Practitioner Guide” with ISBN number 978-93-84443-10-8.

- She presented a paper in National seminar. The title of seminar was “Emerging Paradigms in Banking Sector” held at Deshmesh Girls College, Chak Allah Baksh, Mukerian in February, 2015.
- She attended a UGC sponsored National Level Seminar held on September 25 and 26, 2010 at KMV, Jalandhar. The title of the seminar was “Emerging Scenario of Capital Market in India”.
- She attended UGC sponsored Workshop on topic “Ethics and Human Rights” held on January 29, 2011 at Ramgarhia Girls College, Phagwara.
- She attended UGC sponsored orientation programme held at Guru Nanak Dev University, Amritsar from November 16 to December 15, 2015.

❖ Asstt. Prof. Satvir Kaur

- She got a paper published on the topic “Share Capital” in a IBJMT International journal of Business and management Invention with ISSN number 28.8028/0412060066

### Department of Political Science

❖ Asstt. Prof. Anju Sharma

- She presented a paper on the topic “Dalit Women and Politics”. This was published in a book titled “Human Rights and Dalit Women born free and equal” with ISBN number 978-93-85514-03-6.
- She got a paper published on the topic “Realizing Gender Responsive Governance and Gender equality Representatives in Democratic Society. A Concrete situation of women empowerment & participation in politics” in an International Journal of informative and futuristic research Sept. 2014.
- She presented a paper on the topic “History of the Caste System in Punjab and Role of Bhakti Movement against Untouchability” on January 23, 2016 at Sant Baba Bhag Singh Memorial Girls College, Sukhanand, Moga.

❖ Asstt. Prof. Amandeep Kaur

- She presented a paper on the topic “Dalit Women and Politics”. This was published in a book titled “Human Rights and Dali Women born free and equal” with ISBN number 978-93-85514-03-6.
- She presented a paper on the topic “Question of Reservation within the Reservation in Punjab” on January 23, 2016 at Sant Baba Bhag Singh Memorial Girls College, Sukhanand, Moga.

❖ Prof. Rupinder Kaur



- She presented a paper on the topic “Regional Factors Affecting Voting Behaviour in North India” on January 23, 2016 at Khalsa College for Women, Sidhwan Khurd.

### Department of Mathematics

#### ❖ Asstt. Prof. Ashwani Jain

- He wrote a Book titled “Business Mathematics” with ISBN Number 978-93-272-2778-9 published by Kalyani publishers.
- He wrote a Book titled “Discrete Mathematics” with ISBN Number 978-93-272-2339-2 published by Kalyani publishers.
- He wrote a Book titled “Practical Problems in Discrete Mathematics” with ISBN Number 978-93-272-2446-7 published by Kalyani publishers.
- He wrote a Book titled “Mathematics for BCA” with ISBN Number 978-93-272-1584-7 published by Kalyani publishers.
- He wrote a Book titled “Solution of Mathematics for BCA” with ISBN Number 978-93-272-2446-7 published by Kalyani publishers.
- He presented a paper in National level Seminar sponsored by DCDC, Punjab University, Chandigarh on topic “Application of permutation Group in Geometry” at Govt College Sri Muktsar Sahib on November 11, 2015.

### Department of Punjabi

#### ❖ Asstt. Prof. Harpreet Kaur

- She participated a paper titled “Utilizing Research –A New Wave in Quality Education” in National level seminar at Babe Ke College of Education, Mudhki Moga on October 11, 2008.
- She attended a National level seminar on topic “Self-Financing Teacher Education-Need and Problems” held at Babe ke College of Education, Mudki.
- She attended a State level seminar on topic “Right to Education Act” held at Sadbhavna College of Education, Raikot on January 30, 2010.
- She attended a National level seminar on topic “Journey towards Self Culture” held at Malwa Central College of Education for Women, Ludhiana on November 26, 27, 2010.
- She presented a paper in an international level seminar on “Teacher’s Role in Creating an Emotional Intelligent Work Environment” held at Desh Bhagat College of Education on January 24 and 25, 2012.
- She presented a paper in National level seminar on the topic “Value and

Ethics of Cross Roads” held at Nankana Sahib College of Education , Kot Gangu Rai, Ludhiana on March 3, 2012.

- She presented a paper in National level seminar on the topic “Education through ICT” held at LLRM College of Education Dhudike on March 5, 2012.
- She presented a paper in State level seminar on topic “Global Developmet for sustainable Development” held at Guru Gobind Singh Khalsa College of Education for Women, Kamalpura.
- She presented a paper in National level seminar on the topic “Teacher Education-Impediments and Needs” held at GHG Khalsa College of Education, Gurusr Sadhar on February 11, 2013.
- She presented a paper in National level seminar on “Resurgence for Education-An effort towards Quality Culture in Education” held at BCM College of Education, Ludhiana. Title of her paper was “Professionalism in teacher education impediments and need for change”. Her paper was published in book with ISBN-978-81-923919-6-089-3-2013.
- She presented a paper in National level seminar on topic “Remedial Instructions -An Approach towards Quality education” held at Moga College of Education for Girls, Ghall Kalan, Moga on March 21, 2013.
- She presented a paper in National Level seminar on “An ideal society quest for excellence” held at RIMT College of Education, Mandi Gobindgarh. Title of her paper was “Role of Teacher in Uplifting Ethical Standard among Teacher Trainers”. Her paper was published in book with (ISBN-978-93-8014-538-9).
- She presented a paper in National Level seminar on “Challenges for Sustainable Development and Quality Assurance in Education” at Moga College of Education for Girls, Ghall Kalan, Moga on March 21, 2012. Title of her paper was “Remedial Instruction- an Approach towards Quality Education”. Her paper was published in a book with ISBN-978-93-80144-27-6.
- She presented a paper in National level seminar on topic “Continuous and Comprehensive Evaluation -Opportunities and Challanges” held at Desh Bhagat University on March 20 and 21, 2014.

❖ Dr. Ravinder Kaur

- Her paper titled “Swmai Dayanand de Vichar” published in a book titled “Relevance of Swami Dayananda Saraswati in Contemporary World” in session 2012-13.
- She presented a paper titled “Natak De Bhibhin Roop” in International Conference held at Punjabi University, Patiala in session 2014-15.



❖ Prof. Sandeep Kaur

- Research paper on topic “Life and Environment is in Danger” Published in a Book “Right to Healthy Environment” that is published by Bhutta College of Education with ISBN number 978-93-85446-81-8.

**Publications by Students:**

1. Kulwinder Kaur and Jaspreet Kaur, students of M.Sc. IT wrote a research paper on topic “ Cloud Computing” and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.
2. Suman and Jaspreet Kaur Grewal, students of M.Sc. IT wrote a research paper on topic “ Green Computing” and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.
3. Kirandeep Kaur and Monica Sachar, students of M.Sc. IT wrote a research paper on topic “ Yii Framework” and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.
4. Neerja, a student of MCOM-II presented a paper on topic “ Challenges and Opportunities in Capital Market ” at UGC level National seminar organized by SGGJ Girls College, Raekot and this paper was published in a book titled “ Contemporary issues in Capital Market” with ISBN number 978-81-930480-5-4.
5. Gitanjali, a student of PGDCA presented a paper on topic “ Capital Market instruments” at UGC level National seminar organized by SGGJ Girls College, Raekot and this paper was published in a book titled “ Contemporary issues in Capital Market” with ISBN number 978-81-930480-5-4.

**3.4.4 Provide details (if any) of**

- \* **Research awards received by the faculty**
- \* **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- \* **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

❖ Our Principal Dr. (Mrs.) Savita Uppal received following prestigious awards:

- ‘Swabhiman Award’ from Noble foundation in 2014.
- An award from Arya Samaj, Nawan Shehar on International Women’s Day in 2014.
- Nation Builder award by Rotary India Literacy mission in September 2014.

- ❖ Dr. Vinod Bala also received Nation Builder award from rotary India literacy mission in September 2014.

### 3.5 Consultancy

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

The following systems and strategies have been adopted for establishing institute - industry interface:

- Our students from computer science department visited DELL Company to understand the working of industry thoroughly.
- Our students got an opportunity to thoroughly learn the know-how and the working of a thermal plant as they visited Guru Nanak Thermal Plant Bathinda.
- Commerce department of our college organized a trip for our students to International Trade Fair held at New Delhi.
- Students of M.Sc.IT are sent for on the job training for acquiring practical knowledge of their field.
- Commerce department of our college regularly organizes educational visit to stock exchange.
- To bridge the gap between industry and institute many experts are invited to address the students. NGO like Rotary club organizes seminar and Medical camps in college campus.

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

To promote consultancy, the stated policy of the institution ensures that the benefits of the know-how, skills/ expertise and exceptional gifts of the faculty reach the maximum numbers irrespective of creed, region or nationality to local schools, colleges, universities, Govt. agencies, NGOs, neighboring villages, institutions for disadvantaged sectors of the society and places of worship, mostly the services are rendered without the expectations of any remuneration. The funds raised through consultancy services are used for student welfare.

The college advocates the available expertise for consultancy services through its publication like the prospectus and news-bulletin. The awards and achievements of the faculty are highlighted through news items in the newspapers, pamphlets in the surrounding areas. The visits by the faculty members to various schools to attract admission also brings to the notice of the general public, the high level of expertise in various areas available in the institution. Available expertise of the faculty is publicized through advertisement on website of college.

Guru Gobind Singh study circle Ludhiana conducts classes on moral education and examination for the same is conducted to evaluate the students in the college campus. The position holders are awarded scholarships. All the students receive certificates.

- Career counseling lectures have been organized from time to time by Commerce department.

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

The institution encourages the staff to utilize their expertise and available facilities for consultancy services by taking the following initiatives:

1. By giving recognition to consultancy services of the staff through its publications like the prospectus, annual report and news bulletin.
2. By giving incentives such as duty leave to faculty for their contribution in consultancy services.
3. By sending faculty for seminars/ workshops/extension lectures.

### **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 college represents excellence in academics and co-academics in this area. The consultancy services of the institution proves itself beneficial to universities, colleges and schools of the area as well as Govt. agencies and NGOs.

The Principal of the institution is on the boards of various bodies.

Broad areas and major Consultancy services:

- The university and various colleges of the area make use of the experts of our faculty in different areas:
  - Dr. Savita Uppal, Head of the institution has been invited as resource person by different universities.
  - Associate professor Mrs. Surinder Kaur Ex. Head of Punjabi department had been many a times invited as resource person by different colleges and NGOs.
  - Dr. Savita Uppal Principal acted as examiner for conducting open Ph.D. viva voce of MS. Uma Devi in October 2015 at HP University Shimla.
  - She has been paper setter of various universities like Vanasthali University, Rajasthan University, HP University Shimla, GNDU Amritsar, University of Jammu, and Punjab University Chandigarh.
  - She acted as examiner to conduct MA Music practical examination held on June 2, 2014 to June 10, 2014 in the department of Performing Arts, Himachal Pradesh University.

- She has been paper setter in the subject of Indian Music Paper-B of the BA-II Examination 2014 of Punjab University Chandigarh
- She acted as a subject expert for the selection of assistant professor in Music for Dashmesh Girls College, Mukerian Distt Hoshiarpur on June 14, 2014.
- She has been paper setter in the subject of “Essay on Indian Music Paper XIV for the MA Music Vocal Semester IV examination in March, 2013.
- She was examiner to evaluate the thesis entitled “Sri Guru Granth Sahib Mein Sankalit Bhagat Namdev Ki BAni Ka Sangeetatmak Addhyayan” submitted by Ms. Gursharan Kaur for the degree of Doctor of Philosophy of University of Delhi.
- Dr. Mrs. Savita Uppal renders her services as a member of board of studies, Punjab University, Chandigarh.
- Mrs. Sarla Saggar renders her services as a member of Academic Council of Punjab University, Chandigarh
- Our teachers very frequently act as paper setters for theory exams as well as external examiners for practical subjects not only in our own university but also in Punjabi University, Patiala and GNDU Amritsar.
- Our Principal is invited as subject expert to the interview board in Punjab University, Chandigarh as well as other Universities and colleges.
- Many members of the faculty are called upon to act as judges in various events organized by colleges of different universities.
- Dr. Ravinder Kaur, Asstt. Professor in Punjabi Department rendered her consultancy services by delivering lectures and conducting exams for Guru Gobind Singh Study circle.
- Our faculty members play a vital role in organizing different seminars in collaboration with Rotary club in our college campus.
- Awareness programmes on important social issues like “Drug Addiction” and “Traffic Rules” are organized by our college.
- Articles by our faculty members and students as well, appear regularly in newspapers.

### **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?**

NA

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

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

The institution promotes institution-neighborhood-community network and student engagement in various ways:

- I. To create awareness institution invites parents of the students and people from neighborhood areas to attend seminars on burning social issues.
- II. The institution has healthy practice of raising funds for the victims of natural calamities.
- III. NSS unit of college celebrated Flag Day by distributing flags and raise fund for National Communal Harmony.
- IV. To sensitize students for social welfare, Red Cross society in our college organizes blood donation camp annually in college campus and raise funds for the society.
- V. Our institution has fine practice to help the class IV employees financially whenever they need.

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

There are the following institutional mechanisms to track student's involvement in various social movements/ activities which promote citizenship roles:

- NCC
- NSS
- Red Cross Society

The institution plans and organizes its extension and outreach programmes through the NSS and NCC units of the college, NGOs and Red Cross Society.

Major extension and outreach programmes:

#### NSS Unit:

- The NSS unit of the college is treading on the theme of "Not Me but You."
- NSS camps are organized during autumn break (7 days camp) besides various one day camps for social causes.
- NSS volunteers visited the Nishkam Vrid Aashram and Nishkam Vidya Mandir to celebrate Gurupurab with them
- NSS volunteers are sensitized for social issues through extension lectures on skill development and moral education etc.
- To spread awareness seminars are organized regularly.
- Volunteers collected clothes, shoes, stationary and many other articles of household and distributed among underprivileged section.
- Many Essay writing competitions and debates were organized on different topics.
- A one day NSS camp was organized in local Guruduwara Tahlana Sahib.
- The NSS unit is doing its best to raise funds for National Community on Flag Day.

- Volunteers continuously strive to spread awareness about the presentation of environment about the need to save water and electricity to make earth a better place to live on.
- Tree plantation is done by the volunteers to save environment.
- A rally was organized by the NSS volunteers to spread awareness against Drug addiction.
- A rally named “Red Ribbon Express” was organized to educate people against AIDS.
- A workshop was organized by the NSS unit to train students how to use waste materials to create new things.
- A first Aid and Home Nursing training camp was organized by the NSS unit.

### NCC unit

- NCC camps are organized throughout the year in various parts of the country. NCC unit of the college planned and organized the following extension and outdoor programmes:
- The cadets serve the humanity through blood donation camps.
- Under the supervision of ANO LT. Nirmal Kumari, the NCC unit organized a rally about “Anti-Drugs” at village Gondwal.
- All cadets of our NCC unit participate in Republic Day and Independence Day parade at sub-division level.
- Our NCC cadets visited old age home Nishkam Vrid Aashram and a school for slum-dwellers, and distributed sweets and eatable over there.
- Our cadet (J.O. Jaspreet Kaur (2012) and U.O. Tript Kaur (2013) attended TSC (Thal Sena Camp) at New Delhi and won many prizes.
- Our cadet Ashnaya was selected for North Zone Shooting competition and got sixth position.
- Our cadets performed ‘Nukad Natak’ about environmental pollution.
- ANO Lt. Nirmal Kumari and all the cadets of NCC visited Sanjh Centre at Local police station and learned about the working of police station.
- NCC unit of our college organized extension lectures on motivation twice by commanding officer of 3pb Girls Br. NCC Lt. Subhash Sehgal.
- Our unit organized an extension lecture on traffic rules.
- The cadets of NCC unit made an effort to conserve environment through tree plantation at college level and district level.

### Red Cross Society:

- “Donate blood and save life” with this motto Red Cross society of the college arrange blood donation camp annually. In the camp all the members of the society donate blood.



- Various lectures on burning issues are organized by society from time to time for enlightening students to come forward for contributing towards the causes.
- Funds are raised every year for aiding the society.
- First aid and Home Nursing training camps are organized regularly.
- The Red Cross society donated a wheel chair to a handicapped student of our college.
- Every year the society organizes different competitions such as essay writing and poster making.

### **Session Wise Report of NSS, NCC and Red Cross Society:**

#### **NSS Report**

#### **Session 2011-12**

- Programme Officer: Ms. Anju Sharma, Dr. Ravinder Kaur

NSS unit of the college enrolled 200 students as volunteers. Harmandeep Kaur of BA-III and Harpreet Kaur of BA-II were elected as president and Secretary respectively. NSS unit organized annual NSS camp under the theme "Health, Public Sanitation and Personal Hygiene" from September 29<sup>th</sup>, 2011 to October 5, 2011. Mrs. Harjit Kaur President College managing committee inaugurated the camp. The following projects were undertaken during the camp:

1. Health, Sanitation and Personal hygiene
  2. Campus cleanliness
  3. Tree plantation
  4. Moral education
  5. Eradication of social evils
  6. National integration
  7. Medical checkup
- A medical camp was organized for volunteers. Various competitions like debate, declamation, quiz etc. were organized for volunteers. The valedictory function was organized on October 5, 2011. S. Jaswant Singh ji member college managing committee was the chief guest. A colorful programme was presented by the volunteers. The volunteers celebrated:
    - Independence day on August 15
    - Sadbhawna day on August 20
    - NSS day on September 24
    - Non-violence day on October 2
    - World Human Rights Day on December 10
  - Communal harmony campaign week and Flag Day w.e.f November 19<sup>th</sup> to 25<sup>th</sup>. In this week Debate, Painting competition and Essay writing competition were

held on various topics like National Unity and Communal Harmony. On Flag Day Rs. 540 were collected and sent to national foundation for communal harmony.

- On January 7, 2012 a seminar was organized in the college by Police Department to spread awareness on "Safety on Roads" by following Traffic Rules. Sh. Amar Singh Chahal SSP, S Amrik Singh Minhas DSP, S. Dilbagh Sing Inspector were present on the occasion.
- Lohri function was organized on 15 January 2012 by NSS unit.

### Session 2012-13

Programme Officers: Mrs. Harpreet Kaur and Mrs. Kulwant Kaur

NSS unit of the college enrolled 200 students as volunteers. Harinder Kaur of BCOM-III and Parveen Kaur of BA-III were elected as president and Secretary respectively. NSS unit organized annual NSS camp under the theme "Eradication of Social Evils" from October 23<sup>rd</sup>, 2012 to October 29, 2012. S. Jaswinder Singh Retd. DPI Colleges Punjab inaugurated the camp. The following projects were undertaken during the camp:

1. Eradication of Social Evils
  2. All round cleanliness
  3. Use of waste material
  4. Personal grooming
  5. Moral education
  6. Medical education
  7. Tree plantation
- The valedictory function was organized on October 29, 2012. Dr. Savita Uppal Principal of the college was the chief guest. A colorful programme was presented by the volunteers.
  - The volunteers celebrated Independence day on 15<sup>th</sup> August.
  - On NSS Flag day Rs. 5000/- were collected and sent to National Foundation for Communal Harmony. In addition to an annual camp, 5 one day camps were also organized in which the cleanliness of the college campus was undertaken by the volunteers.
  - On September 25, a seminar was organized in the college to spread awareness on importance of rainy water by S. Gurdev Singh Heera (Retd.), Director Research Centre, PAU and S. Gurpreet Singh and S. Gurdev Singh suggested the steps to be taken to prevent the flood.
  - Lohri celebration was organized on 12 January, 2013 by NSS unit. Dr. Savita Uppal Principal of the college presided over the function.

### Session -2013-14



NSS unit of the college enrolled 200 students. Ramandeep Kaur of B. Com 3<sup>rd</sup> and Ishu Goyal of B.A. 3<sup>rd</sup> were elected President and Secretary respectively. NSS unit organized 7 days annual NSS camp under the theme, "Social Respect of Woman" from Oct 11, 2013 to Oct 17<sup>th</sup>, 2013. S. Jatinderpal Singh SDM, Raikot inaugurated the camp. The following projects were undertaken during the camp

- Social respect of women
  - Moral education
  - All round cleanliness
  - Medical check up
  - Personal grooming
  - Tree plantation
  - Use of waste material
- A medical checkup camp was organized for volunteers by Ayurvedic Dr. Rajesh Ratti and Dr. Harsimran Kaur Ratti, Lect. On 'Social Respect of Women' by Professor Surinder Kaur, Lecture on Moral by Sh. L.D. Verma, Director of Tagore Model School Raikot, Tree Plantation by Mrs. Harjit Kaur, Ex-president of college, lecture on personal grooming by Mrs. Mamta.
- The valedictory function was organized on October 17<sup>th</sup>, 2013 Honorable Shri Ramesh Kaura, President College Managing Committee was chief guest. A colourful cultural programme presented by volunteers. The volunteers celebrated
- Independence day on Aug 15<sup>th</sup>, 2013
  - NSS day on Sept 24<sup>th</sup>, 2013
- NSS unit organized inter class Debate and Essay Writing competitions on different social issues to mark the Flag Day. Rs. 5000/- were collected and sent to National Foundation for communal harmony on Flag Day.
- In addition to a 7 days annual NSS camp, 5 one day camps were also organized in which cleanliness of college was undertaken by volunteers.
- Volunteers were enlightened about their role towards the underprivileged sector of society. They distributed clothes and food items among slum dwellers.
- The NSS unit of college celebrated "Dheean di Lohri" dedicated to girls. Mrs. Rupinder Kaur BDPO was the chief guest. "Kite Flying" and "Kiklee" competitions were held and it concluded with a cultural programme.

### Session 2014-15

Programme Officers: Mrs. Shilpa Goyal and Mrs. Kulwant Kaur

- NSS unit of the college enrolled 200 students as volunteers. Sukhvir Kaur of M.Com 1<sup>st</sup> and Bhawanpreet Kaur M.Com 1<sup>st</sup> were elected as president and secretary respectively. NSS unit organized a seven days annual camp under the theme "We are Family" October 1<sup>st</sup>, 2014 to October 7<sup>th</sup>, 2014. SDM Raikot Dr.

(Mrs.) Sheena Aggarwal inaugurated the camp. The following projects were undertaken during the camp.

- We are family.
- Go in green.
- Emergency Services
- Outside the box
- Performing Arts
- Leadership qualities
- The magic of camp

➤ To achieve the motto of NSS camp various lecture were organized in the college campus.

- Volunteers took pledge of cleanliness on October 2<sup>nd</sup>.
- Dr. (Mrs.) Sheena Aggarwal, SDM Raikot planted a tree in the college campus under the theme of the "Go in Green".
- Mrs. Poonam Chhabra Associate Professor throws light on emergency services in her lecture.
- Mrs. K. K. Sambhy, Ex. Associate Professor threw light on the topic "Outside the Box".
- Seven days camp was concluded with the cleaning of nearby village Gondwal. NSS volunteers highlighted the theme "Run for Unity" through a rally on 30<sup>th</sup> October 2014.
- A rally against the evils of drugs was organized on 23<sup>th</sup> November 2014.
- In addition to this, 5 one day camps were organized in which the cleanliness of the college were undertaken by the volunteers.

### Report of NCC

#### Session -2011-12

Incharge: Mrs. Shilpa Goyal

N.C.C. unit of the college has 54 cadets, the following activities were undertaken during the session by this unit:

1. ATC camp (from 21<sup>st</sup> june to 30<sup>th</sup> june 2011) was attended by 24 cadets at Khalsa College for Women, Ludhiana. Achievement in this camp was as follows:

- UO Ramandeep Kaur –Gold Medal in Guard of Honour
- Sgt. Kuldep Kaur - Gold Medal in Guard of Honour
- SUO Jaspreet Kaur –Gold Medal in firing competition
- Our NCC group was bagged 1st prize in Drill and Games Competition in this camp.

2. SUO Jaspreet Kaur was selected for National Level TSC and won silver medal in firing competition in this camp.

3. On Sept 2<sup>nd</sup>, 2011 NCC Unit of college celebrated a Tree Plantation Day in the presence of 3Pb. Girls Bn, Ludhiana instructors A.B. Salunke and S.S. Shinghade.

4. On Sept 8, 2011 commanding Officer 3Pb. Girls Bn, Ludhiana Lt. Col. Subhash Sehgal delivered a lecture on "Motivation".

5. On Nov 15, 2011 cadets Manpreet Kaur ( B.A.1), Randeep Kaur ( BA-1) and Gurdeep Kaur (BA-1) donated blood in the Annual Blood Donation Camp in college campus.

6. On November 24, 2011 an Essay Writing Competition was organized. The results were as follows:

1 <sup>st</sup> prize	Manpreet Kaur (BA-2)
	Sandeep Kaur (BA-1)
2 <sup>nd</sup> Prize	Tripat Kaur (BA-1)
3 <sup>rd</sup> Prize	Ramandeep Kaur (BA-3)
	Amritpal Kaur (BA-3)

7. On Nov. 25, 2011 NCC unit celebrated NCC Day. Sh. L. D. Verma, Director Tagore Senior Secondary School, Raikot hoisted the Flag. UO Ramandeep Kaur commanded the troop and led it in the parade.

8. 3Pb. Bn., Ludhiana organized a ten day camp from 21<sup>st</sup> Dec to 30 Dec at Govt College for Women, Ludhiana. 20 of our cadets participated in the above said camp. Achievements of this camp were as follows:

SUO Jaspreet Kaur – Gold Medal for being Camp Senior

Cadet Tripat Kaur: Gold Medal in 100m race

Silver medal in 200m race

Gold medal for being best cadet

Sgt. Kuldeep Kaur: Gold medal in Stick Order

Commander Guard of Honour

9. CPL Sameera Rani won Silver Medal in firing competition in CATC organized by 19Pb. Bn. Ludhiana at Govt College for Boys, Ludhiana.

All the Cadets participated in parade on the Independence Day and Republic Day Celebrations at Sub Divisional Level at Raikot. All the cadets presented Guard of Honour and helped in maintaining discipline during Zonal Youth Festival, Convocation, Annual Prize Distribution function and other functions of the college.

### SESSION 2012-13

Incharge -Lt.(Mrs.) Nirmal Kumari

NCC unit of college enrolls 54 cadets every year. They get a chance to serve their country in a different way. Under the able supervision of their NCC officer Lt. Nirmal Kumari, they have been participating in the related activities throughout the session. During the session 2011-12, 8 cadets of our unit cleared 'C' certificate exam and 16 cadets cleared 'B' certificate exam. In the present session 27 cadets have appeared for 'B' certificate exam and 16 have appeared in 'C' certificate exam. NCC cadet U.O Tripat Kaur attended T.S.E. camp at Delhi and won 5 medals. U.O. Tripat Kaur (991) and Srg. Mandeep Kaur (958) performed their duty as President and Secretary respectively. 16 Cadets of our unit attended ATC (from 8 June to 17 June 2012) at KCW, Ludhiana. During this camp, our cadets get following positions and awards:-

Gold Medal (for Guard of Honour) - Srg. Gurdeep Kaur (1001)

Gold Medal (for O.T.) -U.O. Tripat Kaur (991)

Tripat Kaur was selected for TSE camp. 19 cadets of our unit attended CATC at GCB, Ludhiana (from 25 Aug to 3 Sept 2012)

In this camp our cadets achieved:-

Gold Medal (Guard of Honour) - Gurdeep Kaur (1001)

Gold Medal (Table Drill) - Gurdeep Kaur (1001)

Gold Medal (Piloting Drill) - Mandeep kaur B.A. -2(958)

Navjot kaur B.A.1 (671)

Gold Medal (Solo Dance) - Amandeep kaur B.A.3 (1052)

Gold Medal (Solo Song) - Karamjit kaur B.A. 1(681)

32 cadets of our unit attended CATC (from 22 Dec 2012 to 31 Dec 2012) at GCG College, Ludhiana, Some of our cadets attained following prizes.

Gold medal (Quarter Guard) - Amritpal Kaur B.A.3  
Sumeera Rani B.A.3  
Gold Medal (100m race) - Amritpal Kaur B.A.3  
Gold Medal ((Piloting Drill) - Ashnaya B.Com I  
Kamaljeet kaur B.com II  
Silver Medal (Solo Song) - Mandeep kaur B.A. -2

32 of our cadets participated in Independence Day Parade and Republic Day Parade at Dana Mandi, Raikot. Various competitions were organized for the NCC Cadets in the college campus and results were as under:-

Debate - Ist - Cadet Navjot kaur B.A.I  
2<sup>nd</sup> - U.O. Tripat kaur B.A.II  
3<sup>rd</sup> - Cadet Sandeep Kaur (623) B.A.I  
- Sandeep Kaur (653) B.A.I

Essay Writing: Ist- Cadet Usha Rani B.A.I  
Poster Making: Ist- Cadet Ramandeep Kaur  
Slogan Writing: Ist- Cadet CPL Kulwinder Kaur

### Session 2013-14

Incharge -Lt.(Ms.) Nirmal Kumari

President: U.O .Ashnaya (B.com .II)

Secretary: Sgt Navjot Kaur (B.A.II)

NCC Unit of our college has been functioning excellent since 1976. This year NCC Unit enrolled 54 Cadets .During the session, NCC Unit of the college planned and organized the following extension and outreach programmes:-

- Our 27 Cadets cleared 'B' certificate exam and 17 Cadets 'C' certificate exam in session 2012-13.

- 23 cadets of Our College attended ATC at G.H.G .Khalsa College, Gurusar Sudhar from 15 June to 25 June 2013. During this camp the achievements were as the following:
  - Our College got 1<sup>st</sup> prize in Drill Competition.
  - U.O .Ashnaya (2010) B Com IIInd and Sgt .Kamaljeet B.Com II (2002) got 1<sup>st</sup> prize in piloting.
  - CPL Amandeep B.AII (921), CPL Anju B.A II (1015), Sgt. Karamjit B.A. II (909) and CPL Karamjit B.A II (960) got 1<sup>st</sup> prize in Group song.
- Our Cadets participated in different programmers to spread awareness against AIDS, Drug Addiction, to save environment, Female Foeticide organized by district NEC Unit.
- All cadets of the College participated in Republic day and Independence Day Parade at sub division level.
- Our cadets participated in 'Nukad Natak' about environmental pollution at village Sudhar.
- A.N.O .Lt. Nirmal Kumari and the all cadets of NCC visited 'Sanjh Center' at local Police station and learnt about the working of Police station.
- Under the able guidance of the Principal Madam Dr. Savita Uppal, Our college unit celebrated NCC week from November 18, to November 24, 2013. During this programme, we conducted Poster making Competition on November 18, 2013.
  - In poster making      Sgt. Anju 1015 (B.A .II )-1<sup>st</sup> prize
    - U.O. Ashnaya B.Com II (2010)-II nd prize
    - Cadet Pardeep Kaur B.A .I (790)-IIIrd prize
- On October 20, 2013 our college organized Tree Plantation Programme at College level Dr. Jagmohan Singh was the chief guest of the programme.
- On October 20, 2013, our NCC cadets visited old age home "Nishkam viridh Ashram".
- On November 21, 2013 our College NCC Unit organized a Rally about 'Anti Drugs' at village Gondwal (Raikot)
- Our NCC Cadet, U.O. Ashnaya attended 'North Zone Shooting' Competition and got 6<sup>th</sup> position.
- Our 25 cadets appeared in 'C' certificate exam at Malout On Feb, 2014.
- Ashnaya B.com .II (2010) was declared the best cadet of the session 2013-14

### Session 2014-15

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INCHARGE -Ms. SHELLY JOHAR BUDHIRAJA

President: U.O. Pawandeep Kaur (B.A.II),  
(B.A.II)

Secretary: SGT Jaspreet Kaur

NCC unit of our college has been functioning excellently since 1976. This year NCC unit enrolled 44 cadets. During this session, NCC unit of the college planned and organized the following extension and outreach programmes.

- Our 17 cadets cleared 'C' Certificate exam in Session 2013-2014
- 6 Cadets of our college attended NIC (National Integration Camp) at Amritsar from 18 June to 29 June 2014. During this camp, the achievements were as follow:
  - Our cadet got 2<sup>nd</sup> Prize in Handball competition.
  - Our cadet got 2<sup>nd</sup> prize in Gidha competition.
- 20 cadets of our college attended ATC (Annual TRG Camp) at NCC Academy Malout from 9 August to 18 August 2014. During this camp the achievements were as follows:
  - Our cadets got 1<sup>st</sup> prize in tug war
  - U.O Pawandeep Kaur (B.A II), Mandeesh Kaur (B.A II), Pawandeep Kaur (B.A II) were selected as Quarter guard.
  - Our cadets got 2<sup>nd</sup> prize in bhangra competition.
- Six cadets of NCC Pawandeep Kaur ( U.O), Mandeesh Kaur (SGT) , Pawandeep Kaur (SGT) ,Jaspreet Kaur (SGT), Baljeet Kaur (CPI) ,Amandeep Kaur (CPL) were shortlisted for RDC (Republic Day Camp) 2014-2015 and attended CATC-68 at NCC Academy Roper from 29 Aug , 7 Sep 2014 conducted by 3Pb (G)Bn .NCC Ludhiana.
- Four Cadets of our College attended CATC (69) at Ropar from 8 Sep to 17 Sep 2014 for selection of RDC 2015 .During the camp achievements were as follows:-
  - Our College got first Prize in Drill.
  - Our 2 cadets Pawandeep Kaur (U.O), Jaspreet Kaur (SGT) got award of best in Piloting and best in choreography respectively.
  - Our College got IInd prize in Dance Competition.
- Incharge of NCC Ms .Shelly johar Budhiraja attended commander's Sainik Samelan addressed by Brig RPS Sandhu held on 17 Nov 2014.
- All Cadets of our college participated in Republic Day and Independence Day parade at Sub Division level.
- One of our cadets, Mandeesh Kaur (SGT) B.A .II was short listed for further proceeding of Republic day Parade and she attended camp at Ropar. Malout from September 18, 2014 to Sep 27, 2014.
- Our Cadets participated in different Programmes to spread awareness against drug addiction cleanliness in institutions, public places, parks, playground etc.



- Under the able guidance of Principal Madam, Dr. Savita Uppal, our College unit celebrated NCC week from 18 Nov to 24 Nov 2014. During this programme, we conducted poster making competition, singing and essay competitions.

### In Poster Making

1 <sup>st</sup>	Pradeep kaur	B.A .II
2 <sup>nd</sup>	Anjana Devi	B.A.II
3 <sup>rd</sup>	Rajwinder	B.A .II

### In Singing

1 <sup>st</sup>	Vakilla	B.A II
2 <sup>nd</sup>	Mariyam	B.A .I
3 <sup>rd</sup>	Mandeesh	B.A. II

### In Essay writing

1 <sup>st</sup>	Hussena Bibi	B.A.I
2 <sup>nd</sup>	Lovepreet kaur	B.A.I
3 <sup>rd</sup>	Amandeep kaur	B.A .I

- During this week Tree Plantation was organized by cadets. Our Principal Dr. Savita Uppal planted a sapling to start the day.
- Cadets visited Nishkam Seva Vridh Aashram on November 19, 2014 and spent time with senior citizens and distributed clothes and fruit to them.
- NCC Cadets took anti-drug pledge and participated in Anti-drug rally on November 20, 2014 to spread awareness about ill effects of drug addiction.
- During this week flag hosting ceremony was organized under guidance of our respected Principal.
- 20 Cadets of NCC unit Appeared in 'B' Certificate exam held at Ludhiana on Feb 8, 2015.
- Cadets Participated in two days camp on Jan 28 -29 2015 at G.H.G. College Sudhar, under the guidance of SM Nirmal Sir.
- Mandeesh Kaur B.A .II (1053) was declared the best cadet of the session 2014-2015

## Report Red Cross Society

### Session -2011-12

- Society organized historical trips for students. The students paid obeisance at historical Gurudwara Mahetiana Sahib, Takhat Sri Kesh Garh Sahib, Anandpur Sahib and Mata Naina Devi Mandir. They also visited Jallianwala Bagh, Wahga



Border, Hari-ke-Pattan, Golden Temple, Durgiana Mandir, Darbar Sahbi, Tarn Taran and Gurudwara Nanaksar sahib.

- On Nov 15, 2011, Blood donation camp was organized with the help of Dr. Gurparsad Mangla and his team from regional blood bank Red Cross Bhawan, Ludhiana.
- Society also organized a First Aid and Home Nursing Training Camp. About 65 students received this training. Mrs. Usha Chopra from Red Cross Bhawan Ludhiana imparted this training to the students.
- An Extension lecture on “Nasha Mukht Samaj” delivered by Sh. M. F. Farooqui I.P.S. DIG. (Ludhiana Range)

### Session 2012-13

- On Feb 2, 2013, “Donate Blood and Save Life”, with this motto Red Cross Society of the college organized blood donation camp in the college campus. 42 students donated blood.
- One day historical and entertainment trip was organized for students to Gurudwara Nanaksar sahib, Jagraon and Devi Talab Temple Jalandhar.
- In Feb 2013, First Aid and Home Nursing training camp was organized. About 50 students received this training.

### Session -2013-14

- In Sept 2013, Red Cross Society donated a wheel chair to a college handicapped student Aklima BA I 798.
- On Oct 3, 2013, a free Medical camp was organized by Red Cross Society. In this camp various tests like Blood Sugar, ENT and Bone Density were conducted on 105 students including the staff members by the efficient team of doctors and free medicines were given to the students.
- Red Cross Society also organized a seminar on “Female Foeticide”. This seminar was inaugurated by Dr. Sushil Jain SMO Raikot.
- Society organized an Essay Writing competition on Oct 30, 2013. About 15 students participated in this competition on topic “Donate Blood and Save Life
- On Feb 7, 2014, Society organized a blood donation camp in the college campus with the help of Regional Blood Bank Ludhiana. It is praise worthy on the part of Ms. Rajandeep (Asstt. Prof. In Phy. Edu.) and Gurdeep Kaur BA III 1324 to donate blood for 10 times and 3 times respectively. In all 22 donors donated blood with great enthusiasm.
- A free “Dental Checkup Camp” was organized by Red Cross Society. About 141 students received this training Mrs. Usha Chopra from Red Cross Bhawan Ludhiana Imparted the training to students.

### Session 2014-15

- On Oct 31, 2014, Red Cross Society students participated in Rally which was organized to celebrate the birth anniversary of Sardar Vallabh Bhai Patel “Iron Man of India”.
- Communal Harmony campaign week was celebrated from November 19<sup>th</sup> to November 25<sup>th</sup>, 2014. Various activities were conducted during the week. These activities were related to Communal Harmony, National Integration and evil free society.
- On Nov 14, 2014 various plants were donated by Red Cross Society for the beautification of college campus.
- ‘Anti-Drug Rally’ was organized on Nov 25<sup>th</sup>, 2014.
- On March 3, 2015, the Society organized a blood donation camp in the college camp.
- With the help of Regional Blood Bank, Red Cross Bhawan, Ludhiana. It is praise worthy on the part of Ms. Rajandeep Kaur (Asstt. Prof. in Phy. Edu.) and Jaspreet Kaur BA II 1059 to donate blood for 11 times and 7 times respectively.
- Red Cross Society also organized for students “First Aid and Home Nursing Training Camp on Feb 26<sup>th</sup> And 27<sup>th</sup>, 2015.

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

The institution solicits stakeholder’s perception on the overall performance and quality of the institution through students, parents, LMC and Alumni.

Stakeholders are solicited through following efforts:

- Alumni Association - feedback forms
- Parents –feedback forms and suggestions
- University- correspondences
- DPI-circulars
- Student Feedback forms
- Tutorial groups
- Staff meetings
- Suggestion box

### **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 institution plans and organizes its extension and outreach programme at the commencement of session through various activities conducted by NCC unit, NSS unit and Red Cross society mentioned above in 3.6.2.

Budgetary detail for last four years:

- NCC unit of the college receive Rs. 6 per cadet for refreshment for 40 parades and 3 Pb girls Bn NCC Ludhiana provides free uniform for our 54 cadets.
- Annual seven days and many one day camps organized by NSS unit and annual Blood Donation Camp organized by Red Cross Society are rendered financial aid for refreshment purpose by college.

Impact of extension and outreach programmes:

- Extension and outreach programmes instill volunteerism and philanthropy in the students.
- A deeper understanding of commitment to the community is developed in students.
- Experience gained through extension and outreach programmes help students make better decision, adapt to change, improve their self-esteem and better prepare for their career, among other benefits.
- Such programmes encourage students to develop a lifelong ethic of service to society.

### **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 college promotes the participation of students and faculty in various schemes of central and state govt in the following ways:

- At the same time of admission of the students, the admission committee comprising of teachers in charge of various committees ask students about their interest in extension activities including participation in NSS, NCC and Red Cross Society encourages them accordingly.
- The admission committee ensures that the student is enrolled in at least one activity right at the time of admission.
- The prospectus disseminates information regarding all committees to facilitate them in their choice of activity.
- This is supplemented by the counselling provided by the teachers on the admission committee.
- Similarly, the faculty has meeting with the principal in which the students asked to mention her interest in extension activities including participation in NCC, NSS and Red Cross Society is assigned duties accordingly.
- There are two units of NSS consisting of 100 students each and one unit of NCC of 54cadets.
- The institution promotes these extension activities by extending help in the form of manpower, funds refreshment and transport. The achievements of the teachers and students are acclaimed and highlighted in the assembly, College publications and local newspaper thus promoting their participation.

- The institute promotes the participation of students and faculty in the Red Cross society of the college. The Red Cross unit regularly enrolls students in its units. The students are trained in the first aid during training camps held regularly in the college campus.

### **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?**

Though there is no social survey or research work is undertaken by the college but the following extension works are undertaken by the college.

- First aid and home nursing training camps have brought a great change in the students. They have turned more sympathetic, helpful and responsible towards the need and pain of others.
- Visit to Nishkam Vrid Aashram and Nishkam Vidya Mandir to celebrate Gurupurab by distributing clothes and eatables on special days, our students bring a ray of light in the lives of the disadvantaged.
- The blood donation camp organized by our Red Cross society form another significant contribution to the community.
- NSS unit of our college organized a rally against drugs.
- “Run for Unity” was organized by the college on October 30<sup>th</sup>, 2014 to celebrate birth anniversary of S. Vallabh Bhai Patel.

### **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.**

- Extension and outreach programmes instill volunteerism and philanthropy in students.
- A deeper understanding of commitment to the community is developed in students.
- Experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self-esteem and better prepare for their career.
- Such programmes encourage students to develop a lifelong ethics of service to society.

### **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 community is involved in the extension activities of the institution mainly through two bodies. The Local Managing Committee and the Alumni Association. Since people from all walks of life represent in these two bodies, this institution community networking proves to be quite fruitful. Entrepreneurs, teachers, doctors, lawyers and managers comprise these bodies and they manage to rope in other professional colleagues from the community as well as the institution. They help in collecting donations for the college and impart skills and training related to various subjects also.

### **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.**

Our college has always joined hands with the colleges of neighborhood areas to accomplish tasks. In the field of sports, our college has participated in competitions organized by other colleges of the area as well as invited them to the campus other colleges of the area for friendly matches in different sports. Our college participate in many inter-college competitions. We annually organize intercollege competitions and invite the colleges of neighborhood areas for the same. Our faculty members are invited as judges for these inter college competitions. Recently a survey was conducted by the local authorities, where our college preposed the questionnaire and collected data along with other colleges. Our NCC unit has built a fine bonding with the NCC unit of our nearby college. Many joint efforts are undertaken and accomplished through this collaboration.

Every year the Republic Day and Independence Day are celebrated in the city at division level, for which rehearsals are held in our college campus. Our faculty members perform many duties during the celebrations. Our NCC cadets participate in march past every year.

### **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.**

- ❖ Our Principal Dr. Savita Uppal received following prestigious awards:
  - ‘Swabhiman Award’ from Noble foundation in 2014.
  - An award from Arya Samaj, Nawan Shehar on International Women’s Day in 2014.
  - Nation Builder award by Rotary India Literacy mission in September 2014.
- ❖ Dr. Vinod Bala also received Nation builder award from Rotary India literacy Mission in September, 2014.

### **3.7Collaboration**

**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.**

Students from Commerce and Computer Science departments are often taken for industrial visit and visit to stock exchange.

**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.**

The institute is ever ready to collaborate with various bodies for the benefit of the beneficiaries such as institution, students, faculty, local community and other stakeholders. The following linkages, collaborations benefit the beneficiaries by carrying out by the following activities.

Local Bodies collaborate the:

- The faculty and students actively participate in the programmes of local Rotary club.
- The institution is constantly engaged in raising funds and distributing clothes in the local old age home Nishkam Vrid Ashram and slum dwellers.

State

- There is collaboration of the institution with a state level body Arya Pratinidhi Sabha.
- Our College collaborates with Guru Gobind Singh study circle and their experts regularly visit the college for lectures and exams are conducted in our institutions.
- In collaboration with Ved Prachar Mandal, Ludhiana Vedic Declamation contest is held in our college.

Administrative Agencies

The institution is closely associated with the administration of Raikot.

- The Principal of the college is on the police advisory board of the Raikot administration.
- Various programmes of the college are supported by the administration and the college in turn co-operates with the administration in all its schemes. Rehearsals are held and selection is done in our college campus for Republic day and Independence Day Celebrations and our faculty

member Retd. Mrs. Surinder Kaur acts as stage secretary on these functions.

- Punjab Legal Services with Govt. of Punjab (Dept. of Higher Education) organized legal literacy Youth festival at Govt. College for Boys, Ludhiana .Our students participated in different competitions and won many prizes.
- Many functions held in college campus are presided over by the local administrative authorities.

**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 Following industry institution community interactions have contributed to the establishment/creation/Up gradation of academic facilities/students and staff support, infrastructure facilities of the institution viz laboratories /library /new technology/placement services etc.

- Our faculty members and students from Commerce dept. visited International Trade Fair held at New Delhi which gave them an opportunity to get exposed to new trends and technology.
- Faculty members and students from Computer Science dept. regularly arrange industrial visits for better understanding of technical nuances.
- Students from Commerce department and Computer Science department go for training to different industries, banks, co-operatives societies, insurance companies and Stock Exchange for training and project works.

**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.**

National Level Seminar organized by department of Commerce.

To See Eminent Scientists/Participants please refer to point No. 3.1.8.

**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 –**

Linkages/Collaborations and the activities and beneficiaries:



The institution is ever ready to collaborate with various bodies for the benefit of the beneficiaries such as institution, students, faculty, local community and other stakeholders .It has established linkages which have enhanced and facilitated the establishment. Creation and up gradation of academic and infrastructure facilities of the institution are in the following manner:

**a)Curricular Development**

Through its collaboration with P.U., Chandigarh, the faculty of the institution is actively involved in framing and changing of curriculum .Our principal Dr. Mrs. Savita Uppal being a member in the board of studies ,is active in framing the curriculum for Music and Fine Arts.

b) **Internship/On-the job Training:** Our students from computer Science department have been imparted practical training to hone their skills by I.T. Industries.

c) **Faculty Exchange and development:** Our Principal Dr. Savita Uppal has been invited for faculty exchange programme.

d) **Publication:** The college faculty has published a number of books in collaboration with their colleagues in our college.

e) **In Last Four Years:** Two new courses are introduced: M.Sc.-IT and M.COM and also applied for new courses.

**3.7.6Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The college is ever ready to make the systematic efforts in planning, establishing and implementing the initiatives of the linkage/collaborations. The college plans and establishes the linkages/collaborations with international, national, state, local bodies, industries and research institutes to boost research, consultancy and extension tasks.

It works with them and takes initiative in enhancing and facilitating curriculum development /enrichment, internship on the job training, consultancy, extension, publication, student placement and introduction of new courses .It implements the initiative of the linkage /collaborations.

**Any other relevant information regarding research, consultancy and extension which the college would like to include.**

Consultancy



1. The college ensures that the benefits of the knowhow, skills/Expertise and Exceptional gifts of the faculty reach the maximum number, irrespective of creed, region or nationality.
2. Local Schools ,Colleges, University, Govt. Agencies ,NGO's ,neighboring villages, institutions for disadvantaged sectors of the society .Airport authority of India ,Places of worship, Hotels, National level institutions and institutes outside the country are our beneficiaries.

### Extension Activities:

1. Through its various outreach programmes it has brought tremendous improvement in the lives of the disadvantaged people.
2. The college has the fine practice of raising funds and collecting other valuable materials to help the victim of natural calamities.
3. The students internalized the virtue of selfless services so well that they feel committed to help the underprivileged whenever they meet them.
4. The best feature of our extension services is that we rope in the other agencies and institutions as well as expertise to bring about firm lifelong changes in the target groups.

### 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 ambience in which an employee functions effects the productivity of any institutions.

Physical facilities

Swami Ganga Giri Janta Girls College is endowed with excellent physical infrastructural facilities which include adequate class rooms, laboratories, staff rooms, admin block and playground to support the teaching learning process. The creation and enhancement of infrastructure is chalked out by the academic council in consultation with the construction committee, purchase committee and property committee. The time table committee plans for all requirements regarding class rooms, laboratories, furniture and other equipments. Academic council makes a policy to create and enhance a new infrastructure and renovate the existing infrastructure.

- Class-rooms are used for regular teaching, discussions, student presentations, tutorials and examinations. All the class-rooms are airy and spacious with adequate seating arrangement
- A seminar hall is there to conduct seminars and extension lectures. Halls at first floor are used for multipurpose activities like exams, alumni meet, cultural events and functions at micro level. There is a separate room to store the material related to examination like answers sheets, question papers, super intendent record etc.
- Computer labs are well furnished with Ac facilities, smart board and LCD projector. Students of professional courses learn in a practical manner in their particular rooms. Fashion designing lab and cosmetology lab are equipped with modern technology. NCC class is held in NCC room. To enhance the communication skills of the students Hi-tech English language lab is there in the college campus.
- Crèche facility is available for the infants of the female staff and students.
- College has a big library with reading room to provide learning material to the students.
- College has its own sound system for the rehearsal of the functions like youth festivals, farewell parties, morning assemblies, sports meet etc.
- Canteen facility for the refreshment of the students and staff is located at the farthest end.
- College has 95 meter ground which is used by the sports students for sports activities. Sports equipment are stored in sports room.

- College hostel provides homely atmosphere for the students who reside there.
- 100 KBA DG set is available to handle the problems of power crisis.
- Latest musical instrument and sound system are properly arranged.

### 4.1.2 Detail the facilities available for

#### a) Curricular and co-curricular activities

Facilities:	Description :
1. Rooms	There are 44 Rooms in the college campus, which are used for regular teaching, discussions and student presentations. All rooms are airy, well-lit and spacious with adequate sitting arrangements.
2. Technology enabled learning space	<p>1. To enhance the communication skill, world class, hi-tech English language lab is there in the college campus with seating capacity of 48 students.</p> <p>2. Four computer labs well furnished with 3d LCD projectors, smart board and Wi-Fi systems.</p> <p>3. Modernized fashion designing lab with attached try room.</p> <p>4. Cosmetology lab having latest machines.</p>
3. Seminar	A Seminar hall measuring 80'x22' equipped with projector, screen, mike system and speaker is available for the students.
4. Tutorials	Weekly tutorials are held in classrooms. Students are educated with moral values and their problems are solved by the teachers.
5. Laboratories	1. Labs of computer department with Wi-Fi. Power backup facility is

	<p>available for the students.</p> <p>2. Cosmetology lab with modern technology and fashion designing lab for training in all sorts of dress designing.</p> <p>3. UGC sponsored Hi-Tech English language lab is also available for students to work on their English improving skills.</p>
6.Learning and Research	<p>1. For learning and research, we have a Well-equipped general library with reading room. We have a Seminar hall, where seminars are conducted on different topics to enhance the knowledge of the students.</p>
7.Specialised Equipment and Facility for Teaching	<p>1.server lines</p> <p>2. 3d- LCD projectors with visualizers.</p> <p>3.100KBA DG set for power crises.</p> <p>4. Xerox machine.</p> <p>5. 85 computers in labs.</p> <p>6. Smart boards.</p> <p>7. During working hours Internet facility is available in college labs.</p> <p>8. Dust free chalks are provided for black boards and markers are used for white boards in classrooms.</p> <p>10. Manual musical instruments are available in music lab.</p>

### (b) Extra -curricular activities

Facilities:	Description:
1. Sports outdoor and indoor games.	1. Store for sports equipment. 2. Complete sports kit. 3. Handball field. 4. Kabaddi field. 5. Kho-Kho field. 6. 200 mts. Track.
2. Gymnasium	Gym room with modern machines.
3. NCC	We have one NCC unit. College wing comprising of 60 cadets, Lectures to cadets are delivered in NCC Room.
4. NSS	1. College has one NSS wing comprising of 100 volunteers. 2. Meetings are held in seminar hall.
5. Cultural activities.	We have a seminar hall of 80''*22'' for cultural activities.  We have a hall at first floor, one open air stage.
6. Public speaking /communication development	We have one Hi-tech English Language lab to enhance the communication skills among students.
7. Yoga health and hygiene etc.	1. Water arrangement on ground floor. 2. Washroom facility at each floor.  3. Refreshment to the NCC cadets, NSS volunteers and sports players is provided in Canteen.

**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**

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**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).**

### **Departmental facilities**

College is located in a pollution free atmosphere amongst green fields. The college has a huge infrastructure. Our beautiful campus caters to the growing needs of our students and faculty. The highly committed administration ensures that the available infrastructure is optimally utilized.

Classrooms are occupied from early morning to evening for teaching programmes. The various laboratories are used throughout the day for conducting practical skill development courses.

The college library ensures the optimum use of the books and journals. The reading room is fully occupied with the students quietly focused on the reference books.

Seminar hall is regularly used for conducting seminars, presentations and lectures.

Music instruments and sound systems are utilized in each and every function of the college and regular teachings as well.

Computer lab technician ensures proper working of computers and projectors. Computer labs are occupied from morning to evening for teaching-learning process.

The college grounds are used for sports activities, tournaments, athletic meets, practice sessions etc.

The College hostel extends its accommodation facility even to other players who visit the college for tournaments.

Specific examples of the infrastructural facilities developed augmented and amount spent during the last four years.

## Self-Study Report 2015-16

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Year 2011-12

Sr no	Product Name	Rs/-
1	Equipment (Self-financed)	38275
2	Computer (Self-financed)	79500
3	College equipment (Self-financed)	113825
4	Library Books (Self-financed)	162642
5	Equipment ( UGC Scheme)	75440
6	Books ( UGC Scheme)	40799
7	Computer ( UGC Scheme)	197089
8	Refrigerator ( UGC Scheme)	32900
9	AC ( UGC Scheme)	24990
10	Furniture ( UGC Scheme)	178741
11	Books ( UGC Scheme)	80926
12	Equipment ( UGC Scheme)	126759
13	NCC Equipment (UGC Scheme)	21000
14	Music Equipment (UGC Scheme)	5800

Year 2012-13

Sr no	Product Name	Rs/-
1	Building (Self-financed)	3589136
2	College car (Self-financed)	814145
3	UG class building (UGC Scheme)	663183
4	Library Books( UGC Scheme)	31808
5	PG Class building (UGC Scheme)	278513
6	English Language Lab (UGC Scheme)	2000000
7	Building ( UGC Scheme)	13100
8	Merged Scheme (UGC Scheme)	493826
9	Equipment Additional (UGC Scheme)	1700109



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Year 2013-14

Sr no	Product Name	Rs/-
1	Building (Self-financed)	1238218
2	Furniture (Self-financed)	193000
3	Air condition (Self-financed)	40580
4	Library Books (Self-financed)	54266
5	PG Class building (UGC Scheme)	20800
6	Building (merged scheme) (UGC Scheme)	85920
7	UG class building (UGC Scheme)	12828
8	Books & Journals (UGC Scheme)	11136
9	NCC Equipment (UGC Scheme)	1400

Year 2014-15

Sr no	Product Name	Rs/-
1	Building (Self-financed)	166929
2	Furniture (Self-financed)	35000
3	Computer (Self-financed)	311787
4	Air condition (Self-financed)	47190
5	Library Books (Self-financed)	93638

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

Facilities for differently abled

The college ensures that the differently abled students classes are confined to the ground floor. Library hands over books to the classmates of differently abled students on their behalf. A Wheel chair is available in the college to support handicapped students. Attendant help them to enter and exit the college transportation.

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

- Hostel Facility - Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy
- Constant supply of safe drinking water
- Security

### Residential facility.

Hostel of Swami Ganga Giri College is near the building of the college so that students are not far away from any academic facility. The hostel is within 100 meters distance from the college.

### Facilities available in the hostel.

Facilities available	
Accommodation available	There are 16 rooms in the hostel. All rooms are airy, spacious and student friendly. The college takes special interest to ensure that the rooms and the common usage areas provide a homely atmosphere for the students.

Recreational Facility	A common room where the hostellers can watch movies, have parties on special days and enjoy their leisure time. Indoor Games are also available.
Computer facility- Internet	Computer and internet facility is available within college premises. Students use internet facility during college hours.
Drinking Water	Available
Security	Hostel warden and peon of the college reside in the hostel for security point of view when needed.
Facilities for medical emergencies	We have tied up with sandhu hospital, Raikot
Library facility	Students use library facility during college hours.
Internet and Wi-Fi facility	Computer and internet facility is available within college premises. Students use internet facility during college hours.
Common room with audio-visual equipment	Available

### **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?**

#### **Health related support services.**

The college takes special interest to ensure health and well-being of students and its faculty members. Free medical checkup camps are organized from time to time in the management's room and seminar hall in collaboration with NGO's. Health related seminars are organized in seminar hall to make the students aware. Yearly, first aid camps and blood donation camps are organized in seminar hall with the help of Red Cross society.

First aid is provided to the needful students immediately in the college campus in case of emergencies, there is a tie up with the sandhu hospital, Raikot.

The college has its own car to carry the students when needed. The staff members have been provided maternity leave with pay.

**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, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

**Common facilities available on the campus:-**

IQAC	Computer Labs
Grievance Redressal Cell	Staff Room
Women's Cell	Principal Office
Counselling and career guidance Cell	Offices of HODs
Placement Unit	Offices of HODs
Canteen	Available
Recreational spaces for staff and students	Seminar Hall
Safe drinking water facility	Available
Auditorium	NIL
Botanical Garden Committee	Staff Room
PTA Committee	Seminar Hall
Amalgamated	Principal's Office
Teacher's advisory committee	Staff Room
Seminar and extension lectures	HODs Offices
Alumni Association	Seminar Hall
Anti-Ragging Cell	HOD's Offices
Transportation Committee	Staff Room
Playground Committee	Physical Education Room

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Student Council	Principal's Office
Purchase committee	Management Room
Construction committee	Management Room
Standing Advisory committee	Principal's Office
NAAC committee	Principal's Office
UGC committee	Staff Room
Tours and travels	Music Room
Youth Festivals	Music Room
Discipline Committee	Staff Room
Property Committee	Management Room
College Development Committee	Principal's Office
Incharge TV, Audio video committee	Seminar Hall
Editorial Board College Magazine	HOD Room of Political Science Deptt.
Library Committee	Library
Dean And Deputy	Principal's Office
Registrar	Registrar Office
Dean Student Welfare Committee	Commerce Deptt. Room
Printing Material	English Deptt. Room
Canteen Society	Canteen
Scooter Cycle Parking Committee	Office

The meetings of the grievance redressed unit are held in the Staff room of the college. The senior professors are available to address the grievances of the students in their free time. The students can bring their problems to them directly. All kinds of problems are redressed speedily

Women's cell career counselling committee and placement cell.

There is a career counseling committee and placement unit. Its meeting is held in management room of the college. The senior staff members are available in their free time to listen to the various problems of the students as well as their parents and address their problems. The students have easy access to many types of the counselling services such as admission counselling by admission committee, career counselling by college placement cell and so on. Placement register has been maintained by the placement cell.

### **Canteen**

The college canteen provides a warm and friendly environment to the students in their free periods. Well-furnished and well equipped with the well-stocked kitchen and serving area. The canteen is operated by contractor, who interacts with the canteen committee and provides the students and staff with a variety of hygienic eatables.

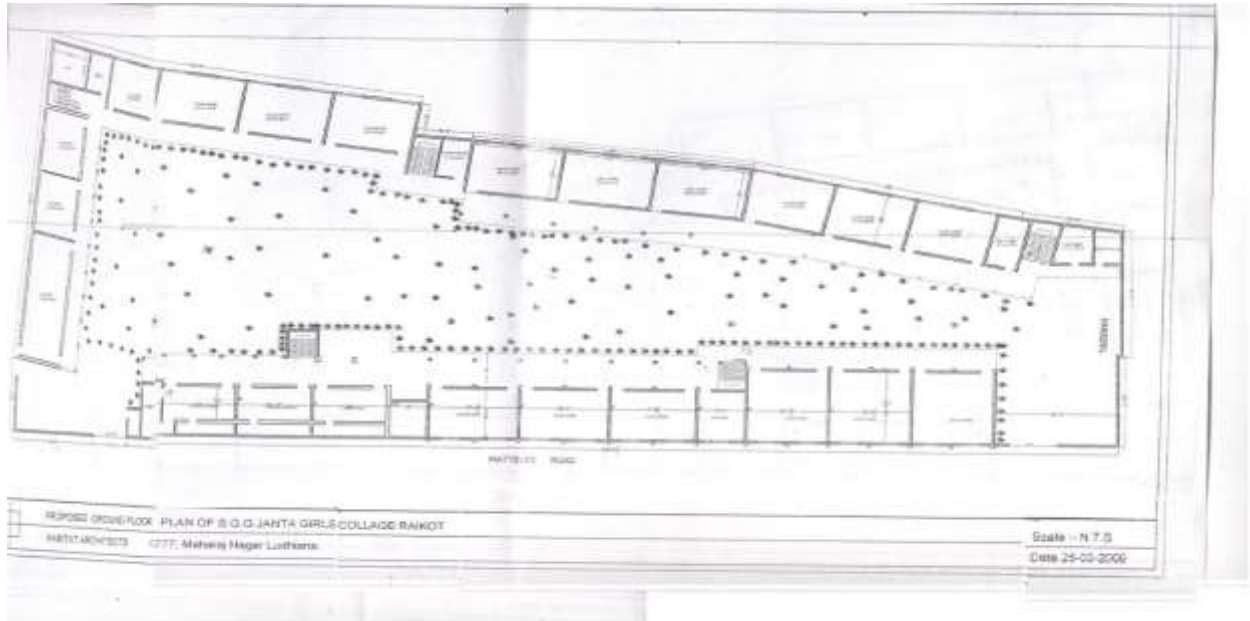
### **Recreational facility for staff.**

The college has well planned staff area with cupboards. The staff room has the facility of hot case and refrigerator. Even the lawns in front of staff room and verandas are earmarked for the teachers, the area where they can handle the problems of the students.

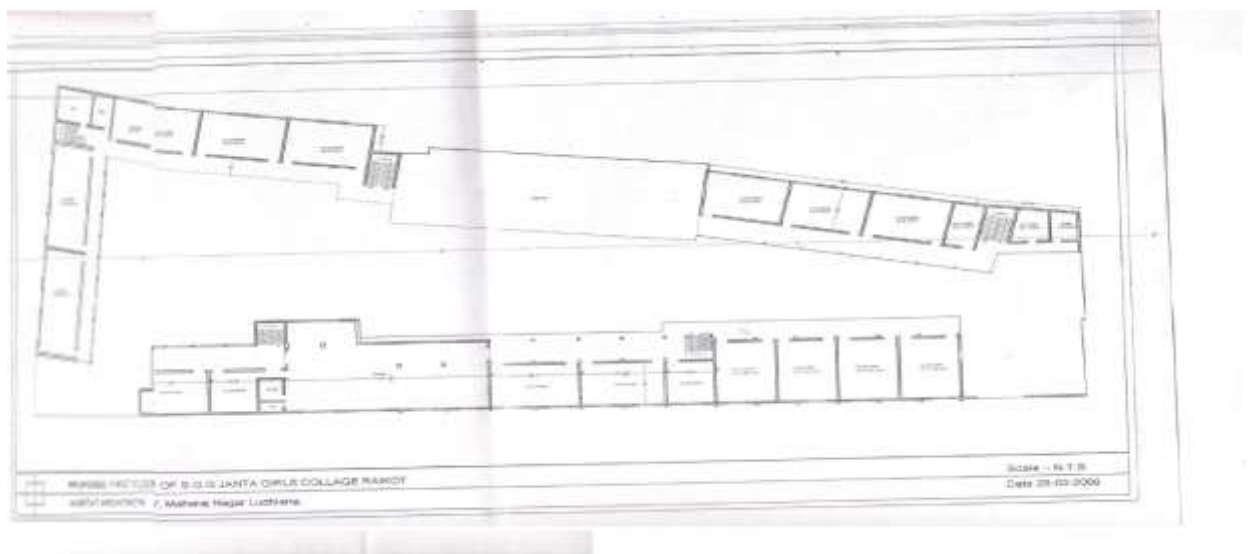
There is also a well equipped kitchen with Microwave oven, Gas Stove, Toaster and Crockery. A separate space has been prescribed for the staff members in the library.

## Master plan of our college

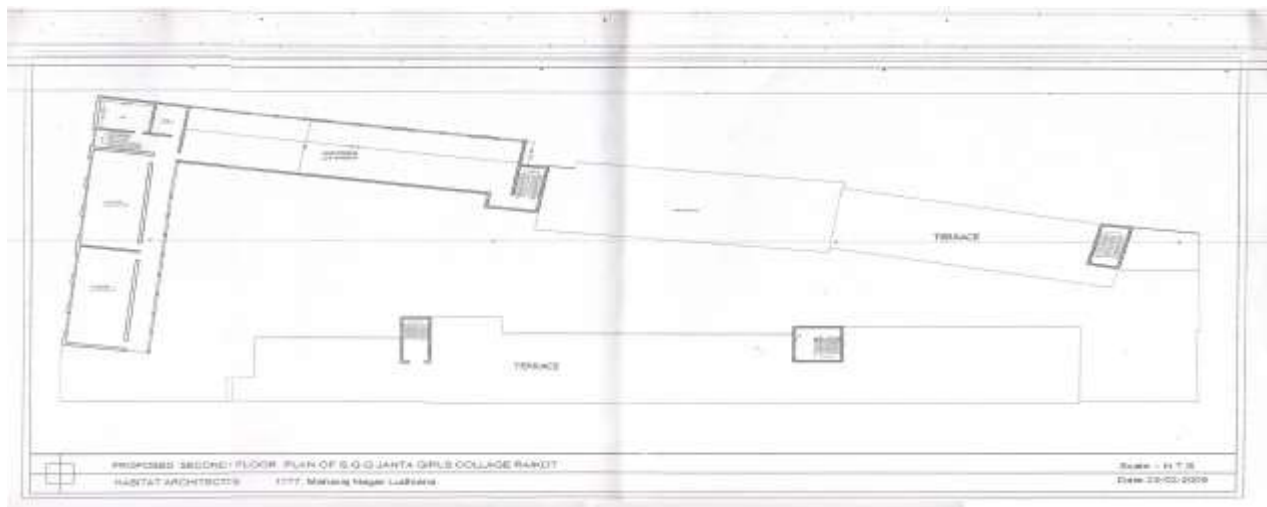
### Ground floor



### First Floor



### Second floor



### 4.2 Library as a Learning Resource

We do have a big library and a well-stocked library with latest books and journals on various subjects ranging from general text, reference books, encyclopaedias, important periodicals, journals and daily newspapers etc. Every year more books are added to the library to ensure the students get access to the latest studies.

Library Management is capable of giving controlled access to Administrator. The salient features of the software are as following:

- Book Issues/Returned/Due etc.
- Complete Book Catalog.
- Customizable grouping of members under various Categories and Classes.
- Customizable Fine Settings for various Categories of Members (Fine per day/Book return Period etc.
- Member's Fine Balance management facility.
- Powerful Search Facility for Book and Member Search based on various Search Criteria
- Barring of Book Issues to Book and/or Fine Defaulters (Optional).
- Comprehensive Fields for Books and Member's Record to suit all requirements.
- Complete management of records of Book-Donor, Vendor, Publisher, Author, Locations, Subjects, Categories, Designations/Classes etc.
- Book-Reservation facility (Optional).
- Database Backup and Restore facility.
- Intuitive Design for ease in operation.

#### 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, there is a library committee comprising of eight members Mrs. Anju Sharma as its convener. The committee is responsible for all decisions regarding library matters. Members of the library advisory committee are chosen judiciously to represent are the H.O.Ds and students. The Library Advisory committee of the college:

1. Mrs. Savita Uppal (Principal)
2. Mrs. Anju Sharma(Convener)
3. Mrs. Varsha Jain(Library Restorer)
4. Mrs. Ravinder Kaur(Member)
5. Dr. Vinod Bala(Member)
6. Ms. Sarla Saggar(Member)
7. Ms. Aman Shardha(Member)

Major responsibilities of the committee:

- The committee gives the guidelines for the procurement of costly books, internet journals, hardware and software necessary for the library.
- The committee formulates development plans and recommends facilities for implementation.
- The committee ensures the optimum use of library facility by staff and students.
- It ensures the availability of latest syllabi in the library.
- A book bank has been functioning in the college, providing books to under privileged students. All the teachers help their needy students by giving extra books to them.
- Special help is rendered to the students preparing for competitions and for meritorious students.
- Old question papers of final exams in all the subjects are made available to the students.

**4.2.2Provide details of the following:**

- \* **Total area of the library (in Sq. Mts.)**
- \* **Total seating capacity**
- \* **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- \* **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Total area of the library in Sq. mts.	2995 Sq. Feet
Total seating capacity	100
Working Hours:	
On working Days	9:00 AM- 4:00 PM
On holidays:	-----
Before examination days:	9:00AM-4:00 PM
During examination days:	9:00 AM -4:00 PM
During vacation:-	
Summer vacations	8:00AM-2:00 PM
Winter and autumn vacations	9:00 AM -4:00 PM

### Library Layout:

Individual reading room is available for teachers as well as for students.

### **4.2.3How 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.**

- The library has evolved a system to ensure purchase and use of current titles, important journals etc. the teachers put out their demands for the latest material. The principal recommends it and quotations and catalogue are invited from the publishers. Sometimes teams of teachers are even sent to publishing houses or book fairs to procure new books.
- Two exhibitions of books were arranged by Lyall book Depot Ludhiana and Guru Gobind Singh Study Circle, Ludhiana in the college campus. A wide variety of books appealing to all age groups were displayed.

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Library holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total	Number	Total	Number	Total	Number	Total
		Cost		Cost		Cost		Cost
Text books	1398	291358	291	74913	135	41775	234	92558
Reference	42	11289	08	2008	08	2999	06	2080
Journals/ Periodicals	18	10360	18	13348	18	25670	29	29386
e-resources	-		-		-		-	
Any other (specify)	13		13		13		13	

Electronic Resource Management package for e-journals-NIL

Federated searching tools to search articles in multiple databases- NIL

Library Website- One Webpage is available in our College Website

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

- \* **OPAC-** The institution has installed a new more Powerful and modern Library Management software is named "Library Management Software".
- \* **In-house/remote access to e-publications-** NIL
- \* **Library automation-**Yes,
- \* **Total number of computers for public access-**04
- \* **Total numbers of printers for public access-**01

- \* Internet band width/ speed-512 Kbps
- \* Institutional Repository: NIL
- \* Content management system for E-learning-NIL
- \* Participation in Resource sharing networks/consortia (like Inflibnet)-NIL

#### 4.2.5 Provide details on the following items:

- \* Average number of walk-ins: 80 to 100
- \* Average number of books issued/returned-- 466
- \* Ratio of library books to students enrolled – 21:1
- \* Average number of books added during last three years--227
- \* Average number of login to opac (OPAC)- currently in process
- \* Average number of login to e-resources-NIL
- \* Average number of e-resources downloaded/printed-NIL
- \* Number of information literacy trainings organized-NIL
- \* Details of “weeding out” of books and other materials-  
The library committee takes decision in this regard after checking the condition of books and other material. However, every effort is made to preserve books.

#### 4.2.6 Give details of the specialized services provided by the library

- \* Manuscripts-NIL
- \* Reference-1037
- \* Reprography-Yes, One Photocopier Machine
- \* ILL (Inter Library Loan Service)-NIL
- \* Download- Syllabus, E-mail data, Search Material from

google.com

- \* **Printing:** Syllabus etc.
- \* **Reading list/ Bibliography compilation-NIL**
- \* **In-house/remote access to e-resources-NIL**
- \* **User Orientation and awareness-**Teachers and Library Staff and Committee provide training to the students.
- \* **Assistance in searching Databases-NIL**
- \* **INFLIBNET/IUC facilities-NIL**

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

For faculty members: books are issued to the faculty members as per their needs without any restriction.

For students: books are issued on first come first served basis. The library staff is always accessible and ready to assist students in the library.

The supporting staff is also available to help the staff as well as students in the library. The library have created a book bank for the needy student. Books are given to the needy students for the whole session/semester.

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

The college does not have visually challenged persons. The library staff assist the physically challenged person in obtaining materials/ documents. They are also given top priority while issuing books.

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

The library has installed a suggestion box for suggestions and complaints, which are taken care of. A register is also maintained where the students can give their views and comments.

### 4.3 IT Infrastructure

#### 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)

Computer Lab - 01		
S. No.	Particulars	Quantity
1.	Dell Server Power Edge T110, Intel® Xeon® processor E3 Family	1
2.	Sunde Thin Client, Dell LCD 15.6" , Keyboard, Mouse	20
3.	Core I3 3.10 GHZ, 2 GB DDR3, 500GB HDD,	2
4.	Online UPS 6KVA	1
5.	Interactive Board Onida, Sony Projector	1
6	AC	1
7	Samsung Printer with Scanner	1
Computer Lab - 02		
S. No.	Particulars	Quantity
1.	Dell (Optiplex 390) I3, 2GB DDR3, 500GB HDD, LCD 18.5" , Windows 7 Starter	10
2.	Dell (Inspiron 3647) I3, 2GB DDR3, 500GB HDD, LCD 18.5" ,	10
3.	Online UPS 6KVA	
6	AC	1
Total Computers		20
Computer Lab - 03		

S. No.	Particulars	Quantity
1.	LED 42"	1
2.	Dual Core 2.7 GHZ, 1GB DDR2, 320 GB	9
3.	Dual Core 2.6 GHZ, 1GB DDR2, 160 GB	3
4.	Dual Core 2.6 GHZ, 1GB DDR2, 160 GB	4
5.	Dual Core 1.6 GHZ, 1GB DDR2, 160 GB	1
6	AC	2
Total Computers		17
Library		
1.	Core to Due 2.93 GHZ, 1GB DDR2, 160 GB	1
2	Photocopier machine	1
Staff Room		
1.	Core to Due 2.93 GHZ, 2GB DDR2, 160 GB	1
Lab-04		
S. No.	Particulars	Quantity
1.	Dual Core 1.6 GHZ, 1GB DDR2, 160 GB	11
2.	P IV 3.00 GHZ, 1 GB DDR, 160 GB	1
4.	P IV 3.00 GHZ, 256 MB DDR, 80 GB	4
5.	P IV 3.00 GHZ, 512 MB DDR, 80 GB	1
Total Computers		17

### Language Lab

Computer Core to Duo-2.14 GHz, DDR2-2Gb,Acer 18.5", Window 7	1
Speakers(Phillips)	1
LED, Panasoni Plasma	1
Headphones I-Ball 49	49
DVD	1
Chairs	48
Wall Fans(Havells)	7
AC 1.5 Ton	2
UPS 1KBA APC	1
Books of Communication English Level-1	24
Books of Communication English Level-2	24

### Office

Server core i7 3.5 Ghz, DDR3-8GB, HP 21" display 1TB	1
Dual Core 1.6 GHZ, 1GB DDR2, 160 GB	4
Laser Printer	1
Photocopier	1
Dot Matrix printer	1

- ☐ Computer-student ratio: 1 : 2
- ☐ Standalone facility : NIL
- ☐ LAN facility-yes



LAN facility is spread on the whole of the computer labs, Smart Classrooms and Office. Star Topology is followed to connect the switches connecting various departments, library.

☐ **Wi-Fi facility**-In Computer Labs

☐ **Licensed Software** –Yes

### Softwares

S. No	Particulars	Users
1.	Tally 7.2	20
2.	MS- DOS 6.22	5
3.	Microsoft Visual FoxPro 9 Pro	5
4.	Borland Turbo C++	5
5.	Microsoft Windows Vista	5
6.	Microsoft Office 2007 Pro	5
7.	JDK Kit 1.4	5
8.	Windows Server 2003 Standard	1
9.	Oracle 10G Standard One Edition	10
10.	Win Svr 2008 SGNL	1
11.	Win Svr OLP CAL	10
12.	Adobe Photoshop CS5 Academic ED	1
13.	Adobe Dreamweaver CS5 Academic ED	1
14.	Red Hat Linux Enterprise Edition 5.5	4
15.	Windows 7 Pro Upg Academic	5
16.	Windows 7 Starter	10
17.	Microsoft Visual Studio Pro 2012 Acdmc	5
18.	Auto Cad 2d LT	2
19.	Window 10 upg	20

20	Microsoft office 2013	37
21	Eset nod32 Antivirus	40
Miscellaneous		
S.No.	Particulars	Quantity
1.	AC 1.5 Ton	4
2.	Ac 2 Ton	1
3.	Projector Sony	1
4.	Headphones Wi-Fi	2
5.	USB HDD	1
6.	Scanner	1
7.	Printer Xerox	1
8.	Samsung PSC 320	1
9.	Online UPS 6 KVA	2
10.	Speaker IT 10500	1
11.	Speaker 2.1	1
12.	Sony Digital Cam	1
13.	Switch 24 Port	2
14.	Switch 8 Port	2
15	Intractive Board Hitachi FX79E1	7
16	Sony Projector (DX100)	7
17	Microtek UPS1KVA	7
18	Speaker 4.1 Soney SA-D10	7
19	Laptop Dell Inspiration 3542 series, 4 <sup>th</sup> generation i3 1.7Ghz, 4GB DDR, 1TB, 15.6 TFT	1
20	HP Laserjet Pro MFP M126nw	2

21	Dell Inspiron small Desktop 3000 Series Powered by 4 <sup>th</sup> generation Intel® Core (TM) i3-4170 processor with Window 8.1 Single Language Without LED (7 PCs for IR board)	7
Furniture		
S.No.	Particulars	Quantity
1.	Computer Tables	20
2.	Arm Chairs	40
3.	Ring Chairs	80

### **Number of nodes/ computers with Internet facility -**

The college has Two broadband connections. The office, computer labs and library have internet connection.

85 Computers in all computer labs having internet facility.

5 computers in office and one computer in library has internet facility.

### **4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

There is internet facility in the college for faculty and students. There are 85 computers with internet facility. The Administrative block have the facility of internet. The college library is also computerized. Computer labs have Wi Fi connection. The staff can access the internet whenever they wish.

### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

IT needs up gradation every day. With changing technology and our requirements, we upgrade our infrastructure according to the need of students and faculty as per syllabus.

### **4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

We prefer to purchase branded computers and accessories directly from the company with two to three year onsite warranty. After that the college maintains the equipment by giving the Lab technician

Summary of Yearly Amount Spent on (Rs)	2012	2013	2014	2015
Maintenance & Up gradation of Computers	112969	342672	24450	76998
Purchase of Computers	12400	NIL	311787	244700
Purchase of Licensed Software	436929	NIL	100074	302700
Purchase of Equipment other than computers	48815	NIL	23210	624113

### **4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

Computers are available for specific use in some departments. The faculty and students take the help of internet to enrich their prescribed curriculum. Adequate computer facility is available for the faculty. Students are required to make a minimum number of seminar presentations in the Power Point format. The use of laptops/desktops by teachers for purposes of demonstration presentation in the class room is also promoted. The Computer labs of the college is open to students and teachers for developing programming skills.

### **4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The institution has always been placing the students at the centre of the teaching learning process. The times have changed, so has changed the way of imparting knowledge. Use of technology has become very vital in imparting quality based education. Well-equipped computer Labs, Smart Boards, LCD and OHPs are available to the faculty for computer aided teaching. The computer faculty and Lab Technician are always available for any need based assistance in the use of ICT.

### **4.3.7. Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No, the institution does not avail of the National Knowledge Network connectivity directly or through the affiliating university.

## **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)?**

S No	Facilities	Cost in Rs.			
		2011-12	2012-13	2013-14	2014-15
A	Building	8225	3602236	1238215	166929
B	Furniture	178900	--	35000	35000
C	Equipment		--		
D	Computer	228589	45980	59185	78240
E	Vehicles	--	869128	45750	374182
F	Any other	1953408	998981	1157968	1337145

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

The college has full-fledged team to maintain and repair the infrastructure, facilities and equipment. There is an efficient team of carpenter, electrician, welder, painter, gardener, plumber, ground man, technician, lab attendant and other support staff. This team under the supervision is ever ready to attend to minor faults, repairs, upkeep, cleanliness. The college has annual maintenance contract with companies for computer learning, facilitator, other gadgets and lab equipment's. The college has its own stand by silent generator system. CCTVs have been installed at library, computer labs, main gate of college, commerce block, canteen, in the verandas of the college for security purpose.

The campus upkeeps is facilitated by expertise like to compare with standard.

- Annual verification of stock/equipment and other facilities is carried out physically.
- Major infrastructure maintenance work is carried out by maintenance department. Day to day works are carried out by the staff appointed for cleaning and maintaining the building.
- The laboratory equipment and electronic equipment are maintained and repaired when the need arises.

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

Day to day maintenance is carried out by the staff, appointed for cleaning and maintenance of the building. Annual maintenance and repair of infrastructure is taken care of by the college in a systematic manner. Annual checking of equipments of all departments is done at the end of the session.

#### **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 major steps taken for location, upkeep and maintenance of sensitive equipment are given below:

1. Equipments are placed properly at a safe place.
2. There is an overhead water tank with submersible water pump for constant supply of water.
3. There is deployment of an electrician for location upkeep and maintenance of sensitive equipments.
4. The college has own stabilizers for equipments to control voltage fluctuations

5. Online UPS, stabilizers and inverters are being used to control voltage fluctuation.
6. Generators are installed to supply electricity in case of power failure.
5. In addition, tube lights and CFL bulbs used.

**Staffroom:** There is a well-planned, fully furnished Staff room. This room is cleaned and maintained by the attendants in charge of this area. There are many facilities for maintaining the notes, books and other material which are necessary for learning.

**Kitchen:** There is a kitchen for preparing the different types for food. In charge of this checks the cleanliness of this area. There are many latest facilities like gas, micro oven, RO, fridge etc.

**Management Room :** The institution has a management room to discuss various issues of college. This room is well planned and fully furnished for arranging the meetings.

**Parking:** This area is near the entrance of the college gate. It comprises car parking, scooter parking, official car parking and open parking for visitors/ students.

**Public address system:** Speakers and mikes have been installed for organizing the college functions, during assembly it is used.

**English Language Lab:** English language lab is very useful for students to learn the communication skills like speaking, writing, reading, listening. College students study here with focus

**Seminar Hall:** It is big hall for conducting the seminar, workshop and other extension lectures. In this hall LCD projector system is available which helps in arranging the said activities.

**Hostel:** There are 16 rooms in the hostel. Most of the time, players live in hostel during competitions. It is very neat and clean. There are so many facilities for recreation like T.V, games (Indoor) in hostel.

Even outsiders (teams etc) stay in the hostel during various functions and competitions and youth festival.

**Transport:** The college has ten buses on contract. These buses are used to commute the players for practical and also to transport the students for various activities of Red Cross, sports N.C.C, N.S.S, picnic and trips youth festivals, national days etc.

**Telephone:** Even the phone at the reception is available to the students in case of emergencies.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

The college is situated at Ludhiana to Raikot highway. The college has a sprawling campus spread in an area of approximately 14821.61 sq. mts. The college has maximum strength of rural area students. The college has spacious hostel under the norms of UGC with modern facilities like TV, Fridge, some recreational minor games.

The students make full use of the Hand Ball, Kabaddi, Volleyball courts, Basketball courts, Kho-Kho and a small gymnasium. The college also maintains a fleet of 10 busses that ply from the institution to the remotest villages of the region. Some of the teachers travelling from the same routes also avail this facility. This facility removes one major obstacle from the way of the students who otherwise would have found it hard to commute to the college daily. The college also has a well-stocked library.

### Summary of Yearly Amount Spent on ( in Rs)

Summary of Yearly Amount Spent on (Rs)	2011-12	2012-13	2013-14	2014-15
College Maintenance Expenditures	619455	155770	97167	131313
Electricity and generator	215701	232345	369967	309735
Miscellaneous Exp.	13351	149621	142110	259188
Medical & Red Cross	1547	8399	----- ----	3747
Telephone	27405	32516	30689	37125
Newspaper & Journal	10360	80848	113170	101716
Cultural Activities	289809	219791	383622	368099
Garden Exp.	16710	7177	7335	10390
Sports	43979	30642	35 506	80346
Youth Festivals	490927	107975	----- -----	-----



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Contingency	535923	246699	346088	421323
TA & DA	36115	19752	22259	36215
Help (needy students)	5000	-----	19322	19370
Car Diesel Exp.	-----	68538	59185	78240
Computer Labs		45980	45750	62395

### 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?

The prospectus of the College is published and updated annually. This handbook imparts information regarding vision and mission of the college and the way in which the above is fulfilled.

Information regarding college faculty, college committees, admission schedule, different courses, rules and regulations to be followed by the students and additional facilities like fee concession and scholarships etc. is provided by the college prospectus. It also provides information regarding NSS, NCC, cultural activities and sports activities. Information regarding toppers in academics and sports along with their achievements is also given in it.

##### 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?

Our College is always committed to help the needy students in the field of studies and sports. Most of the students in our College are from rural area and weaker sections of society. Approximately 60-70% students receive financial assistance from state government, central government and other national agencies.

Session	Type of Scholarship	No of students
2011-2012	NRI and Management	108
	Minority	337
	S C	58
	B C	22

2012 -2013	NRI and Management	79
	Minority	-
	SC	99
	BC	19
2013 -2014	NRI and Management	82
	Minority	447
	SC	46
	BC	7
2014-2015	NRI and Management	51
	Minority	401
	SC	57
	BC	8

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

Institution recognizes the needy students and help them accordingly, so that students from weaker sections of society become educated and civilized, and can contribute in country's progression. Approximately 60-70% students receive financial assistance from state government, central government and other national agencies.

### **5.1.4 What are the specific support services/facilities available for**

#### **A. Students from SC/ST ,OBC and economically weaker sections**

- **Scholarships-**

SC/ST students are given awareness about the scholarships and privilege available to them like the Higher Education special scholarships available for SC/ST.

- During admission SC/ST, OBC students are identified and scholarship is given along with reservation as per university rule.
- Free remedial classes are organized for needy students.

#### **B. Students with physical disabilities**

The physically challenged students are given facilities such as wheel chair. Classes provided for them are held especially at ground floor. Fellow students are made to understand and help them in every way they can.

#### **C. Overseas Students**

There is a provision for overseas students as per university rules but till date there is no such student.

#### **D.Students to participate in various competitions/National and International**

- Participants of various competitions are felicitated and prizes are given to them.
- Special coaching and guidance is given to the students who have participated.
- Students are coached by trained faculty.
- Competitive books and magazines are provided.

#### **E. Medical assistance to students: health center, health insurance etc.**

Awareness programmes are organized by the department of Social Sciences on the occasion of World Red Cross Day to sensitize the students on Mental Health issues, "Donate Blood and Save Life", with this motto Red Cross society of the college has been arranging Blood Donation Camps in the college Campus since 1992. Every year students

donate blood with great enthusiasm. Seminar of awareness program is organized by the college from time to time, Professional doctors of reputed hospitals visit our college.

- ❖ Medical camp was organized by Red Cross society on 3<sup>rd</sup> Oct. 2013 .This medical camp was inaugurated by D.S.P Raikot S. Satnam Singh Bains. In this Camp various tests like sugar, FNT+ Bone density were done on 105 students and staff members by the efficient team of doctors and free medicines were given to needy students.
- ❖ Red Cross Society also organized a seminar on 'Female- Foeticide' on 3th Oct. 2013. This seminar was inaugurated by Dr. Sushil Jain, SMO Raikot
- ❖ A free Dental checkup camp was organized by Red Cross society on Feb. 10, 2014 with the help of Lions Club, Raikot.

### **F. Organizing coaching classes for competitive exams- NIL**

### **G. Skill development (spoken English, computer literacy, etc)**

For skill development among the rural students, the career oriented Add- On Courses like Fashion Designing and Cosmetology have been granted by UGC and Punjab University Chandigarh .These courses are running very successfully. Students take great interest in learning Painting, Mehndi, Tailoring, Flower making, Crochet Work, Embroidery and Photography etc. Language lab is there for students to facilitate their skill of speaking English language.

### **H. Support for "Slow learners"**

1. Remedial classes are organized for the subjects of English, Commerce and Computer Science
2. Homework and assignments are given
3. Tests are conducted
4. Extra classes

### **I. Exposure of students to other institution of higher learning/corporate/business house etc.**

1. Book fairs are arranged, to expose them to new knowledge.
2. Discussions with experts of different fields of education.
3. Different I.A.S. and P.C.S. officers are invited in the college and they motivate our students to go for administrative services.

### **J. Publication of student magazines**

The College publishes a magazine for students named 'Kanya Sandesh' .It is an ideal platform for students /teachers of college to realize their creativity and skill of writing.

- The College magazine has different sections like English, Punjabi, Hindi, Social Sci., Commerce, Computer Science etc. to explore the interest in different languages and different fields.
- Names of university toppers and good sports are also published in the college magazine
- Photographs of various activities during academic session are published in college magazine.

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

Our institution provides various skill development programmes as mentioned in 5.1.4(G). Many students adopt these practices as their profession and earn money by doing so. Students also give tuitions at their homes.

### **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**
- \* **Special dietary requirements, sports uniform and materials**
- \* **Any other**

The institution always encourages students to participate in co-curricular activities .It allocates funds, coaching and training for students to participate in different activities. College promotes participation in sports through flexibility in admission, fee payment, attendance and evaluation requirements.

- Sports uniform and shoes are provided to participants for competitions.
- The best athlete of the college who has participated at Punjab university level is awarded college colour.
- Merit certificate is awarded to all members of the team and individual who obtain first, second and third position at the district level.
- Test timings and classes are adjusted according to tournament schedules.
- The college encourages the student council to organize various cultural events within the college and to participate in the competitions outside as well.
- The college also provides opportunities for the students to get trained in various skills such as Folk Arts, Instrumental music, Creative writing, Mehndi etc.

- The college encourages the students to participate in quiz competitions, debate and cultural activities during Zonal and Interzonal youth festival. College bears all the expenditure for their travelling, stay and meals.
- The college gives whole hearted help to the students who participate in P.U. Zonal & Inter Zonal youth festivals. With the help of trained teachers and coaches the students take part in these activities. The students take a lot of interest and win many prizes.

**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 college teachers encourage the students to go for different competitive exams and achieve higher mile stones.

- Guidance for UGC-NET
- Books are available in the college library for UGC-NET guidance. College professors are also helpful to students.

Names of the Students, who have qualified UGC-NET exam are given below:

NAME OF THE STUDENT	SUBJECT
Sumanpreet Kaur	Punjabi
Amandeep khangura	Political Science
Soneet Singla	Computer Science

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

**Academic counseling:-**

The Admission Committee conducts academic counselling at the time of entry of the students to the college regarding the choice of stream and different subjects to be opted by the students. The students are not pressurized to take up any particular course/subject. Academic counseling is given to the students through various seminars and workshops organized for them throughout the year.

**Personal Counseling and psycho-social:-**

During the course of the studies different students come across with different personal problems and issues .The College provides them personal counseling .They can share

their problems with staff members. The staff members help them to overcome these problems.

**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).**

Yes, the institution has structured mechanism for career guidance and placement of its students in the form of Admission Committee, Assurance Cell and Career Counseling committee.

Services provided by admission committee:-

It provides guidance to the students at the time of admission about the choice of stream as well as different subjects to be opted.

Assurance cell and career counseling committee and placement cell

The members of these committees are concerned with students and guide them about different careers and jobs.

**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.**

The college has a Grievance Redressal cell exclusively for students. It takes up the problems of students regarding different issues like problems in studies, canteen and transportation problems. These problems are put by the students either directly to the Grievance Redressal cell or through Principal or through suggestion box. Problems considered by grievance redressal cell are

1. Minor dispute of student's irregularities in house examinations.
2. Internet facility.
3. Transportation problem.
4. Behavior of administrative staff.
5. 24 hours of electricity.
6. Cleanliness of toilets.
7. Transportation problem.
8. Behavior of administrative staff.
9. 24 hours of electricity.
10. Cleanliness of toilets

Most of the problems are redressed by grievance redressal cell with active involvement of Principal and staff of college. Names of the members of the Grievance Redressal Committee are given below:



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Session 2011-2012	
Convener	Mrs. K.k.Sambhy
Members	Mrs. S.K.Sood
	Mrs. Surinder kaur
	Mrs. Poonam
	Dr(Mrs ) Vinod Bala
	Mrs. Sarla Saggar
Session 2012-2013	
Convener	Mrs. S.K.Sood
Members	Mrs. Surinder kaur
	Mrs. Poonam chabbra
	Mrs. Harinder kaur Sohi

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Session 2013-2014	
Convener	Mrs. Surinder kaur
Members	Mrs. Poonam Chabbra
	Mrs. Harinder kaur Sohi
	Mrs. Sarla Saggar
	Dr (Mrs) Vinod Bala
	Mr Rashpal singh
Session 2014-2015	
Convener	Mrs. Poonam Chabbra
Members	Mrs. Sarla Saggar
	Dr (Mrs.) Ravinder kaur
	Dr (Mrs.) Vinod Bala

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

The college has constituted sexual harassment cell in accordance with the guidelines provided by the UGC and Punjab University Chandigarh. The sexual harassment cell takes up the problems of lady teachers and girl students and provides them a healthy atmosphere so that they can live with dignity and without fear. The College being a women's institution no such incidents has been reported to the concerned cell.

### **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?**

#### **Anti-ragging committee:-**

Ragging is strictly prohibited in our campus. We have given clear guidance regarding this in our college prospectus. In keeping with the college ethos of inclusiveness, the college encourages senior students to give support, encouragement and help to their juniors. There is an Anti-ragging committee constituted as per the government norms.

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

The institution was started in 1973 with the aim to provide education to poor rural youth living at different places from the cities. These students do not have enough funds to meet the rising expenditure of present day education. In order to achieve the aims of social justice and equality in different sections of the society, different welfare schemes were launched either by university, UGC, state and central govt. or the management and are made available to the students.

- Books made available for full year through book bank
- Phone facility
- Gymnasium facility
- Counseling and placement cell
- Wi-Fi campus
- Language lab
- Canteen
- Fashion designing and Cosmetology labs

### **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 College has an alumni association. It holds one meeting per year. It gives an opportunity to the faculty members and old students to sit together, share their rich

experience and glory of their alma mater. The alumni association members are helpful to needy students and actively involved in the upliftment of 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.**

Session 2011-2012

Students progression	%
UG to PG	40.31
PG to M.Phil	NA
PG to Ph.D	NA
Employment <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	23

Session 2012-2013

Students progression	%
UG to PG	40.81
PG to M.Phil	NA
PG to Ph.D	NA
Employment <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	20

### Session 2013-2014

Students progression	%
UG to PG	50.65
PG to M.Phil	NA
PG to Ph.D	NA
Employment <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	22

### Session 2014-2015

Students progression	%
UG to PG	66.82
PG to M.Phil	NA
PG to Ph.D	NA
Employment <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	25

**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.**

Programme-Wise Details				
Programme	2011-12	2012-13	2013-14	2014-15
B.A.-I	88.17	93.37	94	94
B.A.-II	89.24	100	98.52	98.74
B.A.-III	94.16	93.79	98.14	98.59
B.COM-I	82.5	82.35	85.91	95.08
B.COM-II	82.6	94.12	85.71	96.72
B.COM-III	94.73	100	100	100
B.C.A-I	77.5	76.9	81.8	100
B.C.A-II	94.44	92.8	100	72
B.C.A-III	75	100	100	100
PGDCA	100	100	100	100
M.A 1(POL)- Annual	100	NA	NA	NA
M.A 2(POL) -Annual	100	NA	NA	NA
M.A(POL) SEM-I	NA	100	100	100
M.A(POL)SEM-II	NA	100	100	100
M.A(POL)SEM-III	NA	100	100	100
M.A(POL)- SEM-IV	NA	100	100	100
M.A 1(PUN)-Annual	100	NA	NA	NA
M.A 2(PUN)- Annual	100	NA	NA	NA
M.A(PUN)- SEM-I	NA	100	100	100
M.A(PUN)SEM-II	NA	100	100	100
M.A(PUN)SEM-III	NA	100	100	100
M.A(PUN)-SEM-IV	NA	100	100	100
MSC IT SEM-I	100	100	100	100
MSC IT SEM-II	100	100	100	100

MSC IT SEM-III	100	100	100	100
MSC IT SEM-IV	100	100	100	100
M.COM SEM I	NA	NA	100	100
M.COM SEM II	NA	NA	100	100
M.COM SEM III	NA	NA	NA	100
M.COM SEM IV	NA	NA	NA	100

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

Our institution is situated in rural area and most of the students here come from rural background. College provides students good education and inspires them to achieve higher goals in life. College provides them inspiring environment so that students move towards higher levels of education and employment by looking into their potential as well as economic status. We encourage students towards successful completion of their courses and progression to higher level of education. For this following steps are taken:

- Career guidance is provided.
- Counseling and guidance for higher studies is provided.
- Remedial coaching is arranged.
- Books for competitive exams are available in the library.

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

The students who are at the risk of failure and the drop outs are identified through class-tests .The counseling cell as well as grievance redressal cell and all the teachers interact with students and guide them well when they are in any problem so that these students do not get diverted from the path of education. College caters to the needs of economically weak students so that their studies should not be hampered due to the lack of funds .The college teachers help students also by giving them text books. Which facilitate them in education hence minimizing the dropout rate. Following steps are taken to support the Students -

- Tutorial classes are held.
- Most of the drop outs, other than due to stream change are due to family or financial problems. In this case concession in fee structure and facility to pay on installment basis is offered.
- Remedial coaching is arranged for such students.
- Teachers personally solve the problems of the students to increase their confidence.

### 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.

The college provides the students ample opportunities to participate in curricular and extracurricular activities various cultural and extracurricular activities like group singing, fine arts, literary items and quiz etc. are offered to the students.

- In sports our college provides indoor and outdoor games. We have playground for outdoor games.
- A well-equipped gymnasium is also provided for all the students.

#### Sports Achievements

<u>2011-12</u>				
Sr. No.	Name of Student and Class	Name of Event	Organized By/Held at	Achievements
1	Amarjit Kaur M.A 1 Pol. Sci	Inter college Competition Shot-put	Punjab university Chandigarh	3 <sup>rd</sup> position
2	Kabaddi Team	Kabaddi	10 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament held at Raikot	Our college Got 2 <sup>nd</sup> position and trophy with cash prize of Rs.1500
3	Amarjit Kaur M.A 1 Pol.Sci	Kabaddi	10 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament Raikot	Best Raider got Cash Rs. 500/ and trophy
4.	Kabaddi Team	Kabaddi	22 <sup>nd</sup> Kamaljit Khedan held at Kottlan Shahian (Batala)	Our College Team got 1 <sup>st</sup> Position and cash Prize of Rs.



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				21000/-
<u>2012-2013</u>				
1.	Kabaddi Team	Kabaddi	11 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament held at Raikot	Our college got 1st position ,Cash prize of Rs.21000/ and trophy
2.	Amarjit Kaur M.A ii Pol.Sci	Kabaddi	11 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament held at Raikot	Best Raider of this tournament received cash Rs.1000/ and trophy
<u>2013-2014</u>				
1	Rani Kaur M.A.I Pbi	Power lifting National level Competition	Karnataka	2 <sup>nd</sup> position
2.	Rani Kaur M.A.I Pbi	Inter college P.U.Chd Competition	P.U .Chandigarh	3 <sup>rd</sup> position
3.	Rani Kaur	Power lifting Punjab level Competition	Patiala	Won silver Medal
4.	Kabaddi Team	Kabaddi	12 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament held at Raikot	Our college got 2nd position , Cash prize of Rs.15000/ and trophy
<u>2014-15</u>				
1.	Manpreet kaur B.A.III	Power lifting Senior state Championship	Patiala	Our college Won Gold Medal
2.	Manpreet kaur B.A.III	Inter college Competition of Power lifting	P.U. Chd	Bronze Medal
3.	Manpreet kaur B.A.III	Bench Press State level		1 <sup>st</sup> position

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		Competition	Amritsar	
4.	Kabaddi Team	Kabaddi District level Competition	Guru Nanak Stadium, Ludhiana	1 <sup>st</sup> position
5.	Manpreet Kaur B.A.III	National level Competition	Jharkhand (Tata Nagar)	Bronze medal
6.	Manpreet Kaur	Power lifting competition in North India	Indra Gandhi Stadium at Shimla	Gold medal
7.	Kabaddi team	Rural competition 25 <sup>th</sup> Kamaljit games	At Kotlan Shahiam Batala	Second position
8.	Kabaddi Team	Kabaddi Rural Tournament	13 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament held at Raikot	Got 1 <sup>st</sup> position with Cash prize of Rs. 21000/- And trophy
9.	Rani Kaur M.A.II Pbi	Kabaddi Rural Competition (Inter-college)	13 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament held at Raikot	Best Raider , Cash prize Rs. 21000/-, Trophy and certificate
10.	Rani Kaur M.A.II Pbi	Power lifting Inter-college	PU Chandigarh	3 <sup>rd</sup> position
11.	Gurjit Kaur MA 1 <sup>st</sup> Pbi	Power lifting Senior State Championship	Patiala	2 <sup>nd</sup> position
12.	Gurjit Kaur MA 1 <sup>st</sup> Pbi	Inter college Competition	PU ,Chandigarh	Gold Medal
13.	Gurjit Kaur M.A. 1 <sup>st</sup> Pbi	Bench press state level competition	Amritsar	Gold medal
14.	Gurjit Kaur M.A. 1 <sup>st</sup> Pbi	Power lifting National level competition	Jharkhand (Tata Nagar)	Bronze medal
15.	Gurjit Kaur	North India	Indra Gandhi	Gold medal

		Power lifting competition	Stadium at Shimla	
16.	Gurjit Kaur	Powerlifting in North India Competition	Indra Gandhi Stadium at Shimla	2 <sup>nd</sup> position
17.	Karamvir Kaur	Powerlifting Senior state championship	Patiala	1 <sup>st</sup> position
18.	Karamvir Kaur	Bench press and Powerlifting State level Competition	Amritsar	2 <sup>nd</sup> position
19.	Karamvir Kaur	Powerlifting National level competition	Jharkhand (Tata Nagar)	Bronze medal
20.	Karamvir Kaur	Powerlifting in North India competition	Indra Gandhi Stadium at Shimla	Gold medal
21	Kabaddi Team	Kabaddi	25 <sup>th</sup> Kamaljit Khedan Kottlan Shahian (Batala)	Our College Team got 2 <sup>nd</sup> Position and cash Prize of Rs. 15000/-

### NCC Unit:

NCC unit of our college has been functioning excellently since 1976. Extension and outreach programmes and achievements of NCC unit of the college are given below:

- NCC cadets attended motivational lecture given by commanding officers of 3 PB Girls BN Ludhiana.
- Cadets cleared 'B' certificate and 'C' certificate exams held in different sessions
  - In session 2012-13 ,16 cadets cleared 'B' certificate and 17 cadets cleared 'C' certificate
  - In session 2013-14, 27 cadets cleared 'B' certificate and 16 cadets cleared 'C' certificate.
  - In session 2014-15, 19 cadets cleared 'B' certificate.

- NCC cadets attended camps ATC,CATC ,NIC ,RDC and won many prizes during these camps:-
  - In session 2011-12 24 cadets participated in ATC from 21 June 2011 to 30 June 2011 at Khalsa College for Women and our cadets won Gold medal in Guard of Honour, Firing competition and they won 1<sup>st</sup> prize in Drill.
  - Jaspreet Kaur was selected at National level TSC and won silver medal in firing competition in this camp.
  - In session 2012-13, 16 cadets attended ATC camp from 8 June to 17 June 2012 at KCW Ludhiana and our cadets won Gold medal in Guard of honour. One of our cadet attended the TSE camp during this session 32 cadets also attended CATC from 22 Dec 2012 to 31 Dec 2012 at G.C.G. College Ludhiana and won Gold medal in Quarter Guard and 100 m. Race, Pistol and Silver medal in Solo song.
  - In session 2013 -14, 23 cadets attended ATC at G.H.G Khalsa College from 15 June -25 June 2013 and won 1<sup>st</sup> prize in Drill. During this session U.O Ashnaya and Kamaljeet got 1<sup>st</sup> prize in pistol and 1<sup>st</sup> in group song.
  - In session 2014-15 cadets attended the following camps and won many prizes.
- Cadets of NCC participated in different awareness programmes i.e. AIDS awareness, Anti-drug awareness programmes organized by NCC district unit.
- Cadets visited Sanjha center at local police station and understood the functioning of police.
- NCC cadets participated in different awareness programmes for saving environment.
- NCC Unit organized extension lecture on Traffic rules and performed Traffic control duty at Raikot
- One of our cadet Jaspreet kaur in session 2011-12 was selected as National level TSC and won silver medal in firing competition in this camp.
- NCC cadet U.O Tript Kaur attended TSE camp at Delhi and won 5 medals.
- NCC cadet U.O Ashnaya attended 'North Zone Shooting' Competition and got 6<sup>th</sup> position.
- NCC unit of College celebrates NCC week every year from 18 Nov to 24 Nov.
- During the NCC week different competitions were organized like Singing, Essay writing and Poster making Competition.
- Cadets organized tree plantation during NCC week.
- Cadets visited Nishkam Seva Vridh Aashram and spent time with senior citizens and distributed clothes and fruits to them.
- Cadets participated in 'Nukad Natak' about environment pollution at village Sudhar in session 2013-14.
- Cadets organized Anti -drug rally at village Gondwal(Raikot) on 21.11.2013

- NCC cadets took anti-drug pledge and participated in Anti-drug rally on 20 Nov 2014 to spread awareness about ill effects of drug addiction
- NCC cadets organized flag hoisting ceremony under guidance of respected Principal madam Dr. Mrs. Savita Uppal
- All cadets of college participated in parade on Republic Day and Independence Day at sub division level.

### **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.**

#### **Session 2011-2012**

##### **P.U. Zonal Youth and Heritage Festival**

Under the able guidance and motivation of Our Principal Dr. Mrs. Savita Uppal Zonal, Youth and Heritage Festival of Moga -Ferozepur Girls Zone of Punjab University, Chandigarh was Organised in Swami Ganga Giri Janta Girls College, Raikot from 23 Sept,2011 to 26 Sept 2011. The Students of Our College won 26 prizes i.e. 17 first, 8 second and 1 third Prize during the Youth and Hertiage Festival .The credit goes to the College Managing Committee without whose valuable help the function could not be a grand success.

Name of the College: - Swami Ganga Giri Janta Girls College, Raikot

Student Name	Activity	Position
Bhajan Team	Group Bhajan Team	1 <sup>st</sup> Prize
Singing Team	Group Singing Team	2 <sup>nd</sup> Prize
Priya	Folk Orchestra	2 <sup>nd</sup> Prize
Khuspreet Kaur	Indian Orchestra	1 <sup>st</sup> Prize
Jaspreet Kaur	Poem Writing	1 <sup>st</sup> Prize
Veeran Kaur	Poem Writing	1 <sup>st</sup> Prize
Amandeep Kaur	Essay Writing	3 <sup>rd</sup> Prize
Gurwinder Kaur	Essay Writing	3 <sup>rd</sup> Prize

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Sukhwinder Kaur	Dasuti Embroidery	1 <sup>st</sup> Prize
Manpreet Kaur	Pakhi Designing	2 <sup>nd</sup> Prize
Amandeep Kaur	Quiz Contest	1 <sup>st</sup> Prize
Karamjit Kaur	Quiz Contest	1 <sup>st</sup> Prize
Harinder Kaur	Drama Individual	1 <sup>st</sup> Prize
Veerpal Kaur	Histrionic	1 <sup>st</sup> Prize
Giddha Team	Giddha	2 <sup>nd</sup> Prize

### Inter Zonal Youth Festival Ramgarhia Girls College, Ludhiana

Student Name	Activity	Position
Ramanpreet Kaur	Group Bhajan	2 <sup>nd</sup> Prize
Sukhwinder Kaur	Dasuti Embroidery	3 <sup>rd</sup> Prize
Indian Orchestra Team	Indian Orchestra	2 <sup>nd</sup> prize
Drama Team	Drama	3 <sup>rd</sup> Prize
Veerpal Kaur	Individual in Drama	1 <sup>st</sup> Prize
Jasvir Kaur	Pakhi	2 <sup>nd</sup> Prize
Manpreet Kaur	Crochet Work	2 <sup>nd</sup> Prize
Sandeep kaur and Marium	Bhand	3 <sup>rd</sup> Prize

### Inter College Zonal Youth and Heritage Festival Held at DAV College Chandigarh

Student Name	Activity	Position
Sapna Rani	Non Percussion (Santoor)	3 <sup>rd</sup> Prize

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### Session 2012-2013

Our college has won 8 prizes in Zonal Youth and Heritage Festival held at Dev Samaj College for Women, Ferozepur. Following mentioned items won **prizes:-**

**College Name: Dev Samaj College for Women Ferozepur**

Student Name	Activity	Position
Parminder Kaur	Story Writing	2 <sup>nd</sup> Prize
Chandeep Kaur	Poem Writing	3 <sup>rd</sup> Prize
Pardeep Kaur	Self Composed Poem Recitation	1 <sup>st</sup> Prize
Ramandeep Kaur	Debate	2 <sup>nd</sup> Prize
Parminder Kaur	Debate	2 <sup>nd</sup> Prize
Ramandeep Kaur	Debate	2 <sup>nd</sup> Prize
Manjinder Kaur	Mehendi Designing	3 <sup>rd</sup> Prize
Yash Sharma	Rangoli	

### Session 2013-2014

Under expert guidance of Principal Madam Dr. Mrs Savita Uppal and best wishes of the managing committee, Our college has won the overall best Trophy in Zonal Youth and Heritage Festival held at Khalsa College for Women, Sidhwan Khurd. Our College teams participated in 27 items and won 36 Prizes. The following mentioned items won the Prizes:-

**College Name: - Khalsa College for Women Sidhwan Khurd**

Student Name	Activity	Position
Shabad Team	Group Shabad	2 <sup>nd</sup> Prize
Singing Team	Group Song	2 <sup>nd</sup> Prize
Surinderpal kaur	Lok Geet	1 <sup>st</sup> Prize
Sandeep Kaur	Geet	2 <sup>nd</sup> Prize

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Indian Orchestra Team	Indian Orchestra Team	1 <sup>st</sup> Prize
Manpreet Kaur	Indian Orchestra Commended	2 <sup>nd</sup> Prize
Khuspreet Kaur	Indian Orchestra Commended	1 <sup>st</sup> Prize
Sapna	Non Percussion (Santoor)	1 <sup>st</sup> Prize
Folk Orchestra Team	Folk Orchestra	1 <sup>st</sup> Prize
Kuldeep Kaur	Folk Orchestra Commended	1 <sup>st</sup> Prize
Harmanpreet	Folk Orchestra Commended	3 <sup>rd</sup> Prize
Giddha Team	Giddha	2 <sup>nd</sup> Prize
Gaganpreet Kaur	Giddha	3 <sup>rd</sup> Prize
Pardeep Kaur	Debate Individual	2 <sup>nd</sup> Prize
Rupalldeep Kaur	Drama	3 <sup>rd</sup> Prize
Drama Commended	Drama	3 <sup>rd</sup> Prize
Rupinder Kaur	Mimicry (Individual item)	1 <sup>st</sup> Prize
Mime	Mime	3 <sup>RD</sup> Prize
Skit Team	Skit	3 <sup>rd</sup> Prize
Rupinder Kaur	Skit Team Commended	3 <sup>rd</sup> Prize
Ladies Traditional song	Ladies Traditional Song	2 <sup>nd</sup> Prize
Vaar Singing (Team)	Vaar Singing	3 <sup>rd</sup> Prize
Kali Singing (Team)	Kali	2 <sup>nd</sup> Prize
Karmjit Kaur	Kali	2 <sup>nd</sup> Prize
Surinderpal Kaur	Kavishri Individual	2 <sup>nd</sup> Prize
Installation Team	Installation	3 <sup>rd</sup> Prize



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Sarbjeet Kaur	Collage Making	2 <sup>nd</sup> Prize
Sumandeep Kaur	Cartooning	1 <sup>st</sup> bPrize
Chandeep kaur	Poem Writing	1 <sup>st</sup> Prize
Manpreet Kaur	Phulkari	2 <sup>nd</sup> Prize
Charnjit Kur	Dasuti	3 <sup>rd</sup> Prize
Payal Goyal	Knitting	2 <sup>nd</sup> Prize
Manpreet Kaur	Crochet work	1 <sup>st</sup> Prize
Yash Sharma	Mehndi Designing	1 <sup>st</sup> Prize

### Inter College Youth Festival A.S .College, Khanna

Student Name	Activity	Position
Indian Orchestra Team	Indian Orchestra	2 <sup>nd</sup> Prize
Kamaldeep Kaur	Indian Orchestra Individual	2 <sup>nd</sup> Prize
Sapna	Non Percussion(Santoor)	3 <sup>rd</sup> Prize

### Session 2014 -2015

Our College has won many Prizes in Zonal Youth and Heritage Festival held at Dev Samaj college For Women, Ferozepur. Our College teams participated in 38 items and won 27 Prizes. In all, our college won 7 First, 12 Second, 8 Third Prizes (total 27).

Name of the College:-Dev Samaj college For Women, Ferozepur

Student Name	Activity	Position
Group Bhajan Team	Group Bhajan	2 <sup>nd</sup> Prize
Ramandeep Kaur	Group Song Commended	1 <sup>st</sup> Prize
Classical Vocal Team	Classical Vocal	1 <sup>st</sup> prize
Ghazal	Ghazal	2 <sup>nd</sup> Prize

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Surinder kaur	Folk Song	2 <sup>nd</sup> Prize
Indian Orchestra Team	Indian Orchestra	2 <sup>nd</sup> Prize
Poonam	Indian Orchestra Commended	2 <sup>nd</sup> Prize
Sapna Rani	Non Percussion(Santoor)	1 <sup>st</sup> Prize
Folk Orchestra Team	Folk Orchestra	2 <sup>nd</sup> Prize
Harmanpreet Kaur	Folk Inst(Flute)	2 <sup>nd</sup> Prize
Harmanpreet Kaur	Folk orchestra Commended	2 <sup>nd</sup> Prize
Giddha Team	Giddha	3 <sup>rd</sup> Prize
Drama Team	Drama Team	3 <sup>rd</sup> Prize
Arshpreet	Play Team Commended	3 <sup>rd</sup> prize
Mime	Mime	3 <sup>rd</sup> prize
Vakila	Mime Commended	2 <sup>nd</sup> Prize
Simarpreet	Mimicry	1 <sup>st</sup> Prize
Lovedeep	Individual in Skit	3 <sup>rd</sup> Prize
Anju	Indiviuual in Vaar singing	1 <sup>st</sup> Prize
Kali singing Team	Kali Singing	1 <sup>st</sup> Prize
Kuldeep Kaur	Kali Singing Team Commended	3 <sup>rd</sup> Prize
Kavishri	Kavishri	3 <sup>rd</sup> Prize
Manpreet	Phulkari Embroidery	1 <sup>st</sup> Prize
Jasvir Kaur	Pakhi designing	2 <sup>nd</sup> Prize
Inderjit Kaur	Baag Embroidery	3 <sup>rd</sup> Prize
Manpreet Kaur	Crochet Work	1 <sup>st</sup> Prize
Roomi Goyal	Knitting	1 <sup>st</sup> prize

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Group Bhajan	Group Bhajan	3 <sup>rd</sup> Prize
Sarabjit Kaur	Classical Vocal	2 <sup>nd</sup> Prize
Indian Orchestra team	Indian Orchestra	2 <sup>nd</sup> Prize
Folk Orchestra	Folk orchestra	2 <sup>nd</sup> prize
Sapna Rani	Non Percussion (Santoor)	1 <sup>st</sup> Prize
Seema Rani	Folk Instrument	2 <sup>nd</sup> Prize

### Inter College Zonal Youth festival

**Name of the College: - S.D College Haryana Hoshiarpur**

Student Name	Activity	Position
Roomi Goyal	Knitting	1 <sup>st</sup> Prize

### Session 2011-12

Name	Awards/Recognition
AmarjitKaur	Got 3 <sup>rd</sup> position in shot put in Punjab university inter-college competition and selected for Punjab university Kabaddi camp.
College Kabaddi Team	Got 2 <sup>nd</sup> position with cash prize of Rs. 15,000/- in 10 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament, which was organized on 3 <sup>rd</sup> March 2012 at S.G.G.J Girls college Raikot. AmarjitKaur was declared the best raider of this tournament and got cash Rs. 500/-, trophy and certificate.

### Session 2012-13

Name	Awards/Recognition
Our College Kabaddi Team	Got 1 <sup>st</sup> position with cash prize of Rs 21,000/- in 11 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament, which was organized on 2 <sup>nd</sup> March, 2013. <u>Amarjit Kaur</u> was declared best raider in this tournament and got cash Rs. 1000/-, trophy and certificate.

### Session 2013-14

Name	Awards/Recognition
Rani Kaur M.A.I Pbi Power Lifting Player	Got 2 <sup>nd</sup> position in power lifting in national level competition at Karnataka. *Honoured on Independence day celebration in 2013 at Raikot. *Won Bronze medal in power lifting inter-college competition held on 2 Jan, 2014 at P.U.Chandigarh and won silver medal in Punjab level power lifting competition at Patiala.
Kabaddi Team	Secured 2 <sup>nd</sup> position in 12 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament which was organized in this college on 3 March, 2014.
<u>Session 2014-15</u>	
Manprit kaur power-lifting player	*Won Gold medal in senior state championship at Patiala held on 27-07-2014. *Won Bronze medal in power lifting at P.U.Chandigarh. * Got first position in a state level Bench press competition held at Amritsar. *Honoured on Independence Day celebrations in 2013 at Raikot. * Awarded by Rotary Club.

## Self-Study Report 2015-16

Gurjit kaur M.A.I Pbi (power lifting player)	<p>*Got Second position in a Senior State championship held at Patiala on 27-07-2014.</p> <p>*Won Gold medal in Power lifting competition at P.U.Chandigarh on 8Nov 2014.</p> <p>* Got first position in Bench press in a state level competition held at Amritsar on 28 Dec 2014.</p> <p>* Won Bronze medal in power lifting in national level competition held at Jharkhand (Tata Nagar) from 5-7March 2015.</p> <p>*Won Gold medal in bench press north India competition held from 22-25March 2015 at Shimla in Indira Gandhi Stadium and got second position in power lifting.</p> <p>* Honoured on Independence Day celebration in 2014.</p> <p>Awarded by Rotary Club.</p>
Karamvir Kaur, B.A.I(power lifting player)	<p>*Secured first position in Senior State Championship at Patiala held on 27-07-2014.</p> <p>* Got second position in bench press in a state level competition held at Amritsar on 28 Dec 2014</p> <p>* Won Bronze medal in power lifting in National level competition held at Jharkhand (Tata Nagar) from 5-7 march.</p> <p>* Won Gold medal in bench press in a north India Competition held at Shimla in Indira Gandhi Stadium held from 22-25 march.</p> <p>*Honoured by Rotary Club.</p>
Rani Kaur M.A.IInd (Power Lifting Player)	Got 3 <sup>rd</sup> position in P.U. Chandigarh competition on 8 Nov.2014.
Kabaddi Team	<p>Got 1<sup>st</sup> position in district level competition.</p> <p>*Got 2<sup>nd</sup> position in 25<sup>th</sup>Kamaljeet games at Kotlan shahian (Batala).</p> <p>*Won cash Rs 21,000/- in 13<sup>th</sup>DheerajKauraBhola Memorial Kabaddi Tournament in this college and got 1<sup>st</sup> position.</p>
Rani Kaur M.A.II(Pbi)	Got declared the best stopper and got cash Rs 1100/-, Trophy and certificate.

### **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?**

The college has set a defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institution provisions. A feedback form is taken from the students at the end of their course. Feedback is collected from alumni also. This feedback is analyzed and suitable measures are taken.

### **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.**

The college annually published its magazine 'Kanya Sandesh '. Teachers and editors motivate the students to write their experiences, articles and stories etc. which is collected by the editorial board through student editors. Teachers /editors then edit this material properly and after editing the works, these are published in the college magazine with the consent of their writers. This helps in making the students creative and genius. They express their views which are published in the magazine which bring name and fame to them.

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

Yes, the college has a student council "Central Students Association". Central Students Association provides platform for the students to discuss the educational ,co- curricular ,student welfare activities etc ,Selection procedure is as following:-

1. Students who bagged first position in their previous class university /Board exams
2. Class representatives.
3. President or secretary of different clubs or societies
4. Student editors of College magazine
5. The college Head Girl and Secretary are elected unanimously by the members of this association.

The members of student Council actively participate in various functions and programs organized by the college, they do their duties with great enthusiasm. The students serve as a backbone in the working of the college. They also guide the other students about

College's rules and regulations and another aspects which they need to know. These students learn the qualities of leadership and become ideal citizens of the society.

### Major Activities of student council

- The student leader serves as a liaison between the college Principal and the students.
- They render voluntary services during college programmes and functions.
- Student council Leader renders help during admission time, functions and festivals.
- They share their ideas and opinions in meeting in the Principal's office.
- They meet the class representatives at least twice a month and bring in to the notice of the Principal the suggestions expressed in the meeting.
- They show active involvement in maintaining the quality and impression of the college campus.

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

The College Teacher Administration encourages students by providing them opportunity in supporting the college authorities in running the affairs of the college. This imparts the quality of leadership and decision making among the students, and students become more disciplined and responsible. The different academic and administrative committees are represented by students are as under:

- Functions are organized with the help of students
  - Students perform duties in seminars and conferences.
1. **Editorial Board**: - This board consists of a chief editor and teacher editors of each section along with a student editor. This board selects, edits and publishes different materials to be published in college magazine. The Principal nominates staff editors every year whereas the students editors are selected by holding tests in various sections.
  2. **Study Tour Committee**: - The various tour programmes are carried out by the college tour committee. In each tour committee, students of different classes are assigned the task of deciding the destination of the tour programme in consultancy with fellow friends.  
.Through these tours students get a chance to visit historical places along with their friends and class mates. During the session 2014-15, a trip was arranged to Nanaksar Thath, Bucho Mandi. Students visited Guru Nanak Thermal Plant and gained a lot from this visit. After that, students went to Takhat Shri Damdama sahib and prayed there. The students showed keen

interest in such trips and wished that these be organized from time to time.

3. **Amalgamated Fund Committee:** - College has an Amalgamated Fund Committee. Every year college Head Girl happens to be the member of this committee. Anything purchased for the welfare of the students, is purchased with the permission of this committee and this committee decides the facilities which should be given to the students.
4. **Holding Religious functions:-** The students of the college under the leadership of coordinate teacher help in holding the 'Hawan Ceremony' at the beginning of the session and at the end of the session every year .
5. **Holding Seminars and Farewell Parties:** -Seminars, farewell and fresher parties and annual alumni meet and other small functions held in the college campus are arranged with the help of students. They help the administration in taking different decisions and carry out the functions successfully.

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

The college alumni committee keeps in touch with the alumni of the college. President and other members of alumni committee are elected on the annual meeting .They remain in touch with the college administration and guides the students of the college by holding assistance to needy students.



### **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.?**

#### **Institutional vision and leadership**

##### **Vision**

Fixing target every year and complete it with full effort and planning.

The greatest challenge before the new generation is to shape up an excellent carrier amidst the burning problem. Our aim is to educate new generation for their carrier and to instill high patterns of discipline through our dedicated staff, which shall set global standards making our students ethically strong, who in turn shall improve quality of life of girls in rural area. We target to equip our students to face the challenges of new era. The challenge proposes excellence in providing training under college campus (just like NCC, NSS, Red Cross etc.) to develop a sense of professional responsibility, social and cultural awareness and to set the students on the path to leadership.

##### **Mission**

- To provide quality education and spread benefits of education to women.
- To make lifelong difference to lives of rural underprivileged girls by educating and empowering them.
- To make our students enlightened individuals and to improve the standard of living of the society.
- Education with hobbies for women's development and make them socially responsible to serve the society.
- Educate the women of rural area, so that they can play an important role to inspire the people for education.
- Make a good learning environment.
- To preserve our Indian culture and heritage.
- To transform the urge of curiosity in students into knowledge.
- To draw out the best from students to achieve excellence in education using high standards of teaching, shaping talents of students.
- To shape up the personalities and skills of rural area girls by imparting spirit of confidence.

#### **Distinctive characteristics of the college**

- The main thrust of institution is to prepare the students to achieve core competencies to meet global requirements successfully.
- The college is located in the northern part of the country whose main motive is to educate and inspire rural area girls.
- Its co-curricular programmes promote and revive Indian culture, tradition, heritage and spiritual philosophy.
- It makes conscious effort to invest the latest software so that students can have rich learning experience and developing skills.
- Stress is given on Special English learning courses so that students can go in overseas countries for further higher studies and jobs.
- Our Institution emphasizes on honesty and integrity, love and service, justice and equality in all academic and administrative affairs of the college.

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

The Top Management, the highest level includes external members, the Principal and Senior lecturers .It keeps the channels open with the institutional through its head and through visits to monitor the implementation of its quality policy and plans. Following the guidelines of the Management, the Principal and faculty work on the details of the policy and charter out plans both long term as well as short term to achieve the goal. The fee pattern, proposals on infrastructure facilities, property matters, funds received and the expenditure incurred are all presented in detail in the broad meeting of the college. The authorities ensure the financial accountability and gives suggestion for better financial Management if needed. Whenever a vacancy arises in the senior leadership positions of the college, it is immediately replaced by authorities with due consideration given to the recommendation of the Principal. The authority members are accessible by phone and e-mails for any guidance required by the officials of the college.

### **6.1.3 What is the involvement of the leadership in ensuring:**

- **The policy statement 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 plans.**
- **Interaction with stakeholders.**
- **Proper support for policy and planning through analyses and consultations with the stakeholders.**
- **Reinforcing the culture for excellence**

Dynamic

- Realizing the need for continued improvement, each department is required to make a department annual plan at the beginning of every academic year and submit to the Principal for suggestions for implementation, at the end of the year a report is made for the implementation of the year plan, with lapse if any ,is submitted.
- Facilitated by the Management and supported by the staff. The head of the institution is at the helm of the affairs and plays the leading role in governance and Management of the institution. It is she who ensures transparency in the functioning of the college and maintains plans.
- The head, the unifying force and coordinating link among the various internal and external agencies, hold meeting with the individuals for the better working of the college.

### **Interactions with the Stakeholders.**

All the stakeholders- Students, Parents, local community, industry, Government and non-Government bodies participate in institutional plans of their college.

- Students are active participants through the student council of the college.
- Giving importance to vote of the parents in the overall development of the students, unique efforts are made by our college to make the parents as a part of its endeavors.  
The Principal interacts with the parents on issues pertaining to academic and residential life. Parent Teacher meetings are held for more interaction to resolve any issue that arises.
- The college considers its faculty team and support staff as one of its strong pillars .Personal or professional needs of staff members are addressed by college administrations in the best possible manner.
- Formal meetings are held with the members of local managing committee, parents, alumni and students to take their feedback on the policies being followed in the college. Based on these inputs, the college leadership reviews and modifies its action plans to make improvements.
- The feedback is taken from society and demand of industry and governmental and non-governmental support all are well taken care of.

A thorough analyses of the regional, national and global demands is made through interactive programmes with the experts and stakeholders. Through meetings and net surfing, the research inputs are taken and incorporated in the policy and planning of institutional programmes.

Reinforcing the culture of excellence

Participating and Leadership are the best practices of the college which are ensured at every level. The teaching staff with the guidance of the principal updates themselves in recent trends in teaching and learning, through reinforcing a culture of excellence. Whether it is academics, co-curricular activities and sports, the institute strives to achieve excellence.

### Champion organizational change

Changes are being brought in the existing rules and regulations after a thorough discussion on the behalf of needs of present generation the new courses such as Information Technology, Elective Vocational, B.A. with Computer Science and Principle and Practice Insurance and English speaking courses are introduced according to present demand. Smart boards have been introduced and library has been computerized.

#### **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 Principal has complete autonomy to govern the institution within the preview of the rules and regulations framed by the Panjab University. In the beginning of the year the academic calendar is prepared, committees are formed which carry out the activities throughout the year. All the plans and policies are implemented after consultation with the advisory board ,IQAC and committee concerned .The faculty and students are involved in the execution of these plans and policies wherever changes are necessary for improvement they are incorporated.

Suggestion Box has been installed at the campus for the students and the staff. This valuable information provided by students in the suggestion box, help in monitoring and evaluating the policies and plans of the institution. The suggestions given by the students and the faculty are discussed and implemented. The eminent personalities who visit the college frequently as chief guests and guests of honor also put in their experience in the record book. The alumni who are invited to the college on alumni meet provide valuable suggestions. Feedback forms are filled by the outgoing classes every year.

PTA Meets organized-PTA meets are organized from time to time .The performance of students is assessed from the class tests. It is a great opportunity for the staff to interact with parents and get their valuable suggestions.

### **Details of yearly plans of the institute with organized goals**

#### **Goals:**

- To begin lectures on the first working day of the session.

- Ensure 100% utilization of lecture timings.
- Academic calendars prepared before the beginning of the academic year according to the university calendar .It is a plan for whole academic year and helps us to achieve our goal with optimum efficiency.
- Meetings of the staff and various committees are held from time to time.
- Morning assembly is held every day by Music department.
- To provide maximum opportunities to students in the field of academic, sports, co-curricular activities and exposure to international advancements strategy encourage overall development.
- To make greater use of modern teaching methods with audio visual screening, assignments, PowerPoint Presentations, Projects amongst students and different seminars are presented by students in classes.

### **Educational Tours /Trips:**

- Students are taken for various trips and excursions to various Religious and Educational places.(Details to be attached)
- There are NSS Units and NSS coordinators who concentrate on neighborhood needs and various social needs.
- To use annual college Magazines for spreading social messages.
- To organize Seminars/Workshops in college campus.
- To introduce schemes such as book banks.
- To inculcate the habit of conserving environment.
- To provide a clean atmosphere and green campus.

### **Institutional monitoring and evaluation process.**

- We work towards creating an academic institution, where teachers are dedicated to teaching and students are dedicated to learning.
- Every subject teacher takes care of aspects such as monthly attendance, academic performance of the student, discipline and informal feedback of students related to teaching quality .The teachers also counsel the students .However in case of necessity the student is also counseled by the Principal.
- Monthly attendance of students is notified by the teachers at the starting of every month. Especially for weak students we have introduced remedial teaching to attend the academic needs of the student.
- Guardians are informed about any shortage in attendance or poor performance of their ward .Such students are counseled by the Principal in presence of guardian.
- Additional measures such as tests, tutorials, remedial classes are implemented in different subjects to improve the quality of education.
- The academic calendar is prepared well in advance to facilitate proper working of the college.
- Teachers maintain diaries, which help them in planning lessons beforehand.

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

The top Management is very much flexible, an inspirational and motivational body that encourages faculty to develop its institution through open discussions, held during its meetings with the head of the institute and from time to time interactions with the members of the faculty. The top Management enthuses dynamism among the faculty and creates an environment for the academic growth.

### **6.1.6 How does the college groom leadership at various levels?**

The Management is supportive .The Principal along with the staff works in various ways for the development of the college. The staff members are involved through various committees such as Advisory Committee, UGC Committee, Property Committee, Purchase Committee, Transportation Committee, seminar and extension Lectures Organizing Committee, Grievance Redressal committee, Anti-Ragging Committee, Internal Quality Assurance Cell., Botanical Garden Committee, PTACommittee, Amalgamated Committee etc.

To instill leadership and confidence among students, CSA has been constituted .It has the head girl and a deputy head girl.CSA monitors the discipline, performs hospitality, duties and actively helps in all college functions.

### **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?**

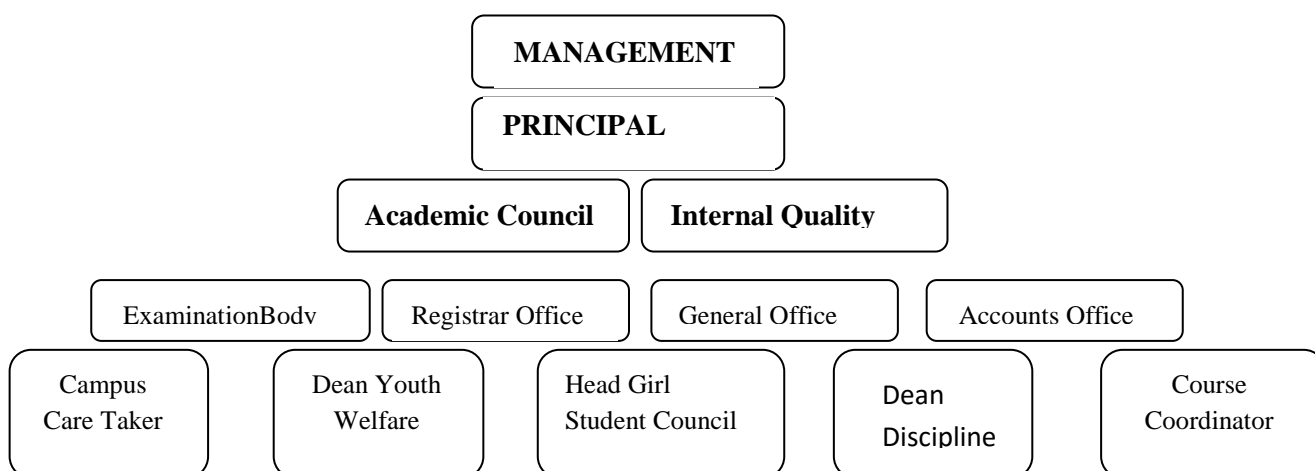
The college has various departments, societies and delegate authorities to their heads to work independently and chalk out all programmes consulting other faculty members within these departments and societies. The teachers and students work in a cooperative spirit, helping and motivating each other and encouraging every individual to grow, data from the feasibility study helps to decide whether or not to offer an Academic programme .Examination office result analyses helps departments evolve a strategy to enhance the academic performance of students. Admission analyses showed the popularity of the programme and accordingly the departments evolved mechanism to enhance the enrollmentor start additional sections.

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

The college has a democratic setup where each unit is given the fullest freedom to innovate and plan its perspectives of development, yet it operates through a structured organization for disciplined and smooth functioning.

- Physically challenged students are given preference in the choice of courses during admission.
- Existing courses are updated to:-
  1. Meet demand (B.Com, PGDCA and M.Com).
  2. Equip students for current trends (M.Sc. IT , BCA, PGDCA, M.COM. and Add-On Courses)
  3. Enhance employability skills (Courses in Fashion designing and cosmetology).
- Following Vocational Courses have been applied:
  1. Information Technology Elective Vocation
  2. B.A. with Computer Science.
  3. Principle and practice insurance
- Different teaching methods ensure that the core comprehensions of students are developed making them employable.
- Training students to be lifelong learners through testing at different cognitive levels.
- The college spends a large amount on sports department every year and the college has contributed several players at higher level as well.
- Participation of cadets of the NCC in many national camps and national competitions.

The following chart presents the organizational structure and the hierarchy.





### 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?

Following its vision and mission statement, the college has framed a quality policy which views the learner as the dynamic being responding to the challenges. All efforts are made to train, to nurture her critical thinking and develop creativity. The institution aims at giving the nation quality human resource.

The detailed instructions regarding the policy are given to each member of the faculty by the Principal and head of departments. The students performance is reviewed after every terminal exam and changes are incorporated, where required. Regular Monthly tests and pre-semester tests are conducted and parents teachers meetings are arranged based on the results of house tests on regular bases. Special attention is given to the high achievers as well as the low performers

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

After taking feedback from various resources, administrators and faculty members sit together and discuss the perspective institutional plans in the chain of meetings held usually at the instructions of the experts. The teachers prepare detailed proposals with the help of other faculty members. Each individual teacher handles a specific area in this regard

#### 6.2.3 Describe the internal organizational structure and decision making processes.

The organizational structure of S.G.G. Janta Girls College involves leadership at several levels. Such a system, being decentralized has been highly effective in taking decision and implementing them.



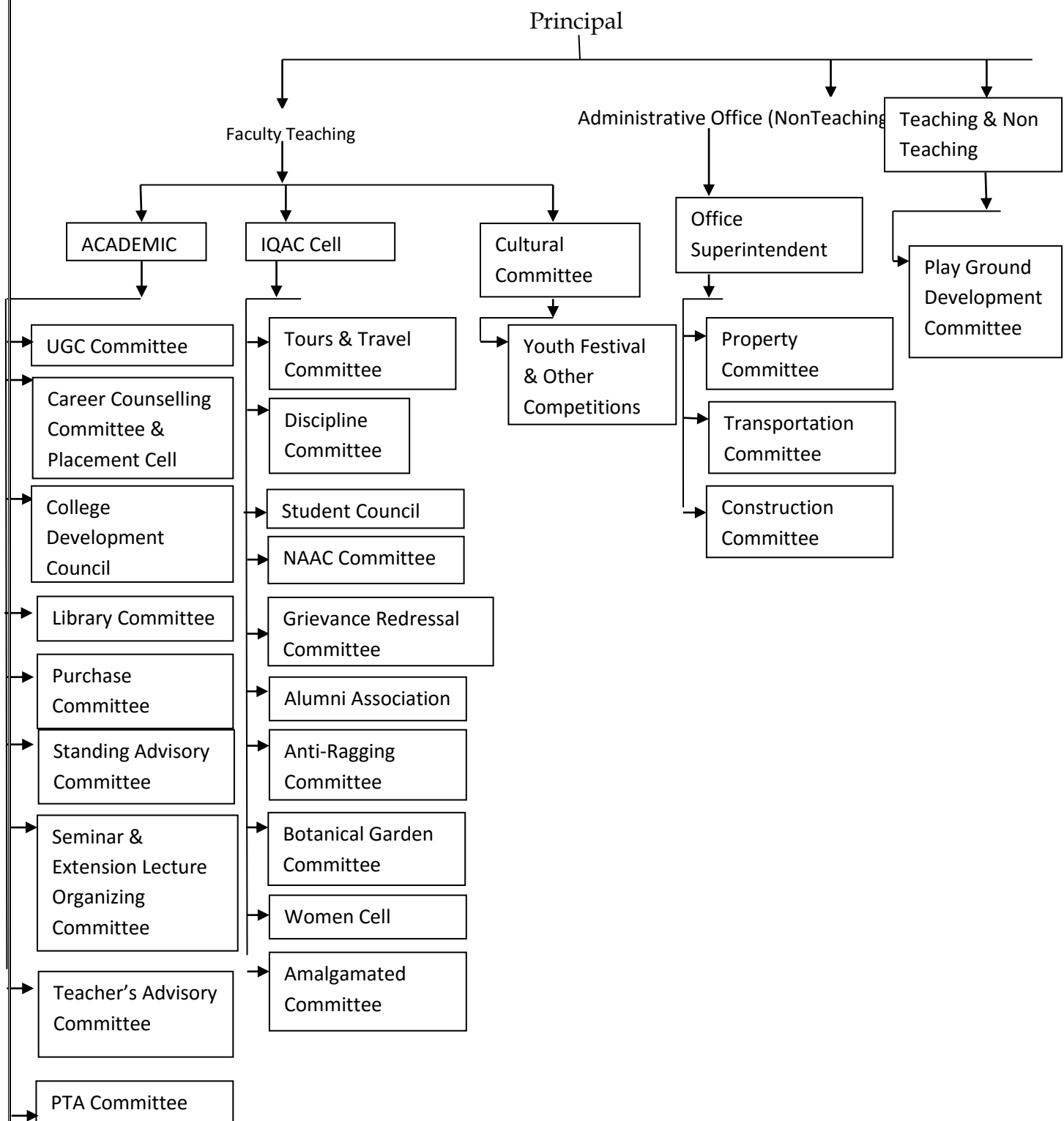
Board of trustees with their designation are as follows:

Sr. No	Board of trustees	Designation
1.	Sh. Ramesh Kumar Kaura	President
2.	Sh. Davinder Nath Sharma	Sr. Vice President
3.	Sh. Jaswant Singh	Vice President
4.	Sh. Man Mohan Bhanot	Vice President
5.	Sh. Rajinder Kumar Kaura	General Secretary
6.	Sh. ParvinderGoel	Finance Secretary
7.	Sh. PremNathGoel	Cashier
8.	Dr. Savita Uppal	Ex-Officio
9.	Smt. Harjit Kaur	Member
10.	Smt. Rajesh Sharma	Member
11.	Sh. Harmohinder Singh Ex. M.L.A	Member
12.	Sh. Jaidev Krishan Kaura	Member
13.	Sh. Bharat Bhushan Menon	Member
14.	Sh. Kuldeep Kaushal	Member
15.	Sh. Sant Kumar Ludhiana	Member

Internal Organisation structure of the institution is given below:

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# Self-Study Report 2015-16



Both the Top Down and Bottom up approaches are used to initiate new plan suggestions.

- The institution has the culture of respecting the suggestions and feedback given by any member of the college community.
- The plans proposed are discussed at the respective committees, fine-tuned and then implemented.
- Before finalizing any plan the need for implementations, the resources involved and the possible road blocks are thoroughly looked into.

Structure and functioning of various academic and administrative bodies of the institutions.

### **Academic council**

The Principal, senior members of the staff, Head of all departments, course co-ordinators and registrars constitute the Academic Council. The council plans strategies to see all round growth and development strategies. It plans for introduction of new courses, revises existing courses and syllabi in consultation with subject teachers and subsequently forwards the proposals to the bodies concerned. It also discusses academic standards in different streams.

### **Internal Quality Assurance Cell**

Senior most members of the faculty constitute in the internal quality assurance cell. The cell evolves strategies for quality enhancement and quality sustenance of the institutional programme. Time to time meetings are held to adopt ways and means to improve quality in academics, sports, cultural activities and in all over administration.

### **Major Decisions and initiatives taken by the cell**

#### **The cell plans programmes:**

- To sensitize the students to the need of community and to generate market skills and communication skills.
- Through institutional programmes, the cell proposed to generate the positive thinking and a neat work culture among the faculty staff and the students.
- It also had a view of the requirements of staff and students in terms of teaching aids, equipment, books and journals and accelerated administrations machinery to meet the demands in a given frame.
- In consultation with the sports faculty, it chalked out strategies for further improvements in sports and cultural activities.

### **Admission committee**

Along with the Principal the committee has on its panel a senior teacher as its convener and members of the teaching faculty supported by two members of the clerical staff, it frames effective admission policies and monitors admissions of the various classes in the beginning of the session as per the rules of the university. It also monitors the strength of the students in various subjects keeping a close watch on the admission per day and manages changes of faculty and subjects of the students within a month of admission.

### **Meetings held and decisions taken**

In every Annual meeting, inputs are taken from faculty members and university norms are studied properly. The meeting reviews the availability of the seats in each stream and frames the policy to select candidates on bases of merit and first come first served policy in all courses.

### **Time table committee**

This committee headed by coordinators tabulates students/ teacher friendly time table with the help of various departments for the smooth functioning of the college. Centralized time table is prepared in the starting of every semester. After admission the time table committee keeps a watch for one month to rule out all clashes in the time table and change of lectures, Labs and rooms as per the strength requirement.

### **Role of Time Table Committee is:**

- To manage new subject combinations to open more choices and avenues for the students.
- To manage practical subjects to improve their score and employability.
- To provide a free lecture to each student for library use and other activities.

### **Examination Committee**

There are examination controllers supported by other staff members to conduct examination of all the streams i.e. Arts, Commerce, Computer Science, Fashion Designing and cosmetology. The committee holds pre-semester exams for various classes, preparing and notifying date sheet as well as the invigilation duties. The clerk associated with them maintains records, regarding the examinations conducted and the results. The date sheet is prepared in consultation with the teachers of various faculties and students are apprised of it in advance.

### **UGC Committee**

Headed by senior teachers, this committee prepares proposals according to UGC schemes after taking inputs from departments concerned. It also attends interface meetings along with the Principal in the UGC office.

### **General and Accounts Office**

The college general office efficiently and effectively contributes to the formation of internal structure of constituents of the college. Dedicated and committed staff of the general office offers its services from early morning to late evening beyond their duty hours. Thus it is the major pillar of this premier institution of the country. The office looks after various activities regarding students like realization of fee, disbursement of scholarships to students, providing transport facility to students and players, making arrangements for educational tours and cultural activities including welfare schemes of the students. The office is instrumental in carrying out all the correspondence with the DPI(Colleges), Punjab, AG office, PU Chandigarh, UGC, Punjab Government and local administration regarding appointments of staff, grants for equipments and construction projects etc. The office is responsible for timely preparation of the college budget. In consideration with the Principal. The Bursar, a member of teaching faculty checks the college accounts regularly and monitors the utilization of grants received from UGC and other bodies within the stipulated time frame.

### **Registrar's Office**

Various students support activities like admission, execution of daily time table, examination work and result analyses, is supported by clerical staff. It also helps in the utilization of various students' welfare schemes like government scholarships.

Each student's record is kept updated by the office, her entry into institution, her attendance in every class, her results and marks in each subject in internal exam, as well as university examination.

Regular meetings are held with students and parents especially of defaulters to bring the improvements in students' performance. Major decisions are taken by office during its meeting with the Principal.

### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following Teaching and learning**

The review of the academic results, the mutual sharing among the faculty and regular feedback from the students enable the teachers to make the teaching-learning experience for the students very interesting and stimulating.

A close watch is kept at learners progress that student remains alert and moves fast. When a student performs well, she is given incentives in form of prizes and fee concessions. This keeps the spirit of healthy competition.

### **Community engagement**

The college believes in strengthening ties with the community, be it parents, professionals, general public or the less privileged citizens. Through its various components, naming a few NCC, NSS, Red Cross Society and Rotary club, the college has developed meaningful new programmes and schemes to develop the relationships with the community.

### **Human Resource Management**

Human resource Management is very sensitive area, where the college adheres to the principle of rigorous discipline but with the warm human touch. The administration has developed mechanism to watch each and every employee closely. At the same time, it takes care to keep him/her at a comfort level. So that he/she could work efficiently to the maximum of his/her capacity.

### **Industry Interaction**

We take our students for industrial visits to make them aware of working of industries to develop their working skills, knowledge and to build their confidence so that they can face the challenges in their future. Our students visited Dell Company, Mohali and they gained knowledge about hardware and software. Another visit was made to OXI Animations, Ludhiana, where the students were enlightened about the career in animation and multimedia. We also visited Guru Nanak Dev Thermal Plant, Bathinda.

### **Research and Development**

Research Centre is not formed in the college, but the college comprise of three classes at PG level. In spite of the fact that the course curriculum is less research oriented, the college faculty is very much aware of growing importance of research based education. Teachers are encouraged by college administration for research work at individual level. The College already has one Ph.D. Principal of the College, three Ph.D. faculties in language department and one is pursuing Ph.D. in Music dept. Students are also encouraged to do research work, as they conduct seminars, make surveys and prepare Powerpoint presentations.

### **Community Engagement**

**Session Wise Report of NSS, NCC and Red Cross Society:**  
**NSS Report**  
**Session 2011-12**

- Programme Officer: Ms. Anju Sharma, Dr. Ravinder Kaur

NSS unit of the college enrolled 200 students as volunteers. Harmandeep Kaur of BA-III and Harpreet Kaur of BA-II were elected as president and Secretary respectively. NSS unit organized annual NSS camp under the theme “Health, Public Sanitation and Personal Hygiene” from September 29<sup>th</sup>, 2011 to October 5, 2011. Mrs. Harjit Kaur President College managing committee inaugurated the camp. The following projects were undertaken during the camp:

1. Health, Sanitation and personal hygiene
  2. Campus cleanliness
  3. Tree plantation
  4. Moral education
  5. Eradication of social evils
  6. National integration
  7. Medical checkup
- A medical camp was organized for volunteers. Various competitions like debate, declamation, and quiz etc. were organized for volunteers. The valedictory function was organized on October 5, 2011. S. Jaswant Singh ji member college managing committee was the chief guest. A colorful programme was presented by the volunteers. The volunteers celebrated:
    - Independence day on August 15
    - Sadbhawna day on August 20
    - NSS day on September 24
    - Non-violence day on October 2
    - World Human Rights Day on December 10
  - Communal harmony campaign week and Flag Day w.e.f November 19<sup>th</sup> to 25<sup>th</sup>. In this week Debate, Painting competition and Essay writing competition were held on various topics like National Unity and Communal Harmony. On Flag Day Rs. 540 were collected and sent to national foundation for communal harmony.
  - On January 7, 2012 a seminar was organized in the college by Police Department to spread awareness on “Safety on Roads” by following Traffic Rules. Sh. Amar Singh Chahal SSP, S Amrik Singh Minhas DSP, S. Dilbagh Sing Inspector were present on the occasion.
  - Lohri function was organized on 15 January 2012 by NSS unit.

Session 2012-13

Programme Officers: Mrs. Harpreet Kaur and Mrs. Kulwant Kaur

NSS unit of the college enrolled 200 students as volunteers. Harinder Kaur of BCOM-III and Parveen Kaur of BA-III were elected as president and Secretary respectively. NSS

unit organized annual NSS camp under the theme “Eradication of Social Evils” from October 23<sup>rd</sup>, 2012 to October 29, 2012. S. Jaswinder Singh Retd. DPI Colleges Punjab inaugurated the camp. The following projects were undertaken during the camp:

1. Eradication of Social Evils
  1. All round cleanliness
  2. Use of waste material
  3. Personal grooming
  4. Moral education
  5. Medical education
  6. Tree plantation
- The valedictory function was organized on October 29, 2012. Dr. Savita Uppal, Principal of the college was the chief guest. A colorful programme was presented by the volunteers. The volunteers celebrated:
  - Independence day On 15<sup>th</sup> august
  - On NSS Flag day Rs. 5000/- were collected and sent to National Foundation for Communal Harmony. In addition to annual camp, 5 one day camps were also organized in which the cleanliness of the college campus was undertaken by the volunteers.
  - On September 25, a seminar was organized in the college to spread awareness on importance of rainy water by S. Gurdev Singh Heera (Retd.) Director Research Centre, PAU and S. Gurpreet Singh, S. Gurdev Singh suggested the steps to be taken to prevent the flood.
  - Lohri celebration was organized on 12 January, 2013 by NSS unit. Dr. Savita Uppal, Principal of the college presided over the function.

### Session -2013-14

NSS unit of the college enrolled 200 students. Ramandeep Kaur B. Com 3<sup>rd</sup> and Ishu Goyal B.A. 3<sup>rd</sup> were elected President and Secretary respectively. NSS unit organized 7 days annual NSS camp under the theme, “Social Respect of Woman” from Oct 11, 2013 to Oct 17<sup>th</sup>, 2013. S. Jatinderpal Singh SDM, Raikot inaugurated the camp. The following projects were undertaken during the camp

- Social respect of women
  - Moral education
  - All round cleanliness
  - Medical check up
  - Personal grooming
  - Tree plantation
  - Use of waste material
- A medical checkup camp was organized for volunteers by Ayurvedic Dr. Rajesh Ratti and Dr. Harsimran Kaur Ratti, lecture was delivered on “Social Respect of Women” by



Professor Surinder Kaur. A Lecture was delivered on “Moral” by Sh. L.D. Verma, Director of Tagore Model School Raikot, Tree Plantation by Mrs. Harjit Kaur, Ex-president of college, lecture on personal grooming by Mrs. Mamta.

- The valedictory function was organized on October 17<sup>th</sup>, 2013 Honorable Shri Ramesh Kaura, President College Managing Committee was chief guest. A colourful cultural programme presented by volunteers. The volunteers celebrated
  - Independence day on Aug 15<sup>th</sup>, 2013
  - NSS day on Sept 24<sup>th</sup>, 2013
- NSS unit organized inter class Debate and Essay Writing competitions on different social issues to mark the Flag Day. Rs. 5000/- were collected and sent to National Foundation for communal harmony on Flag Day.
- In addition to a 7 days annual NSS camp, 5 one day camps were also organized in which cleanliness of college was undertaken by volunteers.
  - Volunteers were enlightened about their role towards the underprivileged sector of society. They distributed clothes and food items among slum dwellers.
  - The NSS unit of college celebrated “Dheean di Lohri” dedicated to girls. Mrs. Rupinder Kaur BDPO was the chief guest. “Kite Flying” and “Kiklee” competitions were held and it concluded with a cultural programme.

Session 2014-15

Programme Officers: Mrs. Shilpa Goyal and Mrs. Kulwant Kaur

- NSS unit of the college enrolled 200 students as volunteers. Sukhvir Kaur of M.Com 1<sup>st</sup> and Bhawanpreet Kaur M.Com 1<sup>st</sup> were elected as president and secretary respectively. NSS unit organized a seven days annual camp under the theme “We are Family” October 1<sup>st</sup>, 2014 to October 7<sup>th</sup>, 2014. SDM Raikot Dr. (Mrs.) Shena Aggarwal inaugurated the camp. The following projects were undertaken during the camp.
  - We are family.
  - Go in green.
  - Emergency Services
  - Outside the Box
  - Performing Arts
  - Leadership qualities
  - The magic of camp
- To achieve the motto of NSS camp various lectures were organized in the college campus.
  - Volunteers took pledge of cleanliness on October 2<sup>nd</sup>.
  - Dr. (Mrs.) Sheena Aggarwal, SDM Raikot planted a tree in the college campus under the theme of the “Go in Green”.
  - Mrs. Poonam Chhabra Associate Professor threw light on emergency services in her lecture.

- Mrs. K. K. Sambhy, Associate Professor threw light on the topic “Outside the Box”.
- Seven days camp was concluded with the cleaning of nearby village Gondwal.NSS volunteers highlighted the theme “Run for Unity” through a rally on 30<sup>th</sup> October 2014.
- A rally against the evils of drugs was organized on 23<sup>th</sup> November 2014.
- In addition to this, 5 one day camps were organized in which the cleanliness of the college were undertaken by the volunteers.

### Report of NCC

#### Session -2011-12

Incharge: Mrs. Shilpa Goyal

N.C.C. unit of the college has 54 cadets, the following activities were undertaken during the session by this unit:

1. ATC camp (from 21<sup>st</sup> June to 30<sup>th</sup> June 2011) was attended by 24 cadets at Khalsa College for Women, Ludhiana. Achievement in this camp was as follows:

- UO Ramandeep Kaur –Gold Medal in Guard of Honour
- Sgt. Kuldep Kaur - Gold Medal in Guard of Honour
- SUO Jaspreet Kaur –Gold Medal in firing competition
- Our NCC group bagged 1<sup>st</sup> prize in Drill and Games Competition in this camp.

2. SUO Jaspreet Kaur was selected for National Level TSC and won silver medal in firing competition in this camp.

3. On Sept 2<sup>nd</sup>, 2011 NCC Unit of college celebrated a Tree Plantation Day in the presence of 3Pb. Girls Bn, Ludhiana instructors A.B. Salunke and S.S. Shinghade.

4. On Sept 8, 2011 commanding Officer 3Pb. Girls Bn, Ludhiana Lt. Col. Subhash Sehgal delivered a lecture on “Motivation”.

5. On Nov 15, 2011 cadets Manpreet Kaur ( B.A.1), Randeep Kaur ( BA-1) and Gurdeep Kaur (BA-1) donated blood in the Annual Blood Donation Camp in college campus.

6. On November 24, 2011 an Essay Writing Competition was organized. The results were as follows:

1 <sup>st</sup> prize	Manpreet Kaur (BA-2)
	Sandeep Kaur (BA-1)
2 <sup>nd</sup> Prize	Tripat Kaur (BA-1)

3<sup>rd</sup> Prize

Ramandeep Kaur (BA-3)

Amritpal Kaur (BA-3)

7. On Nov.25, 2011 NCC unit celebrated NCC Day. Sh.L.D.Verma, Director Tagore Senior Secondary School, Raikot hoisted the Flag. UO Ramandeep Kaur commanded the troop and led it in the parade.

8. 3Pb. Bn., Ludhiana organized a ten day camp from 21<sup>st</sup> Dec to 30 Dec at Govt College for Women, Ludhiana. 20 of our cadets participated in the above said camp. Achievements of this camp were as follows:

SUO Jaspreet Kaur – Gold Medal for being Camp Senior

Cadet Tripat Kaur: Gold Medal in 100m race

Silver medal in 200m race

Gold medal for being best cadet

Sgt. Kuldeep Kaur: Gold medal in Stick Order

Commander Guard of Honour

9. CPL Sameera Rani won Silver Medal in firing competition in CATC organized by 19Pb.Bn.Ludhiana at Govt College for Boys, Ludhiana.

All the Cadets participated in parade on the Independence Day and Republic Day Celebrations at Sub Divisional Level at Raikot. All the cadets presented Guard of Honour and helped in maintaining discipline during Zonal Youth Festival, Convocation, Annual Prize Distribution function and other functions of the college.

SESSION 2012-13

Incharge -Lt.(Mrs.) Nirmal Kumari

NCC unit of college enrolls 54 cadets every year. They get a chance to serve their country in a different way. Under the able supervision of their NCC officer Lt. Nirmal Kumari, they have been participating in the related activities throughout the session. During the session 2011-12, 8 cadets of our unit cleared 'C' certificate exam and 16 cadets cleared 'B' certificate exam. In the present session 27 cadets have appeared for 'B' certificate exam and 16 have appeared in 'C' certificate exam. NCC cadet U.O Tripat Kaur attended T.S.E. camp at Delhi and won 5 medals. U.O. Tripat Kaur (991) and Srg. Mandeep Kaur (958) performed their duty as President and Secretary respectively. 16 Cadets of our unit attended ATC (from 8 June to 17 June 2012) at KCW, Ludhiana. During this camp, our cadets get following positions and awards:-

Gold Medal (for Guard of Honour) - Srg. Gurdeep Kaur (1001)

Gold Medal (for O.T.) -U.O. Tripat Kaur (991)

Tripat Kaur was selected for TSE camp. 19 cadets of our unit attended CATC at GCB, Ludhiana (from 25 Aug to 3 Sept 2012)

In this camp our cadets achieved:-

Gold Medal (Guard of Honour) - Gurdeep Kaur (1001)

Gold Medal (Table Drill) - Gurdeep Kaur (1001)

Gold Medal (Piloting Drill) - Mandeepkaur B.A. -2(958)  
Navjotkaur B.A.1 (671)

Gold Medal (Solo Dance) - Amandeep kaur B.A.3 (1052)

Gold Medal (Solo Song) - Karamjitkaur B.A. 1(681)

32 cadets of our unit attended CATC (from 22 Dec 2012 to 31 Dec 2012) at GCG College, Ludhiana, Some of our cadets attained following prizes.

Gold medal (Quarter Guard) - Amritpal Kaur B.A.3  
Sumeera RaniB.A.3

Gold Medal (100m race) - Amritpal Kaur B.A.3

Gold Medal ((Piloting Drill) - Ashnaya B.Com I  
KamaljeetkaurB.comII

Silver Medal (Solo Song) - Mandeepkaur B.A. -2

32 of our cadets participated in Independence Day Parade and Republic Day Parade at Dana Mandi, Raikot. Various competitions were organized for the NCC Cadets in the college campus and results were as under:-

Debate -	Ist -Cadet	Cadet. Navjotkaur B.A.I
	2 <sup>nd</sup> - U.O.	U.O. Tripatkaur B.A.II

3<sup>rd</sup> cadet - Sandeep Kaur (623) B.A.I  
- Sandeep Kaur (653) B.A.I

Essay Writing: Ist- Cadet Usha Rani B.A.I

Poster Making: Ist- Cadet Ramandeep Kaur

Slogan Writing: Ist- Cadet CPL Kulwinder Kaur

Session 2013-14

Incharge -Lt.(Ms.) Nirmal Kumari

President: U.O .Ashnaya (B.com .II)

Secretary: SgtNavjot Kaur (B.A.II)

NCC Unit of our college has been functioning excellent since 1976. This year NCC Unit enrolled 54 Cadets .During the session, NCC Unit of the college planned and organized the following extension and outreach programmes:-

- Our 27 Cadets cleared 'B' certificate exam and 17 Cadets 'C' certificate exam in session 2012-13.
- 23 cadets of Our College attended ATC at G.H.G .Khalsa College, Gurusar Sudhar from 15 June to 25 June 2013. During this camp the achievements were as the following:
  - Our College got 1<sup>st</sup> prize in Drill Competition.
  - U.O .Ashnaya (2010) B Com IInd and Sgt .Kamaljeet B.Com II (2002) got 1<sup>st</sup> prize in piloting.
  - CPL Amandeep B.AII (921), CPL Anju B.A II (1015), Sgt. Karamjit B.A. II (909) and CPL Karamjit B.A II (960) got 1<sup>st</sup> prize in Group song.
- Our Cadets participated in different programmers to spread awareness against AIDS, Drug Addiction, to save environment, Female Foeticide organized by district NEC Unit .
- All cadets of the College participated in Republic day and Independence Day Parade at sub division level.
- Our cadets participated in 'NukadNatak' about environmental pollution at village Sudhar.
- A.N.O .Lt. Nirmal Kumari and the all cadets of NCC visited 'Sanjh Center' at local Police station and learnt about the working of Police station.

- Under the able guidance of the Principal Madam Dr. Savita Uppal, our college unit celebrated NCC week from November 18, to November 24, 2013. During this programme, we conducted Poster making Competition on November 18, 2013.
  - In poster making
    - Sgt.Anju 1015 (B.A .II )-1<sup>st</sup> prize
    - U.O. Ashnaya B.Com II (2010)-II nd prize
    - Cadet Pardeep Kaur B.A .I (790)-IIIrd prize
- On October 20, 2013 our college organized Tree Plantation Programme at College level Dr. Jagmohan Singh was the chief guest of the programme.
- On Date October 20, 2013, our NCC cadets visited old age home “Nishkam viridh Ashram”.
- On Date November 21, 2013 our College NCC Unit organized a Rally about ‘Anti Drugs’ at village Gondwal (Raikot)
- Our NCC Cadet, U.O. Ashnaya attended ‘North Zone Shooting’ Competition and got 6<sup>th</sup> position.
- Our 25 cadets appeared in ‘C’ certificate exam at Malout On Feb, 2014.
- Ashnaya B.com .II (2010) was declared the best cadet of the session 2013-14

### Session 2014-15

INCHARGE -Ms. SHELLY JOHAR BUDHIRAJA

President: U.O. Pawandeep Kaur (B.A.II),  
(B.A.II)

Secretary: SGT Jaspreet Kaur

NCC unit of our college has been functioning excellently since 1976. This year NCC unit enrolled 44 cadets. During this session, NCC unit of the college planned and organized the following extension and outreach programmes.

- Our 17 cadets cleared ‘C’ Certificate exam in Session 2013-2014
- 6 Cadets of our college attended NIC (National Integration Camp) at Amritsar from 18 June to 29 June 2014. During this camp, the achievements were as follow:
  - Our cadet got 2<sup>nd</sup> Prize in Handball competition.
  - Our cadet got 2<sup>nd</sup> prize in Gidha competition.
- 20 cadets of our college attended ATC (Annual TRG Camp) at NCC Academy Malout from 9 August to 18 August 2014. During this camp the achievements were as follows:
  - Our cadets got 1<sup>st</sup> prize in tug war

- U.O Pawandeep Kaur (B.A II), Mandeesh Kaur (B.A II), Pawandeep Kaur (B.A II) were selected as Quarter guard.
- Our cadets got 2<sup>nd</sup> prize in bhangra competition.
- Six cadets of NCC Pawandeep Kaur ( U.O), Mandeesh Kaur (SGT) , Pawandeep Kaur (SGT) ,Jaspreet Kaur (SGT),Baljeet Kaur (CPL) ,Amandeep kaur (CPL) were shortlisted for RDC (Republic Day Camp) 2014-2015 and attended CATC-68 at NCC Academy Roper from 29 Aug , 7 sep 2014 conducted by 3Pb (G)Bn .NCC Ludhiana.
- Four Cadets of our College attended CATC (69) at Ropar from 8 Sep to 17 Sep 2014 for selection of RDC 2015 .During the camp achievements were as follows:-
  - Our College got first Prize in Drill.
  - Our 2 cadets Pawandeepkaur (U.O), Jaspreet kaur (SGT) got award of best in Piloting and best in choreography respectively.
  - Our College got IInd prize in Dance Competition.
- Incharge of NCC Ms .Shelly johar Budhiraja attended commander's Sainik Samelan addressed by Brig RPS Sandhu held on 17 Nov 2014.
- All Cadets of our college participated in Republic Day and Independence Day parade at Sub Division level.
- One of our cadets, Mandeesh Kaur (SGT) B.A .II was short listed for further proceeding of Republic day Parade and she attended camp at Ropar. Malout from September18, 2014to Sep27, 2014.
- Our Cadets participated in different Programmes to spread awareness against drug addiction cleanliness in institutions, public places, parks, playground etc.
- Under the able guidance of Principal Madam, Dr. Savita Uppal, our College unit celebrated NCC week from 18 Nov to 24 Nov 2014. During this programme, we conducted poster making competition, singing and essay competitions.

### In Poster Making Competition

1 <sup>st</sup>	Pradeep kaur	B.A .II
2 <sup>nd</sup>	Anjana Devi	B.A.II
3 <sup>rd</sup>	Rajwinder	B.A .II

### In Singing Competition

1 <sup>st</sup>	Vakilla	B.A II
2 <sup>nd</sup>	Mariyam	B.A .I
3 <sup>rd</sup>	Mandeesh	B.A. II

### In Essay writing Competition

1 <sup>st</sup>	Hussena Bibi	B.A.I
2 <sup>nd</sup>	Lovepreetkaur	B.A.I
3 <sup>rd</sup>	Amandeep kaur	B.A .I



- During this week Tree Plantation was organized by cadets. Our Principal Dr. Savita Uppal planted a sapling to start the day.
- Cadets visited Nishkam Seva Vridh Aashram on November 19, 2014 and spent time with senior citizens and distributed clothes and fruit to them.
- NCC Cadets took anti-drug pledge and participated in Anti-drug rally on November 20, 2014 to spread awareness about ill effects of drug addiction.
- During this week flag hoisting ceremony was organized under guidance of our respected Principal.
- 20 Cadets of NCC unit Appeared in 'B' Certificate exam held at Ludhiana on Feb 8, 2015.
- Cadets Participated in two days camp on 28 -29 Jan 2015 at G.H.G. College Sudhar, under the guidance of SM Nirmal Sir.
- Mandeesh Kaur B.A .II (1053) was declared the best cadet of the session 2014-2015

### Report Red Cross Society

#### Session -2011-12

- Society organized historical trips for students. The students paid obeisance at historical Gurudwara Mahetiana Sahib, Takhatsri Kesh Garh Sahib, Anandpur Sahib and Mata Naina Devi Mandir. They also visited JallianwalaBagh, Wahga Border, Hari-ke-Pattan, Golden Temple, Durgiana Mandir, Darbar Sahib, TaranTaran and Gurudwara Nanaksar sahib.
- On Nov 15, 2011, Blood donation camp was organized with the help of Dr. Gurparsad Mangla and his team from regional blood bank Red Cross Bhawan Ludhiana.
- Society also organized a First Aid and Home Nursing Training Camp. About 65 students received this training. Mrs. Usha Chopra from Red Cross Bhawan Ludhiana imparted this training to the students.
- An Extension lecture on "Nasha Mukht Samaj" delivered by Sh. M. F. Farooqui I.P.S. DIG. (Ludhiana Range)

#### Session 2012-13

- On Feb 2, 2013, "Donate Blood and Save Life", with this motto Red Cross Society of the college organized blood donation camp in the college campus. 42 students donated blood.
- One day historical and entertainment trip was organized for students to Gurudwara Nanaksar sahib, Jagraon and Devi Talab Temple Jalandhar.
- In Feb 2013, First Aid and Home Nursing training camp was organized. About 50 students received this training.



### Session -2013-14

- In Sept 2013, Red Cross Society donated a wheel chair to a college handicapped student Aklima BA I 798.
- On Oct 3, 2013, a free Medical camp was organized by Red Cross Society. In this camp various tests like Blood Sugar, ENT and Bone Density were conducted on 105 students including staff members by the efficient team of doctors and free medicines were given to students.
- Red Cross Society also organized a seminar on “Female Foeticide”. This seminar was inaugurated by Dr. Sushil Jain, SMO Raikot.
- Society organized an Essay Writing competition on Oct 30, 2013. About 15 students participated in this competition on topic “Donate Blood, Save Life
- On Feb 7, 2014, Society organized a blood donation camp in the college campus with the help of regional blood bank Ludhiana. It is praise worthy on the part of Ms. Rajandeep (Asstt. Prof. In Phy. Edu.) and Gurdeep Kaur BA III 1324 to donate blood for 10 times and 3 times respectively. In all 22 donors donated blood with great enthusiasm.
- A free “Dental Checkup Camp” was organized by Red Cross Society. About 141 students received this training Mrs. Usha Chopra from Red Cross Bhawan Ludhiana imparted the training to students.

### Session 2014-15

- On Oct 31 2014, Red Cross Society students participated in a Rally which was organized to celebrate the birth anniversary of Sardar Vallabh Bhai Patel “Iron Man of India”.
- Communal Harmony campaign week was celebrated from November 19<sup>th</sup> to November 25<sup>th</sup>, 2014. Various activities were conducted during the week. These activities were related to Communal Harmony, National Integration and evil free society.
- On Nov 14, 2014 various plants were donated by Red Cross Society for the beautification of college campus.
- ‘Anti-Drug Rally’ was organized on Nov 25<sup>th</sup>, 2014.
- On March 3, 2015, the Society organized a blood donation camp in the college camp.
- With the help of Regional Blood Bank, Red Cross Bhawan, Ludhiana. It is praise worthy on the part of Ms. Rajandeep Kaur (Asstt. Prof. in Phy. Edu.) and Jaspreet Kaur BA II 1059 to donate blood for 11 times and 7 times respectively.
- Red Cross Society also organized for students “First Aid and Home Nursing Training Camp on Feb 26<sup>th</sup> And 27<sup>th</sup>, 2015.

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?

Information (From feedback and personal contacts etc.)

The head of the institution, who plans, implements and monitors all the institutional programmes along with various academic and co academic bodies keep in touch with the management through correspondence and presentation of reports in the management meetings. She also sends , writes reports of the growth of the institution and its achievements in various fields term wise and in annual college publications like news bulletin ,information brochures ,e-mails and newspaper reports too keep the information channel open.

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

No organization can work smoothly without the support and cooperation of the people working in the organization. The Management encourages staff for the improvement of the effectiveness and efficiency of the institutional process in the following methods.

- All the senior professors are involved in the different activities organized by the institution.
- The institution encourages and diputes professors to attend seminars, workshops etc at national and international level.
- Good work done is appreciated by the Principal in the staff meetings and report is given confidentially to the higher Management.
- The Management also acknowledges the work and support given by every individual member of the staff.
- The office staff and the support staff are given importance by including them in the formal gatherings of the college.

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

Management of the college is always on toes, for making the college more effective for institutional process. The Management took resolution for building new rooms and infrastructure of college .College has also applied for many new courses i.e. Information technology in Elective Vocational ,B.A. with **Computer Science and Principle and Practice Insurance**. The staff members of construction committee i.e. Mrs. Poonam Chhabra, Dr. Vinod Bala and Mrs.Sarla Saggar are involved in construction committee.

### 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?

NA

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

Grievance Redressal Committee is formed by the college, which attend the grievances/complaints for the resolution. The problems are discussed with Principal, staff and students. Suggestion box is installed at the college premises. Concerned committee deals with the problems and parents are informed about the resolutions.

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?

2013: College filed case against state of Punjab regarding release of regular grant for the college. Solution was provided by high court to release the regular grant for college.

2015: College also filed case against state of Punjab for retirees' benefits to be provided to the college employees. The case is pending in high court for further proceeding.

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 institution collects the feedback from students, alumni, senior professors for finding its strengths and drawbacks of the institution. With the feedback obtained from the various levels, the information is collected regularly and shared with teacher educators and the Management. The Principal and the Management take the necessary actions to improve its processes and functioning.

As the institution has adopted democratic approach, it values students' feedback substantially and after analyzing it takes steps and measures for better performance.

In recent years, the following facilities were created at the demand of the students to enhance the overall performance of the institution:-

- A separate library reading room is provided to enable the students to sit and study their own books during their free lectures in the college.
- Quality food services are made available to the students in the canteen.
- Date sheet and time table are set according to the convenience of the students.
- Extra classes are arranged for students in the premises of the college.
- Language lab, computer labs and music rooms are available for performing practical in different fields.

- The facility of Water purifier and water cooler is also available for the students.
- Seminar hall is available to all departments for organizing seminars, Extension lectures and presentations. The Management and the Principal address students for various purposes in seminar hall.
- A well maintained Gym is also provided by the college to students of physical education and others.
- A well maintained and lush green lawn with beautiful plants and flowers is available in centre of the college premises where students can sit in winters.
- A Huge playground for Annual Athletic Meet, Kabaddi Tournament, and other Sports is also provided by the college .Various college functions are held in the ground.
- Huge Examination Hall is also available in college premises for University Exams and Pre-Semester exams

### 6.3 Faculty Empowerment Strategies

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

As the college thrives on the staff friendly environment, various steps have been taken for the satisfaction and the motivation of the faculty and the staff.

- Every year a good number of teachers attend seminars and courses conducted by various universities for the upgradation of their skills and knowledge.

#### 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 administration ever remains active to provide latest infrastructure input to the faculty. It uses all its resources, governmental schemes as well as donation to add to the equipment .Conferences and faculty development programs are held for its staff as for the faculty of other institution in the state. The Principal sanctions duty leave to the faculty for attending seminars or conferences to keep them updated to the recent advancements in their fields.

Below are the facilities provided to different faculty members

- Awareness programmes regarding Road Traffic, Human Rights, Environmental and Health related issues are conducted in college.
- Orientation Courses, Seminars, Conferences are attended by the staff from time to time for enhancing teaching skills.

- Computer learning programmes are provided to all faculty members by the computer department.
- One day pre medical checkup facility is provided to faculty members by the Red Cross Society.
- Duty leave for various seminars is sanctioned to faculty members by the Principal of the college.
- Maternity leave is sanctioned in accordance to the university norms by the Principal.
- Appreciation of good work is done by the Principal and the management for the motivation of staff.

### 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.

The college uses Self-appraisal method and evaluation by students as well as feedback to improve teaching and research of the faculty .Self-assessment performance, prepared as per the guidelines of UGC and requirement of the Management are filled by each and every member of the faculty at the completion of every session. This exercise makes every individual alert and motivates him /her to upgrade teaching and research. Students' response too scans the strengths and weakness of individual teachers and gives directions regarding what more is required in teaching.

As far as evaluation by peers is concerned it is done mostly verbally and informally but proves to be motivating and encouraging. However, heads of the departments are formally involved in checking and verifying the authenticity of the self appraisal by the faculty members.

Service of the faculty by other staff is evaluated on the spot by observation and if need be, is reported to the Principal and when required, action is taken for improvement. The Office Superintendent, who directly signs the duties to the class four employees , also observes the quality of services provided by them and seeks the improvement, if need 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?

Management takes care of the performance appraisal of staff very carefully. Teachers make the result and forward them to the Management. The Management appraises their academic performance as well as involvement in cultural and administrative activity of the college. The Management convey their decision through Principal in form of general

notice and personal visit of the Management members. The Management keenly monitors the work of members of teaching as well as non-teaching faculty. Annual increments and placements in grade is also done under the signature of the Management committee.

**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 Management and Principal provides leave adjustments and fee concessions to the needy students of staff. Free medical claims to class IV Employees are also provided in accordance to Panjab University, Chandigarh norms..

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

College takes number of measures for attracting and retaining eminent faculty. The Management and the Principal review salary structure on the frequent bases for providing benefits to qualified and good performers. College also provides number of opportunities to faculty for knowledge enhancement like workshops, seminars, extension lectures, Orientation Courses and conferences. College also purchases books on demand with UGC Grant for benefit of faculty and students.

**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?**

Principal, Bursar and Accounts Section of the college office manage financial resources very effectively. Non-Teaching work is checked on regular bases by the Management and staff. Accounts office of college is fully computerized with every transaction carrying voucher which is countersigned by bursar. Cheques are duly signed by the Principal and bursar for all expenditures, recurring and non-recurring. Authority of operating through banks is provided only to authenticated persons. For effective check on the account, the two tier system is followed; the internal and external audits.

Internal Audit Comprises of Bursar, Office Superintendent and Internal Auditor. Chartered Accountant is responsible for External Audit before the session comes to an end.

Budget is prepared for efficient uses of resources. There are three types of Payment/Expenditures:

- Recurring
- Non-Recurring (Prov. Fund & Gratuity etc.)
- Capital Expenditure

The College Management provides necessary guidelines to the Principal to improve institutional mechanism from time to time .Annual Budget is reviewed in annual meeting of the Management.

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.

External Qualified Chartered Accountant appointed by the Management, do the audit of accounts of college at different intervals of the session. Institution is also audited through DPI (Colleges) being an aided college of Govt. of Punjab.

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.

There are numerous major sources of funding of the college, which are listed below:

- Total fee collected from the students.
- Grants received from Punjab Government (Being a Grant-in aid College)
- Various grants received from UGC.
- Contribution by M.L.A./M.P. from the L.A.D. Funds
- Seminar grants received from the affiliating university.

Deficit Management

95% of the grant-in aid is received from Punjab Government and the rest 5% of salary of the staff following under grants-in aid is borne by the Management.

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

Additional funds are generated by taking various steps by the institution. Seminars, National Seminar and Extension Lectures are also organized by the college. Grants received from affiliating University and UGC are used in expenditure of conducting



different Seminars, National Seminars, and Extension Lectures. Grants from the UGC are used for purchase of books and equipments.

### 6.5 Internal Quality Assurance System (IQAS)

#### 6.5.1 Internal Quality Assurance Cell (IQAC)

##### Internal Quality Assurance Cell

1. Yes, the college has established an internal quality assurance cell (IQAC) which conceives plans and keeps a critical eye over the functioning of all the components of the college to frame strategies for quality improvement
  - a. The vision of the institution affirms open mindedness and its functioning policy infuses quality in all the programmes and seeks the all-round growth of the college.
  - b. The members of IQAC in consultation with coordinators , deans, HODs and teachers in charge of clubs and committees frame and in active calendar is prepared for the quality sustenance of the institutional programmes.
  - c. Besides achieving excellence in academics, sports and extracurricular/co-curricular activities, the IQAC strengthens the value system by inculcating ethical understanding among the students, sensitizing them to the needs of the community, generating market skills, communication skills, self-employment and employability and positive thinking among the learners.

The IQAC meeting focuses on the following issues

- a. Introduction of new subjects and courses suiting the requirements of the market.
- b. Suggestion Box is installed in the college premises.
- c. Tours and Travel Committee organizes numerous tours of education and recreation for students
- d. Alumni Meet and Parents Teacher Meetings are organized from time to time
- e. Anti-Ragging Cell is also available for students
- f. Women Cell resolves the issues of students.
- g. Infrastructural requirements.
- h. Maintaining good discipline
- i. Expectation of parents from the institution
- j. Regular conduct of class work and computer lab work
- k. Regular check on students attendance
- l. Continuous evaluation of academic performance
- m. Check on soft and professionals skills of students
- n. Special programmes to inculcate values and patriotic feelings in the youth



- o. Projects to instill in students a sense of responsibility for the under privileged sections of the society
  - p. Plans for the promotion of the cultural heritage of India
2. The Management as usual approves all the decisions as it is involved in decision making committees. The following decisions were taken by the IQAC and approved by the Management for implementation.
- To introduce new vocational professional courses like Information Technology Elective Vocational, B.A. with Computer Science and Principal and Practice Insurance.
  - To buildup sports infrastructure
  - To construct three tier new building of the college
3. The students play the role of active learners who help in creating systems according to their needs and requirement in teaching –learning process, examination system, day to day facilities like library services, leisure or canteen services etc. They are also informed about the decisions taken or policies made by IQAC for their welfare through notices and announcements etc. as well as the alumni of the college programme.
4. At the time of the execution of the plans, the staff members and students are involved as they are with IQAC .From the seeding, planting and cultivating this association contributes to the effective functioning of the college.

**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 operationalization.**

The institution comprises of various categories like academic, sports, cultural and administrative. These categories are further divided into sub categories .All the aspects of the college follow an integrated framework for quality assurance. Following are the guidelines:-

- a. To encourage innovation ,experimentation and research
- b. To create learner –oriented environment
- c. To inculcate the spirit of healthy competition.
- d. To observe professional ethics and moral standards.
- e. To maintain democratic set-up and free environment for growth.
- f. All the segments are given support-academic, infrastructural and financial to maintain quality.
- g. Various schemes of UGC and other agencies are implemented in this regard .Support from NGO's, philanthropic groups and individuals is sought to enhance the quality of the performance.
- h. A very strict analysis of output is made to seek further improvements.

### 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.

Yes, the institution provides training to its staff for effective implementations of the quality assurance producer from time to time under faculty development programmes, staff development programmes. These are following impact points:

- Improved results in university examination.
- Improved teaching methodologies.
- Introduction of incentives, Remedial classes/Programmes for the courses where the performance is as below:

The college has developed efficient coordinating and monitoring mechanism for the effective implementation of the quality assurance producers. First the goals are set through collaborative and collective efforts of various components of the institution .Thereafter, the responsibilities are assigned to individual teachers and departments where it is required, training is provided to the teaching as well as the non teaching staff. Each department is occupied with the latest academic infrastructure and trained to use it to achieve the desired goal. The process of reinventing ourselves goes on, the administration encourages it and supports with all the means the individuals as well as departments various societies of the college.

- Time to time computer training is provided through short term.
- Workshops to raise cultural skills or quotient are conducted specially for the advancement of the staff and the development of the student's cultural potential.

### 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?

Academic audit is a regular feature for continuous monitoring of the student's academic performance over and above the college, the affiliated university monitors the performance regularly.

- Monthly students attendance.
- Internal exam marks.
- Semester internal marks and house exam marks(Annual classes)

2. The college does its academic audit from time to time by analyzing results in house test and university exams .It also takes stock of its academic infrastructure. After thorough analyses by IQAC and academic council of the college, strategies are evolved to raise the graph of achievements and widen the horizons. The university also does its

audit in terms of general inspections at the time of introduction of new courses. There have been several inspections of this nature by the university in the past four years.

The inspection checks infrastructure available, the library, books and journals, the number of faculty in the department concerned and the success scope of the course.

3. This audit definitely improves the quality of the institutional programmes. They are geared up towards their goals for example, the review of results brings out the low, average and high performance. Thereafter each student is taken care of according to her capacity. Remedial courses are conducted for the weak students and special guidance help is provided to the high performance to the scholars club.

4. Many times new additions are made in the infrastructure to improve the teaching learning process. Every department keeps on adding equipment, books, journals and software for the benefit of the students.

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

The external regulating authority of the institution is the affiliating university, Panjab University, Chandigarh. All university rules, UGC guidelines and DPI instructions are followed by the college and standards are maintained accordingly in teaching learning process, conduct of examination and evaluation process. Academic and Co-academic programmes are conducted as per the calendar of the University.

### 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?

There are different mechanisms to continuously review the teaching learning process. Educational outcomes are determined by the faculty and results are used for the program development and students evaluation. The effectiveness of academic programmes, activities and students services are evaluated based on the result of outcome assessment. The institution has efficient mechanism to monitor the learning outcomes. Compulsory attendance is taken for every lecture.

Marks for the tutorials, assignments and class tests are collected and entered in work registers, which act as a record for academic progress of students. Appropriate action is taken, based on the participation in the class and marks scored in tutorials. Counselling is given to slow learners. Parents of such students are called to meet their respective

faculty members, if required. Additional help and guidance is provided to students who are weak performers of class.

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

Institution communicates its quality assurance policies, mechanism and outcomes to the various internal and external stakeholders in very effective manner.

- Faculty members are informed about the instructions, especially the newly appointed ones through the meetings with Principal in the beginning of session.
- Different committees are formed like college advisory Board, Alumni, Parent Teacher Meet etc. for providing a platform to different stakeholders for communication with the institution. Feedback is collected from all the stakeholders and considered by IQAC to prepare different perspectives on development, which are further discussed. Various evaluation tools for stakeholders to record their opinions, suggestions and objections for constructive development for future are developed by the Management.

#### **Feedback from students:**

There is a Suggestion Box installed in college premises where the students can drop their complaints, if any. Complaints from suggestion box are analyzed on monthly bases and suitable measures are taken accordingly. Students' feedback is collected annually through Performa designed in accordance to UGC and Panjab University, norms.

#### **Feedback from Parents and Alumni**

Reports of performance of students are sent to their parents and concerned teachers. The parents of weak students are called for meetings, if required. Suggestions and reviews of parents regarding teaching- learning process are taken during the meeting.

Opinions are taken from alumni regarding teaching-learning process of the college, on annual alumni meet. Thus these feedbacks are used to improve the quality of teaching-learning process, as the teacher come across his/her strengths and weaknesses. Thus as a result he/she can improve his/her shortcomings and know his/her strengths.

#### **Results are reviewed**

Review of results, both terminal and final, is done by examination committee thus finding out advanced and slow learners on the bases of their performance, reviews, and special tests. Instructions to the students are given to enhance their performance.

### 6.5.8. Detail any strength, weakness, opportunities and challenges (SWOC)

#### SWOC Analysis

##### Strengths

- As the college is covered under 2(F) and 12 (B) of the UGC act various grants are availed from the UGC and Government
- Situated in green, clean and pollution free environment away from the hustle and bustle of cities.
- Career counseling cell of the college offers counseling and guidance regarding possibilities for employment and higher education.
- The staff is encouraged to pursue Ph.D. courses and also to take minor research projects.
- NCC and NSS wings of the college train student to be disciplined and oriented towards nation building.
- Fully furnished language lab and computer labs with broadband service.
- Automation of library
- Field trips, student tour and interaction with experts in various fields.
- Research papers published by the faculty in National and International journals.
- Transport-fleet of buses carrying students from within a radius 30 Km.
- Good infrastructure
- Hostel facility for staff and student.

##### Weakness

- Implementation of new programmes

##### Opportunities

- Higher education is no more a privilege available only to upper section of society. It has been brought to the door step of the rural population.
- UGC sponsored remedial coaching is offered to the academically weak students.
- Career counseling and guidance cell of the college enlighten the students about the various opportunities available to them in job market and in fields of higher education.

### Challenges

- Limited financial support.
- Ad-hoc appointments.
- Commercialization of higher education.

### CRITERIA VII: INNOVATIONS AND BEST PRACTICES

#### 7.1 Environment Consciousness

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

\* Formally the college does not yet conduct green audit, but college has botanical garden committee which keep a close watch on making campus ecofriendly. College has two lawns; which are properly maintained by the gardener employed in the college. College leaves no stone unturned for the beautification of campus and making it ecofriendly. For this the management, head of the institution staff and students are committed.

- Waste Audit : To fulfill targets of reducing waste in college premises the college recommended the use of compost bin for food wastage
- Saving water: We identify means of reducing, reusing and recycling water in the campus.

\*The leakage and overflow of water is prevented and mechanism is there to check overflow of water in college.

\*The college has NCC and NSS units. The students who are part of these units plant tree and attend clean and green Programme conducted in and around the college.

\*No wood is burnt in any cooking practice

\*All the buses are serviced and maintained and are with lowest carbon emission.

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

Initiative taken by the college to make the campus eco- friendly are:

- Burning of dried leaves, wooden twigs are not allowed in college campus.
- No wood is burnt in any cooking practice.
- Any leakage from taps is properly ensured.

Energy conservation: All students, teaching and non-teaching staff have taken the initiative to switch off all electrical equipment when not in use.

- The college class rooms are so airy and well lighted that they hardly need any artificial lighting.

- Making wise choice appliances choice generators.
- Lights are switched off immediately when not required.
- Computers, printers, copies etc. which are not in use are closed down and disconnected at the end of a day.
- Electronic equipments and gadgets are shut off during non-working hours.
- Members of student's council and faculty have been deputed to check the wastage of electrical energy by ensuring that fans should not run in unoccupied class rooms and laboratories.

### USE OF RENEWABLE ENERGY: NA

#### Water harvesting

- Creating awareness regarding water conservation.
- Waste water to be used for gardening.
- Water conservation pits.

#### Effort of carbon neutrality

- Plantation of trees has been increase to sequester co2 emitted in the atmosphere.
- The college has made arrangement for parking of the vehicles of the students in the college. This helps in keeping the campus clean. The dead leaves and waste papers are not allowed to be burnt. The leaves are buried in the soil itself and paper are disposed off.

#### Plantation

- A lot of expenditure is incurred to keep the environment green. For this, the college support staff is working whole heartedly. In last years the college has planted different plants in and outside campus. The college NCC cadets celebrate NCC week every year and do tree plantation.
- Massive plantation program is conducted in and around the college, to make the campus green and campus pollution free.

#### Hazardous waste management

- Presently no hazardous material is used in the college.



- The weeds and stray plants are removed regularly.
- We plan to make our campus polythene free.

### E-waste management

- After the life time use, all the waste electronic is sent to expert for dismantling a recycling.

## 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.

Academic Innovation: The College has introduced various academic innovations i.e. Guest and Extension lectures are organized by some departments.

- Introduction of value added courses along with other compulsory subjects such as cosmetology and fashion designing.
- Introduction of remedial classes for weak students by some departments
- Feedback Mechanism: In order to have interactions with students, college organize Parent-Teachers Meetings to intimate the parents about the performance of their wards which are held at regular intervals.
- Teachers are counselled by Principal to improve their subject understanding and teaching skills.

Website: To meet the requirement of the time, institution too has its website. All the relevant information of college is made available on it.

## 7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Title of practice: Developing communication skills

Goal:

- The aim of the practice is to make students competent themselves with confidence.

- To prepare them to face interview & challenges in life in future.
- To enrich students with the idea of self-sufficiency by learning English.

The context: Majority of students in the college belong to rural areas and use Punjabi medium. They are never in the habit of expressing their ideas orally in English. Their exposure to English language is very little.

The practice: In the beginning the students find it very difficult to express their ideas. Efforts are now made to acquaint the students with the active skill of speaking. Certain practices are like seminars, group discussion are conducted in class room.

Evidence of success:

- The college has English language lab in which students are taught basics of English. Student coming from rural areas are encouraged to take active part and are given chance to express themselves.
- The practice is of immense help when they face interview.
- Clear IELTS or apply to go abroad.

Problems encountered and resources required.

The students do not show much interest in initial stages until they realize the importance of communication skills.

BEST PRACTICE: 2

Title of practice: Cultural and co-curricular activities

Goal: Along with studies, the college aims at developing talent of its students through cultural activities. As in Cultural and co-curricular arena, the college strives to provide Zonal, Internzonal and Inter-University opportunities to students and trains them with best possible facilities.

The context: The purpose of education is to develop skills and capacity among students to achieve competencies in the selected fields. It must create system which fulfill diverse needs of an individual. Keeping in view this goal, the college has developed a network of system in areas of cultural domain along with academics. Its aim is to give nation excellent artists and women power contribute towards building good human Resources of nation.

The Practice: The College is well known for its cultural activities in the region. The activities are:

- Poem Recitation                      \*Non-Percussion                      \*Geet Gazal

- Cross Stitch
- Indian orchestra
- Story writing
- Knitting
- Folk Songs
- Debate
- Poem writing
- Slogan Writing
- Shabad
- \* Play
- \* Essay Writing
- \* Orchestra
- \* Folk Instrument
- \* Drama
- \* Mime
- \* Mimicry
- \* Group Song

The college provides the following facilities also:-

- To impart training to students, college uses its music room in the campus.
- Besides the College offers fee concession to its participants.

Evidence of Success: Every year good number of students participate in cultural activities and being laurels to the college.

Achievements at a Glance:- 2011-12 To 2014-15

2011-12- Zonal youth festival
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- Poem writing:
1. Jaspreet Kaur BCA 3(2402) 1st Prize
  2. Veeran Kaur BA 3(1334) 1st Prize
- Essay writing:
1. Amandeep Kaur MA1 (pol.sc.)(1607)
  2. Gurbinder Kaur BA3 3rd Prize
- Story writing:
1. Simarjeet Kaur MA1 (PB) 1531
  2. Parminder Kaur 971
- Poem recitation:
1. Veeran Kaur BA3 (1334) 1st Prize
- Self-composed poem

Orchestra team: 2nd Prize

Group shabad Gayan: Bhajanpreet Kaur BA3  
(1st individual Prize)

Spot Photography: Jaspreet Kaur BCA2 (2316)-

### Inter-Zonal

Essay writing: Veeran Kaur BA3 (1334)

Session 2012-13

Santoor- Sapna Rani 1st prize

Folk instrument - Seema Rani 2nd Prize

(Dhol) Crochet Designing - BA 3 (1318)1st prize

Pakhi Designing - Jasvir Kaur BA2 (970)2nd prize

Baag Embroidary - Inderjit Kaur BA 3(1318)3rd prize

goonj bhajan - 3<sup>rd</sup>

Indian orchestra - 2<sup>nd</sup>

Folk orchestra- 2<sup>nd</sup>

Rangoli & Mehendi 3<sup>rd</sup>

Knitting: Roomi Goyal (PGDCA (2507)) -1<sup>st</sup>

Dasuti : Sandeep Kaur (BAIII (1302))-

Debate Competetion: Ramandeep Kaur B.Com II (2032) -2nd

Parminder kaur B.A III (1221)

Ramandeep kaur B.Com II (2032)

Pardeep kaur B.C.A I (2209)

Poem writing: Chandeeep kaur M.A I Punjabi (1502) - 3<sup>rd</sup>

Story writing: Parminder kaur B.A III (1211) - 2<sup>nd</sup>

### 2013-14

Under expert guidance of Principal Dr(Mrs.) Savita uppal and best wishes of managing committee, our college has won the overall best trophy in Zonal Youth and Heritage festival held at Khalsa College for Women, Sidhwan Khurd. Punjab University Chandigarh. Our college team participated in 27 items and won 36 prizes. The following is the list of won prizes:

Group Shabad	2 <sup>nd</sup> prize
Group song	2 <sup>nd</sup> prize
Lok geet	1 <sup>st</sup> prize (Surinderpal Kaur B.A (1) 637
Geet	2 <sup>nd</sup> prize (Sandeep Kaur) (B.A11)1022
Indian orchestra: TEAM	1 <sup>st</sup> prize
COMMENDED	2 <sup>nd</sup> prize Manpreet Kaur B.A (1)795
COMMENDED	1 <sup>ST</sup> Khushpreet Kaur (B.A111)1273.
Non -percussion (SANTOOR)	1 <sup>ST</sup> Sapna B.A11 298
Folk orchestra (Team)	1 <sup>st</sup> prize
Folk -orchestra commended	1 <sup>st</sup> Kuldeep Kaur B.A (11) 1008
Folk orchestra commended	3 <sup>rd</sup> Harmanpreet B.A (11)910
Folk instrument (instrument)	2 <sup>nd</sup> Harmanpreet B.A (11) 910
Giddha team	2 <sup>nd</sup> prize
Debate	2 <sup>nd</sup> prize Pardeep Kaur BCA (11)2301
Drama	3 <sup>RD</sup> prize
Drama (commended)	3 <sup>rd</sup> Rupalldeep Sharma B.A (1) 631

### Session 2014-15

Under expert guidance of Madam Principal Dr. Savita Uppal and best wishes of the managing committee our college has won many prizes in our Zonal Youth and Heritage festival held at Dev Samaj College for Women, Ferozpur. Panjab University, Chandigarh has divided all its affiliated colleges into 23 zones, those who win zonal festivals participate in Interzonal Youth and Heritage Festival.

Our college teams participated in 38 items and won 27 prizes, the following items won the prizes:-

- Group Bhajan team - 2<sup>nd</sup> prize
- Group song team -2<sup>nd</sup> prize
- Group song commended -1<sup>st</sup> prize Ramanpreet Kaur (PGDCA)
- Classical Vocal - 1<sup>st</sup> prize
- Ghazal - 2<sup>nd</sup> prize
- Folk song - 2<sup>nd</sup> prize Surinder Kaur (B.A. II)
- Indian Orchestra team 2<sup>nd</sup> prize
- ....Commended 2<sup>nd</sup> prize Poonam, (B.A. I)
- Non Percussion (Santoor) - 1<sup>st</sup> prize Sapna Rani (B.A. II)
- Folk Orchestra team - 2<sup>nd</sup> prize
- Folk Orchestra Commended -2<sup>nd</sup> prize Harmanpreet (B.A. III)
- Folk Inst. (Flute) - 2<sup>nd</sup> prize Harmanpreet (B.A. III)
- Gidha Team - 3<sup>rd</sup> prize
- Play Team 3<sup>rd</sup> prize
- Play Team Commended - 3<sup>rd</sup> prize Arshpreet
- Mime 3<sup>rd</sup> prize
- Mime Commended - 2<sup>nd</sup> Vakila B.A. II
- Mimicry - 1<sup>st</sup> Simranpreet (B.A. I)

### Evaluative Report of the PG Department of Punjabi

1. Name of the department: Punjabi.
2. Year of Establishment: U.G. 1974 , P.G-2002
3. Names of Programmes/ Courses offered(UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
  - a)U.G :- B.A-I,B.A.-II,B.A-III  
B.C.A.-I  
B.Com-I
  - b) P.G:- M.A.-I,M.A.-II
4. Names of Interdisciplinary courses and the departments/units involved:
5. Annual/semester/choice based credit system(programme wise):

Annual	Semester
B.A.-III	B.A.-I
	B.A-II
	B.C.A.-I
	B.COM.-II
	M.A.-I(Punjabi)
	M.A.-II(Punjabi)

6. Participation of the department in the courses offered by other departments:-The subject of Punjabi in other courses such as B.Com-Ist year, B.C.A. Ist year offered by Commerce department and computer department, B.A. (I,II,III) is taught by the faculty members of the department.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
8. Details of courses/programmes discontinued (if any) with reasons: Nil.
9. Number of Teaching posts:

## Self-Study Report 2015-16

	Sanctioned	Filled
Professors	-	-
Associate Prof.	3	-
Assistant Prof.	-	5

### 10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc./D.Litt. /Ph.D./M.Phil. etc.):

Name	Qualification	Designation	Specialization	No.of Years of Experience	No.of Ph.D. Students Guided for the last 4 years
Dr. Ravinder Kaur	M.A., M.Phil., Ph.D.	Asstt. Prof.	Drama	17	
Dr. Jaspreet Gulati	M.A., Ph.D.	Asstt. Prof.	Poetry	13	
Mrs. Mandeep Kaur	M.A., M.Ed.	Asstt. Prof.	Drama	5	
Mrs. Sandeep Kaur	M.A., B.Ed.	Asstt. Prof.	Culture	5	
Mrs. Harpreet Kaur	M.A., M.Ed.	Asstt. Prof.	Poetry (Madh kali Kav)	5	



11. List of senior visiting faculty: Nil.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil.

13. Student-Teacher Ratio (programme wise).

Class	No. Of Faculty	No. Of Students	Student-Teacher Ratio
B.A.(Com. Pbi)	5	375	1:75
B.A. (Ele. Pbi)	5	262	1:52
M.A.(Punjabi)	5	56	1:11
B.C.A.	1	32	1:32
B.COM	1	49	1:49

14. Number of Academic support staff (technical) and administrative staff; sanctioned and filled: Nil.

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

Qualification	No. Of Faculty Members
Ph.D	2
M.Phil	-
P.G.	3

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received: Nil.

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc .and total grants received: Nil

18. Research Centre/facility recognized by the University: Nil.

### 19. Publications:

#### □ a) Publication per Faculty: 04

Name	No. of Papers Published
Dr. Ravinder Kaur	01
Harpreet Kaur	03

- DR. Ravinder Kaur
  - Her paper titled "Swami Dayanand de Vihar" was published in a Book titled "Relevance of Swami Dayananda Saraswati in contemporary world" in 2012-2013.
  - She presented a paper in International conference held at Punjabi University Patiala. Title of her topic was "Natak De Bhibhin Roop".
- Asstt. Prof. Harpreet Kaur
  - Challenges for sustainable development and quality assurance in Edu. Paper on sub theme:-Remedial Instruction an approach towards quality education ISBN-978-93-80144-27-6[21-03-2012]
  - An ideal society quest for excellence-Paper on sub theme:-Role of teacher in uplifting ethical standard among teacher trainers (ISBN-978-93-8014-538-9.
  - Resurgence for education-An effort towards quality culture in education-Paper on sub theme:-Professionalism in Teacher Education impediments and need for change ISBN-978-81-923919-6-0[8,9-3-2013]

20. Areas of consultancy and income generated: Nil.

### 21. Faculty as members in:

- a) National committees: Nil.
- b) International Committees: Nil.
- c) Editorial Boards....

### 22. Student projects:

- a) Percentage of students who have done in-house projects including included in the department/programme-

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: Nil.

23. Awards/Recognitions received by faculty and students:

Dr.Ravinder Kaur (Faculty)

- Roll of Honour (M.A.Pbi. year 1993 Topper of Guru Nanak Girls College).
- Guest of Honour of College.
- NSS merit certificate

Academic Achievements:

Sumandeep Kaur 2008-09 M.A.-I won Gold Medal

Name	Class	Session	University Postition
Sumandeep Kaur	M.A.-I	2008-09	I
Sumandeep Kaur	M.A.-II	2009-10	II
Simarjeet Kaur	M.A-I	2011-12	III
Simarjeet Kaur	M.A-II	2012-13	V

Session 2011-12:

- P.U. Zonal Youth & Heritage Festival: Simarjeet Kaur of M.A.-I Pbi RollNo.1531 and Karamjeet Kaur of M.A.-II (1724) participated in crochet work (S.G.G.J.Girls College Raikot).

Session (2011-12)

- P.U.Zonal Youth & Heritage Festival held at Dev Samaj College Ferozepur from 07-Oct-2012 to 09-Oct-2012.
- Poem writing competition:-Chandeep Kaur of M.A. Pbi. Roll No-1502 got 3<sup>rd</sup> Prize.
- Guru Teg Bahadur National College Dakha:
- Essay Writing Competen held on:-16-March-2013, Simarjeet Kaur of M.A.Pbi, Roll No-1709 got 2<sup>nd</sup> position and cash prize of Rs. 2500/-.
- Sports Club
- Rani Kaur of M.A.-Ist (1522) got II position in powerlifting in National competition at Karnataka and participated in North Zone competition at Patiala.
- Rani Kaur participated in Punjab level Tournament held on 22-Dec-2013 at

Phillaur.

- P.U.Zonal Youth & Heritage Festival held at Khalsa College for women Sidhwan Khurd on 27, 28, 29, Sept.2013.
- Poem writing competition-Chandeep Kaur of M.A.-II (1703) got I prize.
- Inter Zonal Youth & Heritage Festival(A.S.College,Khanna)
- Chandeep Kaur of M.A.-II (1703) participated.
- G.T.B.National College Dakha
- Inter college essay writing competition-Veeran Kaur, M.A.-II (1705) got III prize and Rs.300/- in cash.

Session (2014-15)

- Sports club
- Gurjeet Kaur of M.A.-I (1520) won Gold Medal at P.U., Chandigarh competition of Powerlifting held on 08-Nov-2015.
- Rani Kaur of M.A.-II (1723) won Bronze Medal on 08-Nov-2014.
- Gurjeet Kaur of M.A.-I.Pbi. (1520) won I position in State level Bench Press competition of Powerlifting held at Amritsar on 28-Dec-2014.
- Tript Kaur of M.A.-I.Pbi (1507) member of Kabaddi Team was adjudged the best athlete at College Sports Day.
- Gurjeet Kaur of M.A.-I.Pbi.(1520) won Bronze Medal in Powerlifting at National level competition held at Jharkhand from 5 to 7 March,2015.
- Gurjeet Kaur of M.A.-I.Pbi.(1520) won Gold Medal in Powerlifting in North India, Competition held at Indra Gandhi Stadium, Shimla from 22 to 25 March 2015.

**24. List of eminent academicians and scientists/visitors to the department:**

Sr.No	Name	Organization/Designation
1	Dr.Jagmohan Singh	Nephew of S.Bhagat Singh ji
2	Dr.Jagdish Kaur	Assitt.Prof. in Punjabi and HOD of Journal Languages and Culture, P.A.U. Ludhiana.

**25. Seminars/Conferences/Workshops organized & the source of funding.**

- a) National:- UGC sponsored National Seminar 'Marxvadi Sahitya Shastre' (19-02-2007)
- b) International: Nil

## 26. Student profile programme/coursewise:

Session(2014-15)					
Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.-I	139	139		139	100%
B.A.-II	167	167		167	100%
B.A.-III	141	141		141	100%
B.C.A.	20	20		20	100%
B.COM	65	65		65	100%
M.A.-I	23	23		23	100%
M.A.-II	23	23		23	100%

## 27. Diversity of Students:

Name of the Course	%of students from the same state	% of students from other States	%of students from Abroad
M.A-(Punajbi)	100%	-	-
B.A.	100%	-	-

28.How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civil services,Defense services,etc.?:Data not available.

## 29.Student progression:

Studentprogression	Against%enrolled
UG to PG	26.42%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-

Employed	
• Campus selection	3
• Other than campus recruitment	15
Entrepreneurship/Self-employment	N.A.

### 30. Details of Infrastructural facilities:

a) Library:- No.of books-5857 approximately.

- Journals:02

Text books and reference books related to Literature, Religion, and Comparative study, Folklore, Grammar and Punjabi Newspaper.

b) Internet facilities for Staff & Students: Yes.

c) Class rooms with ICT facility :( One class room has been equipped with projector and teachers with wifi internet facility) on demand.

d) Laboratories: language lab.

### 31. Number of students receiving financial assistance from college,university, Government or other agencies:

Session (2014-15)

Year	Type of Scholarship fee concession	Scholarship		Scholarship Minority
	NRI & Management	SC	BC	
2011-12	108	58	22	337
2012-13	79	99	19	-
2013-14	82	46	7	477
2014-15	51	57	8	401

### 32. Details on student enrichment programmes(special lectures/workshops/Seminar) with external experts:

Session (2013-2014)

- On Nov 20, 2013-Dr.Jagmohan Singh nephew of S. Bhagat Singh S/O Bibi Amar Kaur Ji addressed the students.He spoke on the life and sacrifice of the great martyr.S.Bhagat Singh ji.
- On Nov 26, 2013-Dr.Jagdish Kaur (Assitt.Prof. in Punjabi and Head of Journalism, Languages and culture, P.A.U.Ldh.) delivered an impressive lecture on

‘Punjabi Lok Dhara and Lok Sahit’.

### 33. Teaching methods adopted to improve student learning:

Following Methods are adopted to improve student learning:-

- Chalk Board
- Lecture method
- Group discussion method.
- Student presentation method
- Seminar method.
- Question-Answer method.
- Illustration method.
- Assignment method.
- Audio visual facility.
- Quiz and discussion.

### 34. Participation in Institutional Social Responsibility(ISR) and Extension activities:

Seminar Attended/Paper Presented

- Dr.Ravinder Kaur

Sr.No.	College Name	State/National /International	Title/Sub Theme	Attended /Paper Presented And Date
1	Guru Nanak Khalsa College,Baba Sang,Dhesian Goraya,Jalandhar	U.G.C.sponsored national level Seminar	Empowerment of women with special reference to awareness of gender in writings of Punjabi female writers	16-02-2008
2	Guru Nanak Khalsa college for women,Gujrakhan campus, Model town Ludhiana	U.G.C. sponsored national level Seminar	Punjabi Kavita de Badhlete Paripekh: Adunikta to uter adhunikta tak.	20-08-2010
3	Govind National College ,Narangwal	U.G.C. sponsored	Aloka Parwasi Punjabi Sahit De	09-11-2010

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		(National/ International)	Nave Masle	
4	G.H.G.Khalsa college, Gurusar Sudhar ,Ludhiana	U.G.C. sponsored national level seminar	Vishvikaran de bharbav heat badl rahe Punjabi bhasha,Sahit te sabheachar	25-11-2010  26-11-2010
5	Swami Ganga Giri Janta Girls College,Raikot Ludhiana	U.G.C. sponsored national level seminar	Marxvadi Sahitya Shastre	19-02-2007
6	Kamla Lohtya S.D.College Shobha nagar Dreasi road,Ludhiana	U.G.C. sponsored national level seminar	Punjabi Lok-Dhara to Sarb-Sanji Virast	19-11-2010  20-11-2010

○ Mrs.Harpreet Kaur

Sr.No.	College Name	State/National /International	Title/Sub Theme	Attended/ Paper  Presented And Date
1	Lovely Professional University,Jalandh ar	AIAER sponsored national level Seminar	Utilizing Research:A new wave in quality education	Attended  11-10-2008
2	Babe Ke College of Education,Ferozep ur	Self financing  Teacher education:Need	National Seminar	Attended  04-04-2009



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		problems		
3	Sadbhavna College of education for women, Raikot	State level seminar	Right to education Act	30-01-2010
4	Malwa Central College of education for women,Civil lines Ludhiana	U.G.C.sponsored national level seminar /Workshop	Journey towards self culture	Participate d 26-11-2010 27-11-1010
5	Desh Bhagat College of education	International seminar	Teacher's role in creating an emotional intelligent work environment	Paper presented 24-01-2012
6	Desh Bhagat College of education	ICSSR sponsored national levelWorkshop	Innovative teaching skills and parameter of good research paper	Participate d 25-01-2012
7	Lala Lajpat Rai Memorial College of education Dhudike ,Moga	National level Seminar Sponsored by IQAC	Education Through ICT	Paper presented 05-03-2012 06-03-2012
8	Nankana Sahib College of Education Kot Ganga Rai ,Ludhiana	National level Seminar	Values and Ethics at Cross-Roads	Paper Presented 03-03-2012
9	Guru Gobind Singh Khalsa College of Education for women	CTE sponsored State level seminar	Global Development for sustainable development	Paper Presented 13-03-2012

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	Kamalpura			
10	G.H.G.Khalsa college of Education Gurusar Sudhar	National level Seminar	Teacher education impediments and needs	Paper presented 11-02-2013
11	B.C.M.College of Education,Ludhiana	NAAC sponsored National level Seminar	Professionalism in teacher Education impediments & needs for change	Paper presented 08-03-2013 09-03-2013
12	Moga College Of Education for Girls,Ghall Kalan ,Moga	Punjab State Council for science and Technology Sponsored National level Seminar	Remedial Instructions an approach towards quality Education	Paper presented 21-03-2013
13	RIMT College of Education Mandi Gobindgarh	National level seminar	Role of teacher in uplifting ethical standard among teachers trainers	Paper presented 11-03-2014
14	Desh Bhagat University	National level seminar	Continuous and comprehensive evaluation opportunities and challenges	Paper presented 20-03-2014 21-03-2014

Membership in other committees in the college.

- 1) Dr.Ravinder Kaur
  - Editor of the college Magazine 'Kanya Sandesh' (S.G.G.Janta Girls College Raikot).
  - Deputy Registrar.
  - Printing-incharge
  - Campus Beautification incharge.
  - Dean Youth Activities Members.
  - Convener Member.

- Discipline Committee.
- Purchase committee.
- Seminar and Extension Lecture organizing committee.
- Grievance Redressed committee.
- Internal quality assurance cell.
- Botanical garden.

2) Ms.Sandeep Kaur

- Member in Playground development committee.
- NSS unit Asstt.Incharge.

35. **SWOC analysis of the department and Future plans:**

Strengths:

- Highly qualified faculty members.
- Motivating and Team-Work believers.
- Scholarships and fee concession for the students.
- Personal attention to the students.

Weakness:

- No covered post by State Government.

Opportunities:

- Subject Punjabi is taught to the students studying in other courses in the college

Future Plans:

- To purchase recent subject related books.
- To conduct more extension lectures

### Evaluative Report of the PG Department of Political Science

1. Name of the Department:-Political Science.
2. Year of Establishment:-U.G.1974 and P.G (2005-06).
3. Names of Programmes/Courses offered(UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):U.G-B.A-I, B.A-II, B.A-III  
P.G-M.A-I (SEM-I, Sem-II)  
M.A-II (Sem-III, Sem-IV)
4. Names of Interdisciplinary courses and the departments/units involved-Nil.
5. Annual/semester/choice based credit system (programmewise).

Annual	Semester
B.A.-III	B.A.-I
	B.A-II
	M.A.-I
	M.A.-II

6. Participation of the department in the courses offered by other departments: Nil.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil.
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	1	0
Asst.Professors	-	4

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### 10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.,):

Name	Qualification	Designation	Specialization	No.of Years of Experience	No.of Ph.D. Students Guided for the last 4 years
Mrs.Anju Sharma	M.A.NET	Asstt.Prof.	Gold medalist Medalist(M.A)	15	NA
Mrs.Amandeep Kaur	M.A,B.Ed	Asstt.Prof.	Gold Medalist (M.A)	6	NA
Ms.Amandeep Kaur	M.A,B.Ed,NET,CTET, TET-I and TET-II	Asstt.Prof.	Silver Medalist (M.A)	3	NA
Ms.Rupinder Kaur	M.A,B.Ed,M.Ed	Asstt.Prof.	Gold Medalist(M.A)	2	NA

### 11. List of senior visiting faculty: Nil.

### 12. Percentage of lectures delivered and practical classes handled (programmewise) By temporary faculty: Nil.

### 13. Student-Teacher Ratio(programme wise):

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Programme	Student Teacher Ratio
B.A-I	70:1

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B.A-II	62:1
B.A.-III(Sec -A)	53:1
B.A.-III(Sect-B)	52:1
M.A.-I	41:4
M.A-II	42:4

14. Number of Academic support staff(technical)and administrative staff; sanctioned and filled: Nil.

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

Name	Qualification	Designation	No of years of Experience
Mrs.Anju Sharma	M.A.Pol.Sci.(Medalist M.A.Pol.Sci)NET	Asstt.Prof.	15
Mrs.Amandeep Kaur	M.A.Pol.Sci.(GoldMedalist) ,B.Ed.	Asstt.Prof.	6
Ms.Amandeep Kaur	M.A.Pol.Sci.(SilverMedlaist )B.Ed.NET,CTET,TET-I and TET-II.	Asstt.Prof.	3
Ms.Rupinder Kaur	M.A.Pol.Sci.(GoldMedalist) ,B.Ed .M.Ed.	Asstt.Prof.	2

16. Number of faculty with on going projects from (a)National (b)International funding agencies and grants received:

- A. National-Nil.
- B. International Funding agencies-Nil.
- C. Total grants received-Nil.

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR,etc.and total grants received:Nil

18. Research Centre/facility recognized by the University: Nil.

19. Publications:

□ a) Publication per Faculty: 02

Name	Title of the Paper	Title of the Book/Journal	Publisher publishing year	ISBN/ISSN
Mrs, Anju Sharma Asstt.Prof.(S.G.G.Janta Girls college ,Raikot).	Dalit Women & Politics	Human Rights. Are Dalit Women Born free & equal?	Unique publication(Edition 2015)Barnala	ISBN 978-93 85514-03-6
Ms.Amandeep Kaur Asstt..Prof.(S.G.G.Janta Girls college,Raikot	Dalit women & Politics	Human Rights Are Dalit Women Born free & equal?	Unique publication(Edition 2015)Barnala	ISBN 978-93 85514-03-6

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

Faculty	Title (Research Paper)	ISSN-2347-1697
Mrs.Anju Sharma (Faculty)	Realizing Gender Responsive Governance And Gender equality Representatives in Democratic Society.A	International Journal of informative and futuristic research Sept.2014.

	Concrete situation of women empowerment & participation in politics.	
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20. Areas of consultancy and income generated: Nil.

21. Faculty as members in:

- d) National committees: Nil
- e) International Committees: Nil
- f) Editorial Boards-

Prof. Anju Sharma: Editor Social Science section in magazine "Kanya Sandesh"  
S.G.G. Janta Girls college, Raikot.

Membership in other committees in college:-

- Bursar
- Member of Dean Student welfare.
- Member of Career Counselling Committee and Placement Cell.
- Member of Library committee.
- Member of Discipline Committee.
- Member of Student Council.
- Member of Seminar and Extension Lecture Organizing Committee.
- Member of Internal Quality Assurance Cell.
- Member of Anti-Ragging Committee.
- Member of Botanical Garden Committee.
- Member of Women Cell.

22. Student projects:

- c) Percentage of students who have done in-house projects including interdepartmental/programme: Assignments (Indian and Western thinkers, Current issues of National and International Politics).
- d) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: Nil.

23. Awards/Recognitions received by faculty and students:

1. Mrs. Anju Sharma (Faculty)

Asstt. Prof. in Pol Sci.

- Medalist (M.A. Pol Sci. Year 2000 Topper of K.U.K.).
- UGC NET.
- NSS Merit Certificate.

2. Mrs. Amandeep Kaur (Faculty)



Asstt.Prof. in Pol Sci.

- Gold Medalist (M.A-II Pol sci.(2008-09).
  - 1. Award of late Prof. Iqbal Nath Chaudhary.
  - 2. Award of Smt.Shakuntla Mehta & Goverdhan Lal Mehta Cash Prize.
  - 3. (Award of university Gold Medal.
  - 4. Swami Vivekananda National Youth award.
  - 5. State Award for Co-Curricular activities.
  - 6. N.C.C. Certificate B &C.
  - 7. Roll of Honour in academic for standing Ist in P.U.Chd.
  - 8. Merit certificate in folk orchestra in Inter Zonal Youth Festival held in session 2008-09.
  - 9. Awarded by Rotary Club Raekot for achieving Ist Position in M.A.Pol.Sci. in PU , Chandigarh.
  - 10. Best in Heritage activities.
  - 11. All Round best student in session 2008-09.
3. .Ms.Amandeep kaur (Faculty)
- Asstt.Prof. in Pol.Sci.
- Silver medalist PU Chd.
  - UGC NET
  - CTET.
  - TET-I and TET-II.
  - Roll of Honour in session (2010-11) M.A-II.
  - Best library reader 2010-11.
  - Editor Social Sci. section of college magazine 'Kanya Sandesh' in session 2010-11.
4. Ms.Rupinder kaur (Faculty)
- Asstt.Prof. in Pol.Sci.
- M.A.Pol sci.(2012-13)Gold Medalist.
- Awarded by Rotary club Raekot for achieving Ist Position in M.A. Pol Sci.PU Chd.
  - Best Giddha dancer in session 2011-12.
  - Best library Reader in session 2012-13.
  - 1. Award of university Gold Medal for standing first in M.A. Political science IVth sem.
  - 2. Award of Late Principal P.L.Anand Memorial Gold Medal for standing Ist in M.A.Pol Sci.IVth sem.
  - 3. Award of Late Prof.Iqbal Nath Chaudhary Gold Medal for standing Ist in M.A.Pol sci.IVth.
  - 4. Awarded with Smt. Shakuntla Mehta & Sh.Goverdhan Lal Mehta cash prize for standing Ist in M.A. Pol sci. IVth sem.
  - 5. Awarded with cash prize for academic excellence in M.A. Pol sci. IVth sem.
  - 6. Award of membership of Alumni Association of Punajb University.

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### ◇ Awards received by students:

- Hardeep kaur in session 2010-11 stood first in M.A. Pol.Sci. and won Gold Medal.
  - Manpreet Kaur in session 2013-14 stood first in M.A.Pol.Sci. and Won Gold Medal.
1. Award of university :Gold Medal for holding Ist position M.A. Political Science IVth sem.
  2. Award of Late Prof.Iqbal Nath Chaudhary Memorial Gold Medal for standing Ist in M.A. pol Sci.IVth sem.
  3. Award of Smt.Shakuntla Mehta & Sh.Goverdhan Lal Mehta cash prize for standing Ist in M.A.Pol.Sci.IVth sem.
  4. Award of Late Principal Sh.P.L.Anand Memorial Gold Medal for standing Ist in M.A.Pol.Sci.IVth sem.

### ◇ Academics Achievements:

Name	Class	Session	University Position
Rupinder Kaur	M.A-I	2011-12	II
Rupinder Kaur	M.A.-II	2012-13	I
Karamjit Kaur	M.A.-II	2012-13	IV
Manpreet Kaur	M.A.-II	2013-14	I
Manpreet Kaur	M.A.-II	2014-15	II
Rupinder Kaur	M.A.-II	2014-15	III
Kamaljit Kaur	M.A.-II	2014-15	VIII
Sushila Kumari	M.A.-II	2014-15	X

### ◇ Achievements in Cocurricular Activities:(Post-Graduate Classes)

Name	Session	Achievements in Cocurricular Activities
Karamjit Kaur, Amandeep Kaur	2011-12	Zonal Youth Festival: II Position in Quiz Contest.

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Amandeep Kaur, Rupinder Kaur & Karamjit Kaur	Nov-2011	G.T.B.National College, Dakha Inter College Quiz contest-Secured I Position
Amandeep Kaur, Rupinder Kaur & Karamjit Kaur	Nov-2012	G.T.B.National College, Dakha Inter college Quiz contest-Secured II Position
Amandeep Kaur, Rupinder Kaur & Karamjit Kaur	2012-2013	Dev Samaj College, Ferozepur Quiz contest:III in Zonal Youth & Heritage Festival
Veerpal Kaur	2012-13	Best Giddha Dancer.
Harpreet Kaur	2013-14	Group singing Shabad Bhajan  (Zonal youth & Heritage Festival)
Ramandeep Kaur,Beant Kaur	2013-14	Won Prize in Drama.
Manpreet Kaur	2014-15	II Prize in Crochet work
Jasveer Kaur	2014-15	II prize in Pakhi Making in P,U.Zonal Youth & Heritage Festival held at Dev Samaj College for Women,Ferozepur

◇ Achievements in Sports:

- In session 2012-13: Amarjeet Kaur of M.A-II Pol Sci. was elected as President of Sports Club.
- 11<sup>th</sup> D.K.B.M. Kabaddi Tournament at Raikot-Amarjit Kaur was declared Best Raider of this Tournament and received Rs/1000 and trophy.

- Sumandeep Kaur was selected for the state team in Oct-2014.
  - Sumandeep Kaur selected for the state team in Oct-2015.
  - Gagandeep & Sumandeep were selected for the state team and won I prize at District Level in 2014.
  - In Kamaljeet gameses held at Batala Sumandeep, Gagandeep, Navjot, Gurkirat, Pawanpreet won IInd prize in Kabbadi tournament.
- ◇ Achievements in Cocurricular Activities:(Under-Graduate Classes)

- In session 2012-13,2013-14 and 2014-15-Manju Rani Participated in Indian Orchestra(Youth Festival) She Played Benjo & Jal Tarang.Team got-
  - IInd prize in 2012-13.
  - I prize in 2013-14.
  - II prize in 2014-15.She got individual IInd prize in Jal Tarang & Benjo.
- In session 2012-13 and 2013-14: Amandeep kaur got II prize for ladies traditional songs in Youth Festival.
- In session2013-14, 2014-15: Rupaldeep Sharma got III prize in play (Dulhan, Ali Di chitti) and also got IIIrd individual prize (Youth festival).
- In session 2014-15: Amanjot Kaur got III prize in play and she also participated in skit.
- In session2014-15: Navdeep Kaur and Amandeep kaur participated in Kavishri and got III prize (Youth Festival).
- In session 2014-15: Pardeep Kaur & Prabjot Kaur got III prize in mime.
- In session 2014-15:Manpreet Kaur participated in dasuti in Youth Festival
- In session2013-14,2014-15-Rajwinder & Gurkiratpal participated in giddha and got IInd & IIIrd prize in Youth Festival
- In session 2014-15-Amanpreet Kaur was participated in Play (Ali Di Chitti) and team got IIIrd Prize.

#### 24. List of eminent academicians and scientists/visitors to the department:

- On 08-Dec-2014 extension lecture was delivered on the topic: "Emerging Trends in Indian Politics" by Prof. Mrs. Pampa Mukherjee Chairperson, Department of Political Science ,Punjab University, Chandigarh.
- On 01-Oct-2015 extension lecture was delivered on the topic: "Preamble of Indian Constitution" by Prof. P.S. Bhogal, H.O.D. Political Science Department of Arya College, Ludhiana.

#### 25. Seminars/Conferences/Workshops organized & the source of funding.

- a)**National:** Nil.

b) **International:** Nil.

## 26. Student profile programme/coursewise:

Session (2014-2015)					
Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.-III	97	97		97	100%
B.A.-II	106	106		106	98%
B.A.-I	129	129		129	100%
M.A.-I(Sem-I)	41	41		41	100%
M.A.-II(Sem-III)	41	41		41	100%

## 27. Diversity of Students:

Name of the Course	%of students from the same state	% of students from other States	%of students from Abroad
M.A.-II	100%	-	-
M.A.-I	100%	-	-
B.A.-III	100%	-	-
B.A.-II	100%	-	-
B.A.-I	100%	-	-

## 28. How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civil services,Defence services,etc.?:-

Ms.Amandeep Kaur	UGC NET(June 2012)
	CTET(July 2013)
	TET-I (AUG 2014)

	TET-II (Dec-2015)
--	-------------------

### 29. Student progression:

Student progression	Against % enrolled
UG to PG	24
PG to M.Phil.	Data Not Found
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	3
• Other than campus recruitment	25
Entrepreneurship/Self-employment	

### 30. Details of Infrastructural facilities:

- e) Library: 1298 Books of the subject Pol Science.  
Biannual Referred Journals:-
  1. National Research Journal of Social Science Vol I, Issue-I & Issue-II
  2. Global Journal of Political science Vol-III.
- f) Internet facilities for Staff & Students: Yes.
- g) Class rooms with ICT facility: Yes.
- h) Laboratories: Yes. Computer Labs.

### 31. Number of students receiving financial assistance from college, university, Government or other agencies:

Year	Type of Scholarship fee Concession		Scholarship (SC/BC)	Scholarship (Minorities)	Total
	NRI	Manageme			

		nt			
2014-15	60	77	46	203	386
2013-14	37	73	48	280	438
2012-13	13	74	112	-	
2011-12	26	90	76	203	395

### 32. Details on student enrichment programmes(special lectures/workshops/Seminar) with external experts:

- A seminar was organized on 03-Oct-2013 on the Topic: "Female Foeticide" by Dr.Sushil Jain SMO Raikot
- Extension lecture was delivered on 08-Dec-2014 on the topic: "Emerging Trends in Indian Politics" by Prof.Mrs.Pampa Mukherjee Chairperson, Deptt. of Political Science Punjab University, Chandigarh.
- Extension lecture was delivered on 01-Oct-2015 on the topic: "Preamble of Indian Constitution" by Prof. P.S. Bhogal, H.O.D. of Pol.Sci.Department Arya College, Ludhiana.
- On 5-Oct-2015: Quiz contest was organized on the Topic: "Constitution of India"
- The Political science department arranges various academic activities such as Debates, Discussions, Quiz contest and Declamations on burning political & social issues to sensitize the students.

### 33. Teaching methods adopted to improve student learning:

- Lecture Method.
- Discussion Method.
- Assignments.
- Internet Facility.
- Student Presentation.
- Seminar Method.
- Audio visual Facility.

### 34. Participation in Institutional Social Responsibility(ISR) and Extension activities:

A blood donation camp by Regional Blood Bank, Red Cross Bhawan Ludhiana was organized in the College Campus.

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Year	Participation of students in Blood Donation Camp
2014-15	30
2013-14	22
2012-13	42
2011-12	27

It is praise worthy on the part of Ms. Rajandeep Kaur (Asstt. Prof in Physical Education) and Jaspreet Kaur BA-II (1059) to donate blood for 11 times and 7 times respectively.

- Students of B.A. and M.A.Pol.Sci.Classes participate in the camp organized by NSS.
- “Run for unity” rally was organized to celebrate the birth anniversary of Sardar Vallabh Bhai Patel on 31-Oct-2014.
- “Anti Drug Rally” was organized on 25-Nov-2014.
- Students participated in “First Aid and Home Nursing Training Camp” arranged with the help of Red Cross Bhawan, Ludhiana.
- Teachers enthusiastically participate in examination work and University examination and evaluation etc.
- Teachers visit schools every year in the month of December-January for the career counselling.
- Participation in Youth Festival.
- Various committees are constituted like discipline committee, library committee, career counselling committee and anti ragging committee for all round development of students.

List of Seminars/conferences/workshops:-

◇ Mrs.Anju Sharma  
(Asstt.Prof in Pol.Sci)  
Seminars Attended:

1. National Seminar on the topic: “Intellectual property Rights: New Challenges for Indian economy” held on 23-Sept-2004.
2. State Level Seminar on the topic: “Changing Perspectives of Dowry” held on 03-Nov-2004.
3. Intellectual conference on the topic: “Dynamic role Of Management on Global Economy” held on 09-04-2005.
4. Regional seminar on the topic: “Role of Educational Institution in Promoting human values” held on 26-Nov-2005.
5. National Conference on the topic: “Ethics and Human Values” held from 20<sup>th</sup> to 22<sup>nd</sup> Jan.2006.



6. National seminar on the topic: Human Rights in India with Gender Perspective held on 21<sup>st</sup> and 22<sup>nd</sup> Feb.2006.
7. One day workshop on the topic: Gender and Domestic Violence held on 10-03-2006.
8. National Seminar On the topic: Society, Culture and Economy: Continuity and change held from 28-04-2006 to 29-04-2006.
9. National Seminar on the topic: Consumer Rights Protection held on 20-Dec-2007.
10. National Seminar on the topic: Teacher Education: Challenges Ahead held on 17-01-2008.
11. State Level Seminar on: Human Rights and their importance in the contemporary world held on 08-03-2008.
12. National Seminar on the topic: Working of Panchayati Raj Institutions in India: A special focus on North western states held on 29-01-2011.
13. National seminar on the topic: Machinery for Redressal of Public Grievances in India held on 15-02-2014.

Presented a paper on the topic:

- “Dalit Women and Politics” in U.G.C.sponsored seminar on Human Rights “Are Dalit Women Born Free and Equal?” held on 31-Oct-2014.
- “Impacts of Migration in Punjab” in State Level Seminar on 14-02-2015.
- “History of the Caste System in Punjab and Role of Bhakti Movement against Untouchability.” in National level seminar on 23-Jan-2016 at Sant Baba Bhag Singh Memorial Girls College, Sukhanand.

◇ Ms.Amandeep Kaur  
(Asstt.Prof in Pol.Sci)  
Seminars attended:

- “Professionalization of teaching” held at D.M.College of Education Moga.

Presented a paper on the topic:

- “Dalit Women and Politics” in U.G.C.sponsored seminar on Human Rights “Are Dalit Women Born Free and Equal?” On 31-Oct-2014.
- “Question of Reservation within the Reservation in Punjab.” In National level seminar on 23-Jan-2016 at Sant Baba Bhag Singh Memorial girls College, Sukhanand.

◇ Ms.Rupinder Kaur  
(Asstt.Prof. in Pol.Sci.)

Presented a paper on the topic:

- “Regional Factors affecting Voting Behaviour in North India” in National level seminar on 23-Jan-2016 at Khalsa College for Women Sidhwan Khurd.

### 35. SWOC analysis of the department and Future plans:

Strength: The students of this high ranking department proved that they have worked hard to secure the top position in the University exams every

year. Though the department is just ten years old; yet the students have brought laurels to the college.

Top Positions got by our students in University listed below:

Session (2011-12)

- Rupinder kaur of M.A.-II Pol.Sci.Sem-II (305/400) got II position in PU.Chd.

Session (2012-13)

- Rupinder Kaur of M.A.-II Pol.Sci.Sem-IV (1207/1600) got I position and Gold Medal in PU.Chd.
- Karamjit Kaur of M.A-II Pol.Sci.Sem-IV (1156/1600) got IV position in PU.Chd.

Session (2012-13)

- Manpreet Kaur of M.A-II Pol.Sci. Sem-IV (1230/1600) got I position in PU.Chd. Gold Medalist.
- Manpreet Kaur of M.A.-I Pol.Sci.Sem-II (322/400) stood I in PUChd.

Session (2014-15)

- Manpreet Kaur of M.A-II Pol.Sci.Sem-IV (1243/1600) got II position and Silver Medal in PU. Chd.
- Rupinder Kaur of M.A-II Pol.Sci.Sem-IV (1236/1600) got III position in PU.Chd.
- Kamaljit Kaur of M.A-II Pol.Sci.Sem-IV (1205/1600) got VIII position in PU.Chd.
- Sushila Kumari of M.A-II Pol.Sci.Sem-IV (1191/1600) got Xth position in PU.Chd.
- In the classrooms we always try to make the learning environment more productive and fruitful.
- Extra classes are arranged for needy students.
- Teachers also provide guidance to the students for their further education and career.
- Students are enriched with the good books in the college library
- Extension lectures are organized on current political events.
- Qualified staff.
- Students also participate in sports and cultural activities.
- Department of Political science donate books to the needy students.
- Scholarship and fee concession for students.

Weaknesses: A large number of students, belonging to lower economic strata of society do not find it easy to pay fees.

- The socially background of a large number of students does not allow them to join college.

- No covered post by State Government.

### Opportunities:

- Campus and outside campus recruitments.
- Department organizes quiz contest, debate and discussions on current social and political issues.
- Students get benefitted by Competition Success Review.
- India Today and other journals are available in the college library.

### Challenges:

Students opting for other courses pose challenge for us (Those who join IELTS are not aware of the fact that this is not a degree and is not carrying any weightage)

### Future plans:

- Guidance lectures for students.
- Conduct workshops in order to enhance the knowledge of students.
- Inter disciplinary seminars.
- To provide coaching for competitive exams.

### Evaluative Report of the PG Department of Computer Science and Applications

1. **Name of the department:** Department of Computer Science and Application
2. **Year of Establishment:** BCA and PGDCA: Year 2006, M.Sc-IT: Year -2011-12
3. **Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)**

Courses	UG	PG
BCA	UG	
PGDCA		PG
M.Sc-IT		PG

4. **Names of Interdisciplinary courses and the departments/units involved:** NIL
5. **Annual/semester/choice based credit system (programme wise)**

Programme	Annual/Semester
BCA-I	Semester
BCA-II	Semester
BCA-III	Annual
PGDCA	Semester
M.Sc-IT-I	Semester
M.Sc-IT-II	Semester

6. **Participation of the department in the courses offered by other departments:** Commerce and Humanities
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/Programmes discontinued (if any) with reasons:** NIL

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### 9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst.Professors	07	07

### 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Ms. Amandeep Kaur	MCA	Asstt. Prof.		3	
Ms. Gagandeep Kaur	M.Sc-IT	Asstt. Prof.		2	
MS. Gurpreet Kaur	MCA	Asstt. Prof.		4	
Ms. Soneet Rani	MCA, UGC NET	Asstt. Prof.		2	
Ms. Manjot Kaur	M.Tech	Asstt. Prof.		2	
Ms. Parminder Kaur	MCA	Asstt. Prof.		5	

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Ms. Gurpreet Kaur	M.Sc-IT	Asstt. Prof.		Fresher	
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11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty

Class	Percentage
BCA-I	50%
BCA-II	75%
BCA-III	100%
PGDCA	100%
M.Sc-IT-I	100%
M.Sc-IT-II	100%

13. Student-Teacher Ratio (programme wise): Session 2014-15

Class	Ratio
BCA-I	32:1
BCA-II	28:1
BCA-III	28:1
PGDCA	16:1
M.Sc-IT-I	15:1
M.Sc-IT-II	12:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Department of Computer Science and Applications has one Lab Assistant who helps in maintenance and conduct practicals of BCA, PGDCA

and M.Sc-IT.

15. **Qualifications of teaching faculty with DSc/D.Litt./Ph.D./MPhil/PG.:**  
Refer Point No. 10  
Post Graduate: 06  
UGC NET: ONE
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL**
17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL**
18. **Research Centre/facility recognized by the University: NIL**
19. **Publications:**

\* **a) Publication per faculty: 11**

Name of the Faculty	No. of Publications
Rashpal Singh	3
Amandeep Kaur	2
Gurpreet Kaur	6
Soneet Singla	2
Manjot Kaur	2

Session 2011-12

1. Prof. Rashpal Singh presented a paper titled "Impact of 5<sup>th</sup> Generation Computing on Health Science" in a UGC sponsored National Seminar organized by Dev Samaj College, Ferozepur. This paper was also published in a book.
2. Prof. Rashpal Singh presented a paper titled "Employ of Engineering in internet Application" in a UGC sponsored National Seminar organized by Sant Hira Das Kanya Maha vidalya Kala Sanghian, Kapurthala. This paper was also published in a book.
3. Prof. Rashpal Singh presented a paper titled "Monitoring is necessary on Granular use of Web" in a UGC sponsored National Seminar organized by Sant Hira Das Kanya Maha vidalya Kala Sanghian, Kapurthala.

### Session 2012-13

1. Prof. Amandeep Kaur presented a paper titled "Consumer Protection: Issues regarding Technology" in a Regional level seminar.
2. Prof. Gurpreet Kaur presented a paper titled "Fuzzy Logic and its Applications" in a UGC sponsored National seminar organized by BD Arya College. This paper was also published in a book.
3. Prof. Gurpreet Kaur presented a paper titled "Teleconferencing" in a UGC sponsored National seminar organized by Khalsa College for Women, Sidhwan Khurd. This paper was also published in a book.

### Session 2013-14

1. Prof. Amandeep Kaur presented a paper titled "Major Challenges faced by Super Computing Technology" in a National level seminar. This paper was also published in a book.
2. Prof. Gurpreet Kaur presented a paper titled "Network Security: Identity Based Access" in a National level conference in association with IJCSCE. This paper was also published in a book.
3. Prof. Manjot Kaur presented a paper titled "Time Space Trade off of small scale heterogeneous System" in a conference.
4. Prof. Manjot Kaur presented a paper titled "Energy Efficient Green Cloud: Underlying Structure" in a conference.

### Session 2014-15

1. Research paper titled "Problem Analysis Knowledge Based Intellectual Neural System" published in a Journal with ISSN number written by Prof. Amandeep Kaur.
2. Research paper titled "Cloud Computing" published in a Journal with ISSN number written by Prof. Gurpreet Kaur.

### Session 2015-16

1. Research paper titled "Mobile Computing" published in a National level Seminar organized by DAV College, Abohar written by Prof. Gurpreet Kaur
2. Research paper titled "Mobile Computing" Published in a National level Seminar organized by DAV College, Abohar written by Prof. Soneet Singla.
3. Research paper titled "Green Computing" Published in a Book that is published by Bhutta College of Education.

### Publication of Students:

1. Kulwinder Kaur and Jaspreet Kaur students of M.Sc. IT wrote a research paper on topic "Cloud Computing" and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.
2. Suman and Jaspreet Kaur Grewal students of M.Sc. IT wrote a research paper



on topic" Green Computing" and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.

3. Kirandeep Kaur and Monica Sachar students of M.Sc. IT wrote a research paper on topic" Yii Framework" and this paper was published in PCTE Journal of Computer Sciences under ISSN Number 0973-4058.

### 20. Areas of consultancy and income generated:

Consultancy Services Offered by the Department (Not measured in Monetary Terms)

- + College website is maintained by Dept. of Computer Science & Applications. Latest news and events are uploaded in the website time to time.
- + Management of Internet.
- + Support to inter departmental activities for various events and functions.
- + Training and Placements
- + Career guidance and counseling

### 21. Faculty as members in

a) National committees: NIL

b) International Committees :NIL

c) Editorial Boards: Head of the Department act as Editor of Computer Section of College magazine "Kanya Sandesh".

### 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: 100%

The students of Computer Science Department (BCA-III, PGDCA, and M.Sc.-IT) are assigned various projects based on the syllabus of the university. They have been preparing practical files covering many topics. They made their projects in different computer languages like Java, HTML, MS-Access, LISP, DHTML, PHP, .NET, ADA, Linuxetc.

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies:

- + Nine students of M.SC IT-II year placed in GTECH software's, Ludhiana for industrial training in the year 2011-12.
- + Fourteen students of M.SC IT-II year placed in InfoTech Zone Pvt. Ltd. Ludhiana for industrial training in the year 2012-13.
- + Four students of M.Sc.IT-II year placed in GTECH Software Ludhiana and five students were placed in Infinity solutions, Raikot for industrial training in 2013-14.
- + Twelve students of M.SC IT-II year placed in Infinity Solutions, Raikot for

industrial training in the year 2014-15.

### 23. **Awards/Recognitions received by faculty and students:**

Faculty Recognition: Prof. Soneet Singla cleared UGC (NET) in Computer Science and Application in June, 2015.

#### Students Awards:

##### Session 2011-12

1. In the P.U. Zonal Youth Festival held at our college, Jaspreet Kaur BCA- 2, Roll no. 2316 participated in Spot Photography Competition.
2. In the P.U. Zonal Youth Festival Jaspreet Kaur of BCA-III Roll No 2402 participated in Poem Writing Competitions and won a prize.
3. Students of our department participated in various Competitions like Web Designing, Presentation and debugging organized by K.C.W. Sidhwan Khurd.
4. Students of our department participated in various competitions like web designing and debugging organized by G.G.S. Khalsa College for Women, Kamalpura.
5. Davinder Kaur of BCA-III has been adjudged ALL ROUND BEST in extra-curricular activities and Best in Computer Science Department.

##### Session 2012-13

1. Pardeep Kaur of BCA-I won First prize in Self Composed Poem Recitation in Inter-College Competition held at Khalsa College for Women, Sidhwan Khurd on 19<sup>th</sup> Jan, 2013.
2. Pardeep Kaur of BCA-I won First prize in religious Lecture competition at Guru Gobind Singh Khalsa College for women, Kamalpura on 29<sup>th</sup> Jan, 2013.
3. Pardeep Kaur of BCA-I won first prize in Self Composed Poem recitation competition and first prize in debate competition at PU Zonal Youth Festival held at Dev Samaj College for Women, Ferozepur on 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, Oct, 2012
4. Jaspreet Kaur, Kulwinder Kaur and Jasmandeep Kaur of BCA-III won First prize in Documentary at Legal Literacy Youth Festival organized by Punjab legal services Authority in association with Government of Punjab "Deptt. Of Higher Education".
5. Jaspreet Kaur and Kulwinder Kaur of BCA-III won third prize in Photography at Legal Literacy Youth Festival organized by Punjab legal services Authority in association with Government of Punjab "Deptt. Of Higher Education"
6. Pardeep kaur of BCA-I won third prize in Power Point Presentation at Legal Literacy Youth Festival organized by Punjab legal services Authority in association with Government of Punjab "Deptt. Of Higher Education"

7. Roomi Goyal of PGDCA won first prize in Knitting in Panjab University Zonal Youth and Heritage festival.
8. Pardeep Kaur and Roomi Goyal of our Department have been adjudged ALL ROUND BEST , Best in Poem writing and recitation and Best in Heritage activities respectively.

### Session 2013-14

1. Pardeep Kaur of BCA-II won Second prize in debate at PU Zonal Youth Festival held at Khalsa College for Women, Sidhwan Khurd.
2. Kamaldeep Kaur of PGDCA won second position in Indian Orchestra Individual in Panjab University Zonal Youth and Heritage Festival.
3. Pardeep Kaur of BCA-II won first position in Declamation in Panjab University Zonal Youth and Heritage Festival.
4. Pardeep Kaur of BCA-II won Second position in Debate in Panjab University Zonal Youth and Heritage Festival

### Session 2014-15

1. *Major achievement of our department in this session is that our two students of PGDCA secured University positions.*

Session	Name	Class	Roll No	Univ. Pos.	%Age
2014-15	Gitanjali	PGDCA	2501	2 <sup>nd</sup>	83.9%
2014-15	Sita Devi	PGDCA	2509	11 <sup>th</sup>	80.7%

2. Ramandeep Kaur of PGDCA won first prize in group song in PU Zonal Youth Festival held at Dev Samaj College Ferozepur.

### 24. List of eminent academicians and scientists/visitors to the department

Name	Department	Designation
Dr. Harish Kumar	UIET ,Panjab University Chandigarh	Associate Professor
Dr. Sakshi	UIET ,Panjab University Chandigarh	Associate Professor
Dr. Indu Chhabra	Department of Computer Science and Applications. Panjab	Associate Professor

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### 25. Seminars/Conferences/Workshops organized & the source of funding

- a) National
- b) International

### 26. Student profile programme/course wise: For the Session 2014-15

Name of the Course/programme( refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BCA-I	32	28		28	100%
BCA-II	27	27		27	72%
BCA-III	28	28		28	100%
M.SC-IT-I	15	15		15	100%
M.SC-IT-II	12	12		12	100%
PGDCA	15	15		15	98%

\*M=Male \*F=Female

### 27. Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
BCA-I	100%		
BCA-II	100%		
BCA-III	100%		
PGDCA	100%		
M.Sc.-IT-I	100%		

M.Sc.-IT-II	100%		
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28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

We know only one student, who has cleared UGC NET.

29. Student progression

Student progression	Against% enrolled
UG to PG	85%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	20%
• Campus selection	
• Other than campus recruitment	50%
Entrepreneurship/Self-employment	Data Not available

30. Details of Infrastructural facilities

a) Library:

- ✚ One departmental library including 200 Books
- ✚ College library has approximately 900 books
- ✚ Two journals in library (Digit and Chip)
- ✚ Project reports
- ✚ Computer Books CDs

b) **Internet facilities for Staff & Students:** Yes, in all Computer Labs, Library and in Administrative office. The computerization of library has also been implemented.

c) **Class rooms with ICT facility:** YES, Use of Smart boards in all labs.

d) **Laboratories:** 04

**31. Number of students receiving financial assistance from college, university, Government or other agencies:**

Yes, under graduate as well as post graduate students get financial assistance from various scholarships like Minority Scholarship, SC/ST Scholarship, Fee Concession, Sikh Human Development Foundation Scholarships, and USA.

**32. Details on student enrichment Programmes (special lectures/workshops/seminar) with external experts:**

1. A seminar was organized in the college on "Utilization of Computer Education in Image Processing and 3D Animation", by OXL Multimedia, Ludhiana. Mr. Avinash C. Saini accompanied by his team threw light on the scope of 3D animation and current trends in computer animation.
2. On Oct 11, 2013, Dr .Harkesh Kumar from Computer Department, P.U. Chandigarh came to our college and spoke on the topic of 'Uses of E-Content' in detail. All the students of B.C.A, P.G.D.C.A, and M.SC (IT) attended the lecture and came to know a lot about this. On the Same day, Dr. Sakshi from P.U. Chandigarh spoke on 'Mobile Computing '.The students really felt benefitted through this exposure.
3. In Oct 2014, Dr .Indu Chhabra from Computer Department, P.U. Chandigarh came to our college and spoke on the topic of 'Neural Networks'. All the students of B.C.A, P.G.D.C.A, and M.SC (IT) attended the lecture and came to know a lot about this.
4. Lectures on various social evils are organized from time to time.

**33. Teaching methods adopted to improve student learning:**

- ✚ Lecture Method- Black Boards, LCD, Smart Boards, Projectors etc.
- ✚ Demonstration Methods
- ✚ Computer Assisted- Power Point Presentations, CD's for developing communication skills
- ✚ Workshops/Conferences
- ✚ Experimental, Field Trips, Practical Classes, Educational and Industrial trips
- ✚ Projects
- ✚ Students seminars are conducted
- ✚ Audio Visual Media, Access to internet
- ✚ Interaction with students to get their feedback.
- ✚ Group discussions are organized in the classrooms to enhance interpersonal skills.

 Class Tests, Oral Tests, Assignments etc.

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Our department works very hard to attain the upto date status of our faculty members and students.

#### Extension Activities (By Staff Members)

- Members of the teaching staff participate in various extension lectures.
- Staff members attending various Seminars/workshops/ conferences.
  - Prof. Amandeep Kaur attended a seminar on topic" Role of ICT in Education, Research and Innovation" organized by Punjab University Chandigarh in session 2014-15.
  - Prof. Gurpreet Kaur attended a seminar on topic" Role of ICT in Education, Research and Innovation" organized by Punjab University Chandigarh in session 2014-15.
  - Prof. Amandeep Kaur attended a national level conference on the topic of "Skill Development in Higher Education" organized by AS College Khanna.
  - Prof. Soneet Singla attended a national level conference on the topic of "Skill Development in Higher Education" organized by AS College Khanna.
  - Prof. Manjot Kaur attended a national level conference on the topic of "Skill Development in Higher Education" organized by AS College Khanna.
  - Prof. Gagandeep Kaur attended a national level conference on the topic of "Skill Development in Higher Education" organized by AS College Khanna.
  - Prof. Gurpreet Kaur attended a national level workshop on the topic of" Faculty Development: a Quality Initiative" organized by Gobindgarh Public College, Alour Khanna in association with Association of Indian College Principals (AICP) on March 17, 2012.
  - Prof. Gurpreet Kaur attended a national level seminar on the topic of" Service Sector in India: Challenges and Prospects" organized by KCW, Sidhwan Khurd.
  - Prof. Gurpreet Kaur attended a national level seminar on the topic of"" organized by KCW, Sidhwan Khurd.
- Staff members visit various schools in December-January every year.
- Our Computer Science and Application Department also organizes "Computer Learning Classes "for other faculty members in the zero period.
- Our department also provide "Computer Learning Classes "to Arts department

students in the recess period.

### Extension Activities for Students:

- Under the career counselling scheme sponsored by U.G.C. an educational trip of 60 students of computer science department visited Dell Company, Mohali. Dell is the famous name in the field of computer hardware. Here Mr. Munish and Mr. Parveen, resource persons of the company motivated the students by telling them about B.P.O. sector and its working.
- A team of 50 students accompanied by Mr. Rashpal Singh and Mrs. S. K. Sood, also visited OXL Multimedia at Ludhiana in October 2010 and received demonstration of the working of multimedia.
- Industry employees are invited to college to provide training to the students
- Career guidance and counselling lectures are organized
- Computer Science Dept. organized a Talent Hunt Spot Photography Competition and the following students won the prizes:

1. Jaspreet Kaur	BCA-2	2316 - 1 <sup>st</sup>
2. Jasmandeep Kaur	BCA-2	2312 -2 <sup>nd</sup>

### Student's participation in Institutional Social Responsibility:

- ✚ Students participate in various activities like NCC, NSS, Red Cross, CSA membership, Rallies on different social issues, Swachh Bharat Abhiyan and sports activities. This helps to inculcate the social responsibilities in them
- ✚ Lohri celebration of daughters
- ✚ Blood donation camps
- ✚ Teachers Day celebration
- ✚ Swachh Bharat Abhiyan
- ✚ Diwali Celebration
- ✚ Youth Festival and Inter Zonal Youth Festival

### 35. **SWOC analysis of the department and Future plans**

- Strengths:
  - ✚ Despite of being rural college our department bring laurels results comparative to other colleges residing in our area. Our following students secured University position:

Session	Name	Class	Roll No	Univ. Pos.	%Age
2014-15	Gitanjali	PGDCA	2501	2 <sup>nd</sup>	83.9%
2014-15	Sita Devi	PGDCA	2509	11 <sup>th</sup>	80.7%



- ✚ Although our students belong to rural area, students are hardworking, enthusiastic and ambitious, which is our major strength.
- ✚ The foremost source of strength of our students is their positive attitude towards competing with students of cities where every facility is available in advance .However they need to work hard to standby this position.
- ✚ Personal interaction with the students.
  
- Weaknesses:
  - ✚ Lack of Regular Staff
  - ✚ Lesser flexibility in University curriculum as compared to industry's demands.
  - ✚ Students with low proficiency level in English.
  - ✚ Students with poor academic background.
- Opportunities :
  - ✚ Our college is providing opportunities to the students belonging to agricultural background of rural area. They are exposed to the opportunities in private sector, government Sector, banking Sector and other areas of employment, by making them capable persons who can work with confidently in every area of competition.
  - ✚ Training of students through seminars and workshops
- Challenges:
  - ✚ Our college accepts the challenges of making young girls of the area capable of earning, by being self-dependent.
  - ✚ Instability of job opportunities in IT industry.
  - ✚ It's a great challenge for the teachers to upgrade the knowledge of students with poor academic background.
  
- Future Plans:
  - ✚ Implementation of Client-Server technology
  - ✚ Interdisciplinary seminar
  - ✚ Research projects by faculty
  - ✚ Establish relations with local industries
  - ✚ Introducing new courses like Add-on Courses etc.
  - ✚ Online assignments and online tutorials for students

### Evaluative Report of the PG Department of Commerce

1. **Name of the department:** Commerce department
2. **Year of Establishment :** 2008
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc)**  
Under graduate: BCOM  
Post graduate: MCOM
4. **Names of Interdisciplinary courses and the departments/units involved**

Interdisciplinary course	departments/units involved
Micro economics	Economics
Macro economics	Economics
History and Culture of Punjab	History
Business mathematics	Mathematics
Language courses	English Punjabi
5. **Annual/ semester/choice based credit system (programme wise)**
  - B.com III is going on an annual system
  - All other courses/classes are in semester mode
6. **Participation of the department in the courses offered by other departments**

The students study English Punjabi history economics from respective departments as per the specification of the curricula.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/programmes discontinued (if any) with reasons:** NIL
9. **Number of Teaching posts sanctioned**

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	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors		07

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc/D.Litt/Ph.D./ M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ms Harpreet Kaur	M.Com, UGC NET	Assistant Professor	Commerce	9 years	N.A.
Ms Kulwant Kaur	M.Com, M.Phil., UGC NET	Assistant Professor	Commerce	10 years	N.A.
Ms. Shilpa Goyal	M.Com, P.G.D.C.A., UGC NET	Assistant Professor	Commerce	05	N.A.
Ms Shelly	M.Com, UGC NET	Assistant Professor	Commerce		N.A.
Ms Surbhi	M.Com, UGC NET	Assistant Professor	Commerce	6 years	N.A.
Mr. Rohit Jindal	M.Com, M.Phil., C.A.Inter, C.S., C.M.A., D.I.M., UGC NET	Assistant Professor	Commerce	7 years	N.A.

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Ms Satvir Kaur	M.Com, UGC NET	Assistant Professor	Commerce	2 years	N.A.
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11. **List of senior visiting faculty:** N.A.

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

Programme Name	Percentage
B.Com-I	14%
B.Com-II	16.67%
B.Com-III	NIL
M.Com-I	28.57%
M.Com-II	14.28%

13. **Student -Teacher Ratio (programme wise)**

Class	No of faculty	No of students	S/T Ratio
B.Com	7	165	1:24
M.Com	7	46	1:7

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled**

Technical	Nil
Administrative	Nil

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG.**

Qualification	No of Faculty Member
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M.Phil	02
Post Graduate	05
U.G.C.	07

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:** NIL
18. **Research Centre /facility recognized by the University:** NIL
19. **Publications:**
- \* a) Publication per faculty: 19
  - \* Number of papers published in peer reviewed journals (national / International) by faculty and students: 05
  - \* Chapter in Books 01
  - \* Books Edited 03
  - \* Books

### 1. Harpreet Kaur

Topic	Name of seminar	Book/ Journal	National/ International/ Impact Factor	ISBN/ISSN
Financial crimes in capital market	Contemporary issues in capital market	Book- Contemporary issued in capital market	National	ISBN- 97.81.930480.-5-4
Green marketing and consumer behavior	Green marketing - a changing paradigm in contemporary marketing	Book- Green marketing - a changing paradigm in contemporary marketing	National	ISBN- 978-93-272-5756-4
Impact of e-commerce	Consumer protection- new horizons and awareness	Book- Consumer protection- new horizons and awareness	National	ISBN- 978-93-82991-21-2

### 2. Kulwant Kaur

Topic	Name of seminar	Book/ Journal	National/ International	ISBN/ISSN
FDI	Contemporary issues in capital market	Book- Contemporary issued in capital market	National	ISBN- 97.81.930480.-5-4
Green marketing and consumer behavior	Green marketing - a changing paradigm in contemporary marketing	Book- Green marketing - a changing paradigm in contemporary marketing	National	ISBN- 978-93-272-5756-4

Impact of e-commerce	Consumer protection- new horizons and awareness	Book- Consumer protection- new horizons and awareness	National	ISBN- 978-93-82991-21-2
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### 3. Shilpa Goyal

Topic	Name of seminar	Book/ Journal	National/ International	ISBN/ISSN
New trends of ICT in education	_____	Book- Nurturing higher education-a step towards excellence	National	ISBN- 978-93-80748-94-8
Risk and diversification	Contemporary issues in capital market	Book- Contemporary issues in capital market	National	ISBN- 978-81-930480-5-4
Consumer Awareness	Consumer protection- new horizons and awareness	Book- Consumer protection- new horizons and awareness	National	ISBN- 978-93-82991-21-2
Yoga and Health	_____	Book- Yoga- A Way of Life	National	ISBN- 978-93-5192-018-2
A Comparative Study of Mobile Buying Behaviour among Teenagers and Adults of Ludhiana District	_____	Journal- QUEST International Multidisciplinary Research Journal	International Impact Factor- 6.89(CARS)	ISSN- 2278-4497

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Social responsibility of MNC	_____	Journal- Sai om journal of commerce and management.....a peer reviewed international journal; vol 2NO8 2015	International	ISSN : 2347-7571
Internet-an alternate to traditional advertising media	_____	Journal- Abhinav international monthly refereed journal of research in Management and technology vol4 no9 2015	International	ISSN : 2320-0073
Indian Financial System	_____	Journal- International Journal of Recent Scientific Research	International Impact Factor 5.114	ISSN : 0976-3031

### 4. Surbhi chhabra

Topic	Name of seminar/book/edited book	Book/ Journal	ISBN/ISSN
Customer perception -an evaluator	Ugc national	Corporate social Responsibility	1-978-81-920878-0-2
Rural marketing in India	UGC national	Phillaur research journal	Issn no 2321-0842



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Challenges and benefits of IFRS in banking INDUSTRY	Edited volume book Emerging dimensions of commerce and management	International research India publication house	978-93-84144-32-6 book proposal no 828
Gender difference in leadership ---a reality or myth	Edited volume book Visualization of research in social sciences	Research India publication house	978-93-84144-64-7 book proposal no 917
Human resource management	Chapter in book.....reference book	Business management -a practitioner guide	978-93-84443-10-8
Role of quality circles	Edited volume book		accepted

### 5. Shelly johar

Topic	Name of publication/seminar	Book/ Journal	ISBN/ISSN
Capital market instruments	Contemporary issues in capital market	Contemporary issues in capital market	978-81-930480-5-4

### 6. Satvir kaur

Topic	Name of seminar	Book/ Journal	ISBN NO
Share capital		International journal of business and management invention	28.8028/0412060066

Lists of seminar/paper presented/attended

#### 1. Ms Harpreet kaur

Topic-	Name of seminar	college	Paper presented/attended
Consumer and its rights	Consumer protection in globalised era issues ,challenges and strategies	LRDAV college, Jagraon	presentd
Financial crisis	Contemporary issues in capital market	S.G.G JANTA GIRLS College, Raikot	presented
Green marketing and consumer behaviour	Green marketing, a changing paradigm in contemporary marketing	Arya College, Ludhiana	Presented
Foreign direct investment	India an emerging opportunity	Kamla Lotia Santan Dharma College, Ludhaina	presented

### 2. Ms kulwant kaur

Topic-	Name of seminar	College	Paper presented/ attended
Consumer and its rights	Consumer protection in globalised era issues ,challenges and strategies	LRDAV College, Jagraon	presentd
Fdi	Contemporary issues in capital market	S.G.G JANTA GIRLS Girls College, Raikot	presented
Green marketing and consumer behaviour	Green marketing, a changing paradigm in contemporary marketing	Arya College, Ludhiana	Presented
Foreign direct investment	India an emerging opportunity	Kamla Lotia Santan Dharma College, Ludhaina	presented
	e.commerce and its application	KCW,Sidhwan Khurd	Attended

### 3. Ms shilpa goyal

Topic-	Name of seminar	College	Paper presented/attended
Online advertising	Contemporary issues in management for sustainable development national seminar	University School of business studies, Talwandi Sabo	Presented
Consumer awareness	Consumer protection new horizon and awareness national seminar	GHG Khalsa Collge, Gurusar Sudhar	Presented
Risk and diversification in capital, market	Contemporary issue in capital market national seminar	SGGJ GIRLS COLLEGE ,RAIKOT	presented
Social responsibility of mnc's	Human rights national seminar	GTB National College, Dakha	presented

### 4. Ms. surbhi chhabra

Topic	Name of seminar	College	Presented
	Emerging scenario of capital market in India	K.V.M College, Jalandhar	Attended
Workshop	Ethics and human values in education and human rights national seminar	Ramgarhia College, Phagwara	Participated
Customer perception-an	Corporate social responsibility-	Hindu Kanya	Presented

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evaluator	transforming business to corporate citizenship national seminar	College, Kapurthala	
Does capital budgeting effect value enhancement	India inc-challenges ahead ICSSR	GNA-IMT, Phagwara	Presented
Rural marketing in India	Emerging scenario of Indian capital market national seminar	DRVDAV Centenary College, Phillaur	Presented
Gender difference in leadership-a reality or myth	Contemporary issues in leadership and management.  International conference	H.M.V College, Jalandhar	Presented
Mergers and acquisition in banking company	Emerging paradigms in banking sector national seminar	G.G.N Khalsa College, Ludhiana	Presented
Role of Quality circles in india	Contemporary issues in ,management and commerce... national seminar	Guru Nanak College, Chak Allah Baksh, Mukerian	presented

### 5. Mrs. shelly johar

Topic	Name of seminar	college	Presented
Capital market instruments	Contemporary issues in capital market national seminar	S.G.G.J College,s Raikot	presented

### 20. Areas of consultancy and income generated:

Our faculty members play a vital role in guiding students of M.com class for their training and project work. They are also given in house projects / assignments.

### 21. Faculty as members in

- a) **National committees:** NA
- b) **International Committees:** NA
- c) **Editorial Boards:** Editor Commerce section
- d) **College committees:**

#### 1. Ms Harpreet Kaur

- Dean student welfare members
- Campus beautification
- Career Counseling committee and placement cell
- UGC committee
- Student council
- Purchase committee
- Standing advisory committee
- Seminar and extension lecture organizing committee
- Internal quality assurance cell
- Anti ragging committee
- Botanical garden
- Amalgamated committee

#### 2. MS. Kulwant Kaur

- Dean student welfare members committee
- UGC committee
- Seminar and extension lecture organizing committee
- Nodal officer for SC/BC scholarships

#### 3. Ms. Shilpa Goyal

- Career Counseling committee and placement cell
- UGC committee
- NAAC coordinator
- NSS programmer
- Alumni Association

#### 4. Ms. Shelly Johar

- NCC Incharge
- Incharge Canteen Society
- Anti ragging committee

### 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme 100%
- b) Percentage of students placed for projects in organizations outside the Institution i.e.in Research laboratories/Industry/  
Session 2014 – 2015 M.COM 100%  
Session 2014 – 2015 M.COM 100%

### 23. Awards / Recognitions received by faculty and students

- Rangoli: Sandeep Kaur, B.Com 1, Roll No. 1903 2<sup>nd</sup> in Youth Festival at Dev Samaj College, Ferozepur.
- Mehendi: Pardeep Kaur, B.Com 1, Roll No. 1932 1<sup>st</sup> in Youth Festival at Dev Samaj College, Ferozepur.
- Virasat society: Kuljeet Kaur, M. com, Roll No. 2810 was elected as secretary
- Knitting: Prabhjot Kaur, B.Com 3, Roll No.2135 participated in Youth Festival at Dev Samaj College, Ferozepur.
- Essay Writing: Harmandeep Kaur, B.com 3 Roll No.2136 2<sup>nd</sup> in Youth Festival at Dev Samaj College, Ferozepur.
- Poetical Recitation: Amarjeet Kaur, B.Com 1, Roll No. 1904 1<sup>st</sup> in Youth Festival at Dev Samaj College, Ferozepur.
- Declamation competition: Diksha, B.Com 1, Roll No. 1958 2<sup>nd</sup> in Youth Festival at Dev Samaj College, Ferozepur.
- Ramandeep Kaur, M.Com.1 Roll No. 2822 Participated in an inter college Declamation competition organized by VED PARCHAR MANDAL at MTS college, Ludhiana on 14<sup>th</sup> Feb. 2015.
- In NSS unit Sukhveer Kaur and Bhawanpreet Kaur of M.Com 1 were elected as president and secretary respectively.
- Blood Donors:  
Ms Shelka Dhandra, Asst. Prof. in commerce  
Ramandeep Kaur, M.Com.1 RollNo 2822  
Pardeep Kaur B.Com.3 Roll No 2102  
Ashnaya B.Com.3 Roll No 2113  
Navneet Kaur B.Com.3 Roll No 2110  
Sandeep Kaur M.Com.1 Roll No 2821

24. List of eminent academicians and scientists / visitors to the department:

Name of a person	Designation
Sh. Ashok singla	Auditor director, the institute of CS of India.
Sh. N.K. Bansal	Member of banking ombudsman scheme
Dr. N.K. sehgal	Associate professor, PU CHD
Dr. J.S.Pasricha	Associate professor, PBI UNI PATIALA
Dr. R.K.Mittal	Associate professor, KUREKUSHETRA UNIVERSITY
Mrs Pooja Kohali	Executive Director, LSE
Sh. Harbinder Sokhi	Manager, Bombay Stock Exchange, Delhi.
Sh. Vinod Shukla	AGM, SEBI Ludhiana.
Sh. J.R. Jagga	Chairman, LSE
Sh. T.S. Gill	Retired civil defense and home guard officer.
Dr. V.P. Gaur	Chairman, LSE.
Mrs. Satwant Kaur	Vice president, Ludhiana Retail Association
S. Bhupinder Singh	Joint Sec. Retail association. Ludhiana.
Cap. Shivcharan Aggarwal	Public Relation Officer
Sh. Rahul Poswal	Assistant manager, SEBI
Dr. Kusum Gupta	Assistant Professor,



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Sh. Pardeep Makkar	Director, Makkar institute Ludhiana.
Sh. V.K.Chadha	Training and Placement cell of LCET

### 25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: 02

- ✚ A seminar on 'Contemporary issues in Capital Market' funded by UGC in 2014 - 2015
- ✚ A seminar on 'Investors Awareness' funded by Retail management association, Ludhiana.

### 26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Seats filled	Passes	Enrolle		Pass percentage
			appeared	* M	*F	
B.COM 1						
2011 - 2012	51	44	33/40		44	82.5
2012 - 2013	57	57	42/51		68	82.3
2013 - 2014	101	75	64/71		75	90.1
2014 - 2015	71	68	56/61		68	91.8
B.COM. 2						
2011 - 2012	23	23	19/23		23	82.6
2012 - 2013	34	34	32/34		34	94.1
2013 - 2014	43	43	41/42		43	97.6
2014 - 2015	65	65	57/61		65	93.4
B.COM. 3						
2011 - 2012	19	19	19/19		19	100
2012 - 2013	19	19	19/19		19	100
2013 - 2014	34	34	33/34		34	97.5
2014 - 2015	43	43	41/41		43	100

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M.COM. 1						
2013 -2014	30	28	28/28		28	100
2014 - 2015	29	27	25/25		25	100
M.COM. 2						
2014 - 2015	26	26	26/26		26	100

\*M = Male \*F = Female

### 27. Diversity of Students

Name of the Course	Year	% of students from the same state	% of students from other States	% of students from abroad
B.COM	2011-2012	97.73	2.27	NIL
	2012-2013	100	NIL	NIL
	2013-2014	100	NIL	NIL
	2014-2015	98.53	1.47	NIL
M.COM	2014-2015	96	4	NIL

### 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

One student -Neerja, cleared UGC NET.

### 29. Student progression

Student progression	Against % enrolled
UG to PG	
2013-2014	37.04
2014-2015	88.89
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	

Employed	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	14.28 10% APP.
Entrepreneurship/Self-employment	

30. **Details of Infrastructural facilities**

- a) Library: college library has a separate section devoted to commerce. Library is well equipped with reputed journals and latest technology to facilitate the students. Library contains total books relating commerce 662 books worth Rs.218042 and five journals.
- b) Internet facilities for Staff & Students: The College is WI-FI enabled. It also consists of three computer labs.
- c) Class rooms with ICT facility: The department has been allocated class rooms equipped with projectors for presentations.
- d) Laboratories:
  - (a) One language lab.
  - (b) Students visit computer labs for learning, searching their topics and assignments as per their requirements.

31. **Number of students receiving financial assistance from college, university, Government or other agencies**

Session	Class	SC/BC	Minority scholarship	Fees concession
2011-2012	B.com	-	50	06
2012-2013		-		13
2013-2014	B.com	01	81	10
	M.com	02	11	
2014-2015	B.com	13	77	20
	M.com	02	30	5

32. **Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts**

### Session 2011-12

1. A lecture was held on 27-2-12, the institute of company secretary of India, Ministry of corporate affairs, Govt. Of India under investors awareness programs. Resource person – Mr. Ashok singla, M.com, LLB, FCS, ISO, Lead Auditor director.
2. A career counseling lecture was held on 28-2-12 by CA Pardeep Makkar and Prof. Harish Kumar on M.com Professional, CPA, LLB.
3. A lecture was held on 14-3-12 by Ludhiana colleges of Engineering and technology PTU by Mr. P.K. Chaddha on IMS test, MBA-CAT, MAT, GMAT, PNET, Bank PO test.

### Session 2012-2013

1. An extension lecture was Delivered by Mr. N.K.Bansal on 29-08-12 on “Financial literacy and Awareness” member of banking ombudsman scheme.

### Session 2013-2014

1. An extension lecture was Delivered by Assistant Professor Dr. Kusum Gupta And Mrs. Neha on topic “communication skills” on 11-02-14

### Session 2014-2015

1. UGC sponsored National seminar had been organized on the topic “contemporary issues in capital market” on 27-09-14.
2. A Retail Management Association sponsored seminar had been organized on topic “Investors Awareness” under the supervision of SEBI.
3. A career counseling lecture was held on 26-11-14 by Makkar Institute to create awareness among the students for new opportunities after B.com and M.com.

### 33. Teaching methods adopted to improve student learning:

- Power Point Presentation
- Case Study method
- Group Discussion
- Chalk Board

- Lecture Method
- Student Presentation
- Workshop
- Question Answer Method
- Illustration Method
- Assignment Method
- Remedial Classes

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

#### Institutional Social Responsibility

- Students participate in NSS, NCC, RED CROSS, SPORTS, YOUTH FESTIVALS And SWACH BHARAT ABHIYAN.

#### Extension activities

- Visit to Delhi Trade Fair
- Visit to Ludhiana Stock Exchange
- College staff members visits to various schools for career counseling
- University Examination duties
- Spot Evaluation of Answer sheets

### 35. SWOC analysis of the department and Future plans.

#### Strengths

- A part from the regular schedule of classrooms, teachers are always available for the students outside the classrooms for the discussions over doubts and queries.
- In the classrooms they always try to make the learning more productive and fruitful by the use of PPTs, illustrations, group discussions so on.
- For the students who need special help, extra classes are arranged by the teachers whenever they are free.
- Teachers also provide counseling to the students for their education and career opportunities. Special attention is also given to the students from the weaker and differently abled sections of the society.
- Teachers provide books to the needy students from book bank without any cost.
- Apart from the syllabus, college provides English and computer coaching to students without any extra charges.

#### Weaknesses

- Lack of bifurcation of English and Punjabi medium students after hampers the interest of students as well as teachers
- Infrastructural limitations are affecting the best possible outcome
- Reading material for the students with Punjabi medium is also the area where special attention is required to be paid
- Most of the people of this area belong to agriculture sector so they donot have sufficient funds for the study
- Research related activities with financial assistance should be promoted
- Most of the students come from the rural areas so they are not fully aware of the commerce.

### Opportunities

- Large number of students are provided job opportunities in reputed companies through this course.
- commerce course provides opportunities to students to excel in various fields like industrial training, stock trading, production and banking system
- To upgrade student skills in hands on learning for professional prospects

### Challenges

- Lack of Availability of reading material in Punjabi is a big challenge as 80% of students are studying in Punjabi medium.
- Parents are not aware about this field and their advantages. So many efforts are made to bring them admission in commerce.

### Future plans

- To increase the strength of students for new unit
- Campus placement
- New methods of teaching

### Evaluative Report of the Music Instrumental Department

1. **Name of the department:** Music Instrumental Department
2. **Year of Establishment:** 1974
3. **Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc):**  
Under Graduate B.A. I, B.A. II, B.A.III
4. **Names of Inter disciplinary courses and the departments/ units involved**  
**Interdisciplinary course departments/ units involved:**  
YES, Music Vocal Department
5. **Annual/ semester/ choice based credit system (programme wise):**  
B.A. III is going on under annual system  
B.A. I and B.A. II are in semester mode
6. **Participation of the department in the courses offered by other departments**  
YES, Vocal Deptt. (Basic knowledge of music, tuning and Theoretical parts)
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/ programmes discontinued (if any) with reasons:**  
NIL
9. **Number of Teaching posts sanctioned:**

	Sanctioned	Filled
Professors	-	-
Associate Professors	01	01
Asst. Professors	-	-

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt.**

/Ph.D./M.Phil. Etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
Sarla Saggar	M.A, M.Phil	Associate Professor	Sitar Playing (Classical Music)	24	NA

11. **List of senior visiting faculty**

Dr. Virender Kumar Retd. Dean GNDU Amritsar visits our department every year. He provides knowledge of various musical instruments like Santoor, Guitar, Jal Tarang, Dilruba, etc. to students of the department.

12. **Percentage of lectures delivered and practical classes handled (programme wise)**

**By temporary faculty:**

NIL

13. **Student-Teacher Ratio (programme wise)**

Class	No. of faculty	No. of students	s/t Ratio
B.A I	1	19	19:1
B.A II	1	16	16:1
B.A III	1	21	21:1

14. **Number of academic support staff (technical) and administrative staff sanctioned and filled:**

Sanctioned and filled – 1 (Tabla Instructor)

15. **Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.:**



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Qualification	No of Faculty Member
Post Doctorate	NIL
Ph.D.	NIL
M.Phil	01
Post Graduate	01
U.G.C.	NIL

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

NIL

18. Research Centre/facility recognized by the University:

NIL

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.)

20. Areas of consultancy and income generated :

NIL

21. Faculty as members in:

a) National committees

NIL

b) **International Committees** NIL

c) **Editorial Boards:** YES, Member of Academic Council Panjab University, Chandigarh (Feb 2014 to Jan 2016)

### 22. **Student projects**

a) **Percentage of students who have done in-house projects including interdepartmental:** 100%

b) **Percentage of students placed or projects in organizations outside the institution i.e. in Research laboratories/Industry/:** NIL

### 23. **Awards/Recognitions received by faculty and students**

P.U. Zonal Youth Festival (2011-2012) held at our college  
(23<sup>rd</sup> Sep to 26<sup>th</sup> Sep, 2011)

ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	1 <sup>st</sup>
Individual in Indian Orchestra	1	1 <sup>st</sup>
Folk Orchestra	12	1 <sup>st</sup>
Individual in Folk Orchestra	1	1 <sup>st</sup>
Non percussion (Sitar)	1	1 <sup>st</sup>

P.U. Inter Zonal Youth Festival held at Ramgarhia Girls College, Ludhiana  
(5<sup>th</sup> Nov to 8<sup>th</sup> Nov, 2011)

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ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	2 <sup>nd</sup>

P.U. Zonal Youth Festival (2012-2013) held at Dev Smaj College, Ferozepur  
(17<sup>th</sup> Oct to 20<sup>th</sup> Oct, 2012)

ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	2 <sup>nd</sup>
Individual in (Indian Orchestra)	1	2 <sup>nd</sup>
Folk Orchestra	12	2 <sup>nd</sup>
Individual in Folk Orchestra	1	2 <sup>nd</sup>
Non percussion (Santoor)	1	1 <sup>st</sup>
Folk Instrument (Dhol)	1	2 <sup>nd</sup>

P.U. Zonal Youth Festival (2013-2014) held at KCW Sidhwan Khurd  
(27<sup>th</sup> Sept to 30<sup>th</sup> Sept, 2013)

ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	1 <sup>st</sup>
Individual in (Indian Orchestra Guitar	1	1 <sup>st</sup>

and Ghara)		
Individual in (Indian Orchestra Jal Tarang and Dilruba)	1	2 <sup>nd</sup>
Folk Orchestra	12	1 <sup>st</sup>
Individual in Folk Orchestra	1	2 <sup>nd</sup>
Non percussion (Santoor)	1	1 <sup>st</sup>

P.U. Inter- Zonal Youth Festival (2013-2014) held at AS College, Khanna,  
(28<sup>th</sup> Nov to 31<sup>st</sup> Nov, 2013)

ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	2 <sup>nd</sup>
Individual in Indian Orchestra	1	2 <sup>nd</sup>
Non percussion (Santoor)	1	3 <sup>rd</sup>

P.U. Zonal Youth Festival (2014-2015) held at Dev Smaj College, Ferozepur  
(12<sup>th</sup> Oct to 15<sup>th</sup> Oct, 2014)

ITEM	NO. OF STUDENTS	POSITION
Indian Orchestra	8	2 <sup>nd</sup>

Individual in Indian Orchestra	1	2 <sup>nd</sup>
Folk Orchestra	12	2 <sup>nd</sup>
Individual in Folk Orchestra	1	2 <sup>nd</sup>
Non percussion (Santoor)	1	1 <sup>st</sup>
Folk Instrument (Flute)	1	2 <sup>nd</sup>

P.U. Inter- Zonal Youth Festival (2014-2015) held at DAV College, Chandigarh  
(28<sup>th</sup> Oct to 31<sup>st</sup> Oct, 2014)

ITEM	NO. OF STUDENTS	POSITION
Non percussion (Santoor)	1	3 <sup>rd</sup>

### 24. List of eminent academicians and scientists/visitors to the department

S.No.	Artist	Designation	Lecture/Performance	Topic	Year
1	Dr. Meeta Pandit	Eminent Performing Artist (Vocalist)	Performance	Rag Todi	7.11.2005
2	Padamshree Rajan Mishra and Sajan	Eminent Performing Artist (Vocalist)	Performance	Rag Todi, Rag Bhairvi	29.11.2006

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	Mishra				
3	Dr. Vivek Verma	Vocalist, APJ College, Jalandhar	Performance	Sugam Sangeet	16.2.2008
4	Dr. C.L.Verma	Retd. Dean H.P. University Shimla (Vocalist)	Lecture cum Demonstration	Raag Yaman	19.2.2008
5	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Sitarist)	Lecture cum Demonstration	Todi Ang K Raag, Raag Mian Ki Todi	21.8.2010
6	Dr. Harvinder Sharma (A Grade Radio Artist)	Retd. Principal Govt.College Nawa Shehar (Sitarist)	Performance	Classical and Filmy Sangeet	29.11.2010
7	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar(Sitarist)	Performance (Classical Music)	Rag, Kafi, Jai-Jai-Wanti	21.8.2010
8	Dr. Gauri	Asst Prof. Arya College Nawa Shehar (Sitarist)	Performance	Rag Yaman	21.8.2010
9	Dr. C.L. Verma	Ex Dean H.P. University Shimla (Vocalist)	Lecture cum demonstration	Rag Jog	25.2.2012
10	Dr. Pankeej Mala Vidushi	Professor P.U. Chandigarh	Lecture	Ved,Sangeet and Life	18.2.2014

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11	Dr. C.L. Verma	Ex Dean H.P. University Shimla (Vocalist)	Two Days Workshop	Himachal Pradesh and Punjab ka Lok Sangeet	9.12.2014 and 10.12.2014
	Dr. Vivek Verma	Vocalist, APJ College Jalandhar			

25. **Seminars/Conferences/Workshops organized & the source of funding**

a) **National Seminar was organized in collaboration with SPIC MACY.**

Dr. Meeta Pandit and Padamshree Rajan Mishra and Sajan Mishra enlightened our students with their magnetic vocal skills.

b) **International NIL**

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Seats filled	Passes	Enrolle		Pass percentage
			appeared	* M	*F	
B.A 1						
2014 - 2015	19	19	15/15		19	100%
B.A 2						
2014 - 2015	16	16	14/14		16	100%
B.A. 3						
2014 - 2015	21	21	21/21		21	100%

\*M=Male \*F=Female

27. **Diversity of Students**

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Name of the Course	Year	%of students from the same state	% of students from other States	%of students from abroad
B.A	2011-2012	100	NIL	NIL
	2012-2013	100	NIL	NIL
	2013-2014	100	NIL	NIL
	2014-2015	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? NIL

29. Student progression: NA

Student progression	Against% enrolled
UG to PG	5%
PG to M.Phil.	
PG to Ph.D.	
Ph.D.to Post-Doctoral	
Employed	NIL
• Campus selection	
• Other than campus recruitment	25%
Entrepreneurship/Self-employment	10%

30. Details of Infrastructural facilities

- Library: Yes, Number of Books is 569 approx. in the main library, 1 Sangeet Magazine which is subscribed monthly.
- Internet facilities for Staff & Students YES
- Class rooms with ICT facility YES, well equipped and furnished one room
- Laboratories YES, Classical Instruments more than 50, Folk Instruments more than 30

31. Number of students receiving financial assistance from college, university,



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### Government or other agencies

Year	Course	Fee Concession	Scholarship	Total
2014-15	B.A I	-	5	5
2014-15	B.A II	-	6	6
2014-15	B.A III	-	4	4

### 32. Details on student enrichment programmes (special lectures/workshops/seminar)with external experts

- Staff and students of the department attended a programme of music performance by eminent Sitarist Sh. Kushal Das with Sh. Durjay Bhaumik on Tabla organized by Sadbhavana Group of Colleges in collaboration with SPIC MACAY on Nov 15, 2013

S.No.	Artist	Designation	Lecture/Performance	Topic	Year
1	Dr. Meeta Pandit	Eminent Performing Artist (Vocalist)	Performance	Rag Todi	7.11.2005
2	Padamshree Rajan Mishra and Sajan Mishra	Eminent Performing Artists (Vocalist)	Performance	Rag Todi, Rag Bhairvi	29.11.2006
3	Dr. Vivek Verma	Vocalist, APJ College, Jalandhar	Performance	Sugam Sangeet	16.2.2008
4	Dr. C.L.Veerma	Retd. Dean H.P. University Shimla (Vocalist)	Lecture cum Demonstration	Raag Yaman	19.2.2008

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5	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Sitarist)	Lecture cum Demonstration	Todi Ang K Raag, Raag Mian Ki Todi	21.8.2010
6	Dr. Harvinder Sharma (A Grade Radio Artist)	Retd. Principal Govt. College Nawa Shehar (Sitarist)	Performance	Classical and Filmly Sangeet	29.11.2010
7	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Sitarist)	Performance (Classical Music)	Rag, Kafi, Jai-Jai-Wanti	21.8.2010
8	Dr. Gauri Asst Prof. Arya College Nawa Shehar	Asst Prof. Arya College Nawa Shehar (Sitarist)	Performance	Rag Yaman	21.8.2010
9	Dr. C.L. Verma	Ex Dean H.P. University Shimla (Vocalist)	Lecture cum demonstration	Rag Jog	25.2.2012
10	Dr. Pankeej Mala Vidushi	Professor P.U. Chandigarh	Lecture	Ved, Sangeet and Life	18.2.2014
11	Dr. C.L. Verma  Dr. Vivek Verma	Ex Dean H.P. University Shimla (Vocalist)  Vocalist, APJ College Jalandhar	Two Days Workshop	Himachal Pradesh and Punjab ka Lok Sangeet	9.12.2014 and 10.12.2014

### 33. Teaching methods adopted to improve student learning

Methods we use to make teaching more interactive

- Department is using modern techniques along with traditional methods of teaching
- Lecture Method
- Practical Method
- Class Tests
- Use of Audio Video Teaching/ Learning

34. **Participation in Institutional Social Responsibility (ISR) and Extensionactivities:**  
YES

Cultural Activities and achievements

Session 2014-2015

- On August 3rd, 2014, during the opening of session Bhajan was presented in Hawan Ceremony.
- On August 15, 2014 our team presented patriotic songs and National Anthem on Independence Day Celebration at Dana Mandi, Raikot
- On August 18, 2014 Talent Hunt function was organized for the Selection of students for Youth and Heritage Festival items in music
- On October 1to October 7, 2014 our team presented musical items on opening and closing ceremony of NSS Camp.
- On January 26, 2015 our team presented a patriotic song and National Anthem on Republic Day Celebrations
- On March 22, 2015 our team presented many musical items on prize distribution function
- On March 17, 2015 our team presented Bhajan on session closing Hawan Ceremony

35. **SWOC analysis of the department and Future plans**

✚ Strengths

- Highly qualified and talented faculty.
- Outstanding results.

✚ Weakness

- Decreasing number of students because of introduction of technical/professional courses.

✚ Opportunities

- Introduction of music as professional subject under UGC Plan
- World of career options in Music industry, Anchoring, Sound direction, Event manager and Teaching.

✚ Challenges.

- Craze of pop and jazz music among new generation
- Mushrooming of technical courses.

✚ Future Plans

- To organize National Level Seminar and workshops
- To add Master's Degree in Music
- Trips to various cultural centers.

### Evaluative Report of the Music Vocal Department

1. **Name of the department:** Music Vocal
2. **Year of Establishment:** 2005
3. **Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.):** Under Graduate classes: B.A. I, B.A. II, B.A.III
4. **Names of Interdisciplinary courses and the departments/units involved:** NIL
5. **Annual/semester/ choice based credit system (programme wise)**
  - B.A. III is going under annual system
  - B.A. I and B.A. II are in semester mode
6. **Participation of the department in the courses offered by other departments:** YES, with Instrumental Deptt.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/ Programmes discontinued (if any) with reasons:** NIL
9. **Number of teaching posts:**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	01

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
Dr. Savita Uppal	M.A, M Phil, Ph d	Principal	Music Vocal	30 years	N/A
Mrs. Ravinderjit kaur	M.A, M.Phil	Asstt. Professor	Music Vocal	15 years	N/A

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty: B.A. I, II, III 75%

13. Student-Teacher Ratio (programme wise): Session 2014-15:

Class	No. of faculty	No. of students	S/T Ratio
B.A I	1	12	12:1
B.A II	1	16	16:1
B.A III	1	12	12:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 1 (Tabla Instructor)

15. Qualifications of teaching faculty with DSc/D.Litt /Ph.D/MPhil/PG.:

S. No.	Name	Qualification
1.	Dr. Savita Uppal	MA, M Phil, Ph.d

2	Mrs. Ravinderjit Kaur	MA, M.Phil (vocal)
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16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre/facility recognized by the University: NIL
19. Publications:

**a) Publication per faculty: 11**

- Dr. Savita Uppal chaired 2<sup>nd</sup> session in the international conference on “Changes in fine arts education: past, present and Future” on 15<sup>th</sup> and 16<sup>th</sup> Nov, 2015. The title of the research paper was “Uttar Bhartiye sangeet me Gazal ke Badlte Pratiman” at ninth International conference sponsored by ministry of culture Delhi.
- Dr. Savita Uppal sent a paper for publication Titled “Punjab Mein Prachilit sangeet me Adhaytamikta” at Paramyoga Nanda International conference on Science, Spirituality and Education jointly organized by Pratibha Spandhan, Shimla on 25 to 27 Sept, 2015.
- Dr. Savita Uppal got an article published on the topic” Film Sangeet Mein Raag Bhairavi” in a referred journal “Agmit” with ISSN Number 2277-520X.

**b) Books with ISBN/ISSN numbers with details of publishers:**

- Dr. Savita Uppal wrote a book on “Sangeet Shikshan Aur Manovigyan” published by Modern Book House, Chandigarh.
- Dr. Savita Uppal wrote a book on “Shastri Sangeet Mein Raag Bhairavi” with ISBN number 81-8247-023-4.
- Dr. Savita Uppal is a chief Patron of book “Contemporary Issues in Capital Market” ISBN No. 978-81-930480-5-4
- Dr. Savita Uppal wrote a book on “Sangeet Shikshan aur Manovigyan” published by Signature Book International with ISBN number 978-93-85622-12-0.
- Dr. Savita Uppal wrote a book on “Sangeet Shikshan ke Sandhrabh Mein Kuch Amulya Dharnayan” published by Mount Hill Publishing Company with ISBN number 978-93-85623-32-5.

- Dr. Savita Uppal wrote a book on “Shruti Priye Bandishon Ke Sankaln” published by Signature Book International with ISBN number 978-93-85622-11-3.
- Mrs. Ravinderjit Kaur has written a book on “Suraan Di Surinder” which is in process.

20. **Areas of consultancy and income generated:** Nil

21. **Faculty as members in:**

a) **National committees:** NIL

b) **International Committees:** NIL

c) **Editorial Boards:** Dr. Savita Uppal is member of Board of Studies of Design and Fine Arts Department of Panjab University, Chandigarh. She attends meetings regularly.

22. **Student projects**

c) **Percentage of students who have done in-house projects including inter departmental / programme:** 100%

d) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry/ other agencies:** Nil

23. **Awards/Recognitions received by faculty and students:**

Awards received by Faculty:

Dr. Savita Uppal received following prestigious awards:

- ‘Swabhiman Award’ from Noble foundation in 2014.
- An award from Arya Samaj, Nawanshehar on International Women’s Day in 2014.
- Nation Builder award by Rotary India Literacy mission in September 2014.

Students Awards:

P.U. Zonal Youth Festival (2011-2012) held in our college  
(23<sup>rd</sup> Sep to 26<sup>th</sup> Sep, 2011)

ITEM	NO. OF STUDENTS	POSITION



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Group Shabad	7	1 <sup>st</sup>
Group Song	6	2 <sup>nd</sup>
Indian Classical	1	1 <sup>st</sup>

P.U. Inter Zonal Youth Festival held at Ramgarhia Girls College, Ludhiana  
(5<sup>th</sup> Nov to 8<sup>th</sup> Nov, 2011)

ITEM	Name of Student		NO. OF STUDENTS	POSITION
Group Bhajan	Ramanpreet Kaur		Individual	2 <sup>nd</sup>

Inter College Competitions:

ITEM	College Name	NO. OF STUDENTS	POSITION
Group Shabad	KCW, Sidhwan Khurd	7	1 <sup>st</sup>
Group Shabad	G.H.G. Khalsa College, Gurusar Sadhar	7	1 <sup>st</sup>
Group Shabad	G.G.S. Khalsa College, Kamalpura	7	3 <sup>rd</sup>

P.U. Zonal Youth Festival (2012-2013) held at Dev Smaj College, Ferozepur  
(17<sup>th</sup> Oct to 20<sup>th</sup> Oct, 2012)

ITEM	NO. OF STUDENTS	POSITION
Group Shabad	7	3 <sup>rd</sup>
Gazal	1	1 <sup>st</sup>

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Indian Classical	1	2 <sup>nd</sup>
Lamhi hek	6	2 <sup>nd</sup>

### Inter College Competitions:

ITEM	College Name	NO. OF STUDENTS	POSITION
Geet	G.G.S. Khalsa College, Kamalpura	1	3 <sup>rd</sup>
Folk Song	G.G.S. Khalsa College, Kamalpura	1	3 <sup>rd</sup>

P.U. Zonal Youth Festival (2013-2014) held at KCW Sidhwan Khurd  
(27<sup>th</sup>Sep to 30<sup>th</sup> Sep, 2013)

ITEM	NO. OF STUDENTS	POSITION
Group Shabad	7	2 <sup>nd</sup>
Group Song	6	2 <sup>nd</sup>
Geet	1	2 <sup>nd</sup>
Folk song	1	1 <sup>st</sup>
Lami hek geet	6	2 <sup>nd</sup>
Lami hek	(individual)	1 <sup>st</sup>

### Inter College Competitions:

ITEM	College Name	NO. OF STUDENTS	POSITION
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Group Shabad	KCW Sidhwan Khurd	7	3 <sup>rd</sup>
Group shabad	G.G.S. Khalsa College, Kamalpura	7	2 <sup>nd</sup>
Folk Song	G.G.S. Khalsa College, Kamalpura	1	2 <sup>nd</sup>
Group Shabad	G.H.G. Khalsa College, Gurusar Sadhar	7	3 <sup>rd</sup>

P.U. Zonal Youth Festival (2014-2015) held at Dev Smaj College, Ferozepur (12<sup>th</sup> Oct to 15<sup>th</sup> Oct, 2014)

ITEM	NO. OF STUDENTS	POSITION
Group Bhajan	7	2 <sup>nd</sup>
Group Song	6	2 <sup>nd</sup>
Indian Classical	1	1 <sup>st</sup>
Gazal	1	2 <sup>nd</sup>
Folk Song	1	2 <sup>nd</sup>
Group song	(individual)	1 <sup>st</sup>

Inter College Competitions:

ITEM	College Name	NO. OF STUDENTS	POSITION
Geet	G.G.S. Khalsa College, Kamalpura	1	1 <sup>st</sup>

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Group shabad	G.G.S. Khalsa College, Kamalpura	7	1 <sup>st</sup>
Folk Song	G.G.S. Khalsa College, Kamalpura	1	2 <sup>nd</sup>
Group Shabad	G.H.G. Khalsa College, Sudhar	7	2 <sup>nd</sup>

### 24. List of eminent academicians and scientists/visitors to the department:

S.No.	Artist	Designation	Lecture/Performance	Topic	Year
1	Dr. Meeta Pandit	Eminent Performing Artist (Vocalist)	Performance	Rag Todi	7.11.2005
2	Padamshree Rajan Mishra and Sajan Mishra	Eminent Performing Artist (Vocalist)	Performance	Rag Todi, Rag Bhairvi	29.11.2006
3	Dr. Vivek Verma	Vocalist, APJ College, Jalandhar	Performance	Sugam Sangeet	16.2.2008
4	Dr. C.L.Veerma	Retd. Dean H.P. University, Shimla (Vocalist)	Lecture cum Demonstration	Raag Yaman	19.2.2008
5	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Stairist)	Lecture cum Demonstration	Todi Ang K Raag, Raag Mian Ki Todi	21.8.2010
6	Dr. Harvinder Sharma (A Grade Radio Artist)	Retd. Principal Govt. College,, Nawa Shehar (Stairist)	Performance	Classical and Filmy Sangeet	29.11.2010

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7	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar (Stairist)	Performance (Classical Music)	Rag, Kati, Jai jai Wanti	21.8.2010
8	Dr. Gauri	Asst Prof. Arya College, Nawa Shehar (Stairist)	Performance	Rag Yaman	21.8.2010
9	Dr.C.L. Verma	Ex Dean H.P. University ,Shimla (Vocalist)	Lecture cum demonstration	Rag Jog	25.2.2012
10	Dr. Pankeej Mala Vidushi	Professor P.U., Chandigarh	Lecture	Ved Sangi and Life	18.2.2014
11	Dr.C.L. Verma  Dr. Vivek Verma	Ex Dean H.P. University, Shimla (Vocalist)  Vocalist, APJ College ,Jalandhar	Two Days Workshop	Himachal Pradesh and Punjab ka Lok Sangeet	9.12.2014 and 10.12.2014

### 25. Seminars/Conferences/Workshops organized & the source of funding

a) **National:** Dr. Meeta Pandit and Padam Shree Rajan Mishra and Sajan Mishra enlighten our students with their magnetic vocal skills.

a) **International:** Nil

### 26. Student profile programme/course wise: For the Session 2014-15:

Name	of	the	Applications		Enrolled	
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Course/programme( refer question no. 4)	received	Selected	*M	*F	Pass percentage
BA 1	12	12	0%	100%	100%
B.A 2	16	16	0%	100%	100%
B.A.3	12	12	0%	100%	100%

\*M=Male \*F=Female

### 27. Diversity of Students

Name of the Course	Year	% of students from the same state	%of students from other states	% of students from abroad
BA I,II,III	2014-2015	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: Nil

29. Student progression: NA

Student progression	Against% enrolled
UG to PG	9
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Yes, Number of Books 569 approx. in the main library, 1 Sangeet Magazine which is subscribed monthly

b) Internet facilities for Staff & Students: Yes

c) Class rooms with ICT facility: YES, Well Equipped and Furnished One Room

d) Laboratories: 01

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Year	Course	Fee Concession	Scholarship	Total
2014-15	B.A I	-	3	3
2014-15	B.A II	-	12	12
2014-15	B.A III	-	8	8

32. Details on student enrichment Programmes (special lectures/workshops/Seminar) with external experts:

S.No.	Artist	Designation	Lecture/Performance	Topic	Year
1	Dr. Meeta Pandit	Eminent Performing Artist( Vocalist)	Performance	Rag Todi	7.11.2005
2	Padamshree Rajan Mishra and Sajan Mishra	Eminent Performing Artist( Vocalist)	Performance	Rag Todi, Rag Bhairvi	29.11.2006
3	Dr. Vivek Verma	Vocalist	Performance	Sugam Sangeet	16.2.2008

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4	Dr. C.L.Veerma	Retd. Dean H.P. University Shimla (Vocalist)	Lecture cum Demonstration		19.2.2008
5	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar	Lecture cum Demonstration		21.8.2010
6	Dr. Harvinder Sharma (A Grade)	Retd. Principal Govt. College, Nawa Shehar	Performance	Classical Film Sangeet	29.11.2010
7	Dr. Virender Kumar	Retd. Dean Guru Nanak Dev University, Amritsar	Performance (Classical Music)	Rag, Kati, Jai Jai wanti	21.8.2010
8	Dr. Gauri Asst Prof. Arya College Nawa Shehar	Asst Prof. Arya College, Nawa Shehar	Performance	Rag Yaman	21.8.2010
9	Dr. C.L. Verma	Ex Dean H.P. University, Shimla	Lecture cum demonstration	Rag Jog	25.2.2012
10	Dr. Pankeej Mala Vidushi	Professor P.U., Chandigarh	Lecture	Ved Sangi and Life	18.2.2014



11	Dr.C.L. Verma	Ex Dean H.P. University, Shimla	Two Days Workshop	Himachal Pradesh and Punjab ka Lok Sangeet	9.12.2014
12	Dr. Vivek Verma	Vocalist	Two Days Workshop	Himachal Pradesh and Punjab ka Lok Sangeet	10.12.2014

### 33. Teaching methods adopted to improve student learning:

Methods we use to make teaching more interactive are-

- Department is using modern techniques along with traditional methods of teaching
- Lecture Method
- Practical Method
- Class Test
- Use of Audio Video Teaching- Learning

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: YES

Extension activities by faculty members:

- Our Principal Dr. Mrs. Savita Uppal has rendered her expert advice to the students of different universities on their research topics and evaluated their thesis and also performed her duty as examiner for Ph.D. level students.
- She has been recently appointed as Ph.D. supervisor by Punjab University Chandigarh in the field of Music. Four students are enrolled for Ph.D. under her supervision.
- She acted as Resource Person in a workshop on Sangeetak Kalanwan organized by Youth Welfare Department of Punjabi university Patiala from June 14 -18 2013 and delivered a lecture on the topic "Group Shabad and Classical Vocal".
- She acted as Resource Person and delivered a lecture on the topic "Comparative Study of Folk Music of Punjab and Himachal Pardesh" organized by department of Performing Arts, HP University Shimla on October 26 ,2015.

- She acted as examiner for conducting open Ph.D. viva voce of Ms. Uma Devi of HP University Shimla.
- She chaired one Session in the International conference on “Changes in fine arts education: Past, Present and Future” on November 15 and 16, 2015. The title of her research paper is “Uttar Bhartiye Sangeet mein Gazal ke Badlte Pratiman” at Ninth International conference sponsored by Ministry of Culture Delhi.
- She acted as a subject expert for the selection of assistant professor in Music Department, Dashemsh Girls College Mukerian, and Distt Hoshiarpur on June 14, 2014.
- Dr. Savita Uppal Principal was appointed as examiner to evaluate the thesis entitled “Sri Guru Granth Sahib Mein Sankalit Bhagat Namdev Ki Bani Ka Sangeetatmak Addhyayan” submitted by Ms. Gursharan Kaur for the degree of Doctor of Philosophy of University of Delhi.
- Dr. Savita Uppal Principal was a member of inspection committee to consider AS College, Khanna for grant of affiliation for (i) BA-III Music (ii) M.COM-II and (iii) MA-II Economics for the session 2014-15.
- Dr. Savita Uppal gave a brief expert comments on the synopsis “Sitar ke Safal Prashikshan Hetu Shiksh Dwara Kiye Gaye Paryog Ek Adhyan” submitted by Ms. Yakshita Verma for Ph.D. degree for Banasthali University Vidyapith, Rajasthan on November 14, 2014.
- Dr. Savita Uppal was a member of board of studies in Design and Fine Arts and regularly attends the meetings at Punjab University, Chandigarh to recommend the outlines of tests, syllabi and courses of reading of following courses in Music in semester system Vocal, Instrumental, Tabla, Indian classical dance and Certificate course in Music and advance practical training in Indian Classical Music.

### Activities by students:

#### Cultural Activities and achievements of Session 2014-2015

- On August 3rd, 2014, during the opening of session Bhajan was presented in Hawan Ceremony.
- On August 15, 2014 presented patriotic songs and National Anthem on Independence Day Celebration at Dana Mandi, Raikot
- On August 18, 2014 Talent Hunt function was organized for the Selection of students for Youth and Heritage Festival Items in Music items
- On October 1 to October 7, 2014 presented musical items in opening and closing ceremony of NSS Camp.
- On January 26, 2015 presented a patriotic song and National Anthem on Republic Day Celebration
- On March 22, 2015 presented many musical items on Prize Distribution Function.
- On March 17, 2015 presented Bhajan on session closing Hawan Ceremony.

### 35. SWOC analysis of the department and Future plans

#### ✚ Strengths

- Highly qualified and talented faculty.
- Outstanding results.

#### ✚ Weakness

- Decreasing number of students because of the introduction of technical/professional courses.

#### ✚ Opportunities

- Introduction of music as professional subject under UGC Plan
- World of career options in music industry, anchoring, sound direction, event manager and teaching.

#### ✚ Challenges.

- Craze of pop and jazz music among new generation
- Mushrooming of technical courses.

#### ✚ Future Plans

- To organize National Level Seminar and workshops
- To add Master's Degree in Music
- Trips to various cultural centers.

### Evaluative Report of the Economics Department

1. **Name of the department:** Economics Department
2. **Year of Establishment:** 1974
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc):**  
Under Graduate B.A Economics
4. **Names of Interdisciplinary courses and the departments/units involved**  
**Interdisciplinary course departments/units involved:**  
B.Com I Department of Commerce
5. **Annual/ semester/choice based credit system (programme wise):**  
  
B.A III is going in an annual system  
B.A I and B.A II are in semester mode
6. **Participation of the department in the courses offered by other departments:**  
  
B.Com I Economics offered by the department of commerce is taught by the Economics department
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/programmes discontinued (if any) with reasons:** NIL
9. **Number of Teaching posts sanctioned:**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-

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Asst. Professors	01	01
------------------	----	----

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt./Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Seema Gulati	M.A Economics M.Ed	Assistant Professor	Micro Economics	-	NA

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty:  
100 % lectures delivered by temporary faculty

13. Student -Teacher Ratio (programme wise) (2015-2016):

Class	No of faculty	No of students	s/t Ratio
BA I	1	15	15:1
BA II	1	10	10:1
BA III	1	22	22:1
B.Com I	1	51	51:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Technical	NIL
Administrative	NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Qualification	No of Faculty Member
Post Doctorate	NIL
Ph.D.	NIL
M.Phil	NIL
Post Graduate	01
U.G.C.	NIL

16. Number of faculty with ongoing projects from

a) National: None

b) International funding agencies and grants received: None

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:  
None

18. Research Centre / facility recognized by the University:

None

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.)

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Books/Chapter in Books	Author Names	Volume No/Year	Paper published in	ISBN NO.
Impact of Mobile Learning on Student Education	Dr. Harjinder Singh Brar Chief Editor	2014-2015	Teacher Education- Challenges and Opportunities	978-81-89463-64-9

20. **Areas of consultancy and income generated:** NIL

21. **Faculty as members in:**

- a) **National committees:** NA
- b) **International Committees:** NA
- c) **Editorial Boards:** NA

22. **Student projects**

- a) **Percentage of students who have done in-house projects including inter departmental:** NA
- b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry:** NA

23. **Awards / Recognitions received by faculty and students**

Faculty NIL  
Students

Session 2011-2012

- Charanjit Kaur of BA III got second prize in Guddian Patole making in Dheeyan da Mela organized at GCW, Ludhiana from Oct 21-22, 2011.
- Hardeep Kaur BA III got First Prize in Crochet Designing in Basant Festival organized by GGS KCW, Kamalpura in inter college competition.

Session 2013-2014

- Rupinder Kaur of BA III got first prize in individual item in Mimicry in Zonal Youth and Heritage Festival held Khalsa College for Women, Sidhwan Khurd.

Session 2014-2015

- Simarpreet Kaur of BA I got first prize in individual item in Mimicry in Zonal Youth and Heritage Festival held at Dev Smaj College for Women, Ferozepur

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24. List of eminent academicians and scientists / visitors to the department: NIL

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: NIL

b) International: NIL

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Seats filled	Passes	Enrolle		Pass percentage
			appeared	* M	*F	
BA I						
2014 - 2015	13	11	7/11		11	63.6%
BA II						
2014 - 2015	26	24	24/24		26	100%
BA III						
2014 - 2015	13	13	12/13		13	92.3%

\*M = Male \*F = Female

27. Diversity of Students:

Name of the Course	Year	% of students from the same state	% of students from other States	% of students from abroad
B.A	2011-2012	100	NIL	NIL
	2012-2013	100	NIL	NIL
	2013-2014	100	NIL	NIL
	2014-2015	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NIL



29. **Student progression:** NA

Student progression	Against % enrolled
UG to PG	
2013-2014	
2014-2015	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurship/Self-employment	

30. **Details of Infrastructural facilities:**

- Library: Yes, Number of Books 947 approx., No. of Journals 3
- Internet facilities for Staff & Students YES
- Class rooms with ICT facility YES
- Laboratories NA

31. **Number of students receiving financial assistance from college, university, government or other agencies Refer 5.1.2 and 5.1.3 of criteria wise input for consolidated record of the college.**

Year	Course	Fee Concession	Scholarship	Total
2014-15	B.A I	-	3	3
2014-15	B.A II	-	12	12
2014-15	B.A III	-	8	8

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: NIL
33. Teaching methods adopted to improve student learning:
- Seminars
  - Black Board Method
  - Discussion
  - Lecture Method
  - Question Answer Techniques
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
- Students actively participate in NSS and NCC
  - Pupils actively participate in extracurricular activities and heritage items
  - Students are always ready to pay for Red Cross Society and Communal Harmony
35. SWOC analysis of the department and Future plans:
- ✚ Strengths
    - Principal's leadership is the driving force for all positive academic changes. Members of the college are supportive to achieve institutional objectives by creating a congenial work oriented environment.
    - Special classes are conducted for weak students.
    - Internet facility for the faculty to update their knowledge.
    - Bilingual methods of teaching are used as majority of students are first generation learners from low socio economic background.
    - Maximum participation of students of the department in co- curricular activities of the college such as cultural, NSS and NCC, etc.
  - ✚ Weaknesses
    - Lack of permanent staff
    - Students from generally poor socio economic background.
    - Punjabi being the medium of instruction in majority of the schools, the students seriously lack the knowledge of English.
  - ✚ Opportunities
    - Expanding field to provide job in teaching, industry and business.
    - Strengthen interactive teaching and use of modern teaching technology.
  - ✚ Challenges
    - Mushrooming of private institutes offering a number of professional courses.

- Teaching rural students is major challenge in itself.
- Limited job opportunities in private sector for Arts students.
- Academic and personal development of students of rural background.

### Future Plans

Plans to introduce BA Hons Economics and Master in Economics.

### Evaluative Report of the Hindi Departments

1. Name of the department : U.G.Department of Hindi
2. Year of Establishment : 1974
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)  
UG:-BA-I, II,III
4. Names of Interdisciplinary courses and the departments/units involved:-Nil.
5. Annual/ semester/ choice based credit system (programme wise)  
Annual:-BA-III  
Semester:-BA-I(from 2014-15)  
BA-II(from 2015-16)
6. Participation of the department in the courses offered by other departments:-Nil.
7. Courses in collaboration with other Universities, industries, foreign etc.:-Nil.
8. Details of Courses/ programs discontinued (if any ) with reasons.:-Nil.
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	1	1
Asst. Professors	Nil	Nil

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.Vinod Bala	M.A.,M.Phil, Ph.D.	Associate Professor	Poetry and Fiction	27years upto 2015	Nil

11. List of senior visiting faculty:-Nil.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:-Nil.

13. Student -Teacher Ratio (programme wise)

Session: 2011-2012

Programme	Student Teacher Ratio
BA-I31:1	
BA-II	19:1
BA-III	27:1

Session: 2012-2013

Programme	Student Teacher Ratio
BA-I	28:1
BA-II	31:1
BA-III	19:1

Session: 2013-2014

Programme	Student Teacher Ratio
BA-I	31:1
BA-II	28:1
BA-III	31:1

Session: 2014-2015

Programme	Student Teacher Ratio
BA-I	12:1
BA-II	30:1
BA-III	25:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled. :-Nil.

15. Qualifications of teaching faculty with D.Sc /D.Litt. /Ph.D. /M.Phil. /P.U  
As per no 10.

16. Number of faculty with ongoing projects from  
a) National  
b) International faculty agencies and grant received:-Nil.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received:-Nil.

18. Research Centre /facility recognized by the University:-Nil.

19. Publications:

Number of articles published in Books/Journals/News Papers:-

- Dr. Vinod Bala 'EAK PURUSH AUR MEIN ADHUNIKATA AUR MITH', AGMIT(A Refereed Journal), Editor Dr. Rajinder Sahil, Roop Kanwal Parkashan, Ludhiana ,ISSN2277-520 X, Sept.2014.

20. Areas Consultancy and income generated:-Nil.

21. Faculty as member in  
a) National Committees  
b) International Committees  
c) Education Board

Dr. Vinod Bala -Editor in Chief and Editor Hindi Section of College Magazine 'Kanya Sandesh' .

22. Student projects:-

a. Percentage of students who done in house projects including inter departmental/Programme:-

All B.A students do assignment work in a session

23.Awards/Recognitions received by faculty and students

Name of Faculty	Award
1. Dr.Vinod Bala	Nation Builder Award by Rotary India Literary Mission, Sept.2014.

2. Recognitions received by students:-

Session 2011-12

P.U Zonal Youth and Heritage Festival (Moga Ferozepur Zone) was held in our college. Following student's brought laurels to the institution:

1. Bhajanpreet Kaur of B.A.3<sup>rd</sup>, Sarabjit Kaur of B.A 1<sup>st</sup> participate in bhajan team and group singing team.

Bhajan team got 1<sup>st</sup> prize

Group Singing team got 2<sup>nd</sup> prize

2. Sudha Sharma and Priya (1225) Participated in Folk Orchestra Team

Folk Orchestra team got 1<sup>st</sup> prize

Priya got individual 2<sup>nd</sup> prize

3. Sukhwinder Kaur of B.A 3<sup>rd</sup> got 1<sup>st</sup> prize in Dasuti Embroidery in P.U Zonal Festival and 3<sup>rd</sup> prize in P.U Inter Zonal Youth and Heritage Festival held at Ramgarhia Girls College, Ldh from 5<sup>th</sup> Nov. to 8 Nov. 2011

4. Rupinder Kaur of B.A 1<sup>st</sup> got 1<sup>st</sup> prize in mimicry

5. In Inter College Group Shabad Competition held at K.C.W Sidhwan Khurd on 19<sup>th</sup> Jan, 2012, Bhajanpreet Kaur of BA 3<sup>rd</sup> won individual 1<sup>st</sup> prize.

6. G.H.G Khalsa College, Sudhar organized a Group Shabad competition on 17 Feb, 2012, Bhajanpreet Kaur was participated in group team and won 1<sup>st</sup> prize.

7. Bhajanpreet Kaur and Sarabeet of B.A 1<sup>st</sup> was participated in Shabad Gayan Competition at . G.G. S. Khalsa College, Kamalpura and team won 3<sup>rd</sup> prize.

8. In Basant Festival organized by G.G.S. Khalsa College, Kamalpura, Sukhwinder Kaur got 1<sup>st</sup> prize in Dasuti Embroidery.

9. Bajanpreet Kaur, B.A. 3<sup>rd</sup>, Roll No 1277 was Best Clasical Singer of session 2011-2012

10. Priya, B.A 3<sup>rd</sup>, Roll No 1225 was best in Folk Orchestra.

11. Sukhwinder Kaur B.A 3<sup>rd</sup> Roll No 1307 was best in Heritage activities.

### Session 2012-13

P.U Zonal Youth and Heritage Festival held at Dev Samaj College for Women, Ferozepur on 7,8,9,10 Oct 2012.

1. Manju Goyal of B.A 1<sup>st</sup> (618) and Neena Rani of B.A 1<sup>st</sup> (642) was participated in Indian Orchestra Team and got 2<sup>nd</sup> prize.
2. Tamsa Nahar, B.A 1<sup>st</sup> (723) and Mala Nahar, B.A 2<sup>nd</sup> (924) was participated in Folk Orchestra team and won 2nd prize.
3. Sarabeet Kaur, B.A 2<sup>nd</sup> (1049) was participated in Bhajan Team and got 3rd prize and also got 2nd prize in classical vocal.
4. Jasvir Kaur, B.A2<sup>nd</sup> (970) got 2<sup>nd</sup> prize in Pakhi Designing.

5. Rupinder Kaur, B.A2nd (943) got 1<sup>st</sup> prize in Mimicry.
6. Parveen Kaur, B.A3rd (1352) won 3<sup>rd</sup> prize in File Cover Designing competition held at GGS Khalsa College, Kamalpura on Feb 28, 2013.
7. Jasvir Kaur, B.A2nd (970) got 2<sup>nd</sup> prize in Pakhi Designing competition held at GGS Kh. College, Kamal Pura on Feb 28, 2013.
8. S.G.G Janta Girls College, Raikot organized an Inter College competition in which Jasvir Kaur B.A2nd (970) got 2<sup>nd</sup> prize.

### Session 2013-14

P.U Zonal Youth and Heritage Festival (Moga Ferozepur Zone) was held at Khalsa College for Women Sidhwan Khurd on 27,28,29,30 Sept .2013 .

Following students got prizes.

1. Rupinder Kaur, B.A2nd (943) got 1<sup>st</sup> prize in Mimicry and 3<sup>rd</sup> prize in Skit (team).
2. Yash Sharma B.A 3<sup>rd</sup> (1235) got 1<sup>st</sup> prize in Mehndi Designing.
3. Rupalldeep Sharma, B.A 1<sup>st</sup> (631) and Neha, B.A1st (718) was participated in drama team and the team in Drama team got 3<sup>rd</sup> prize and Rupalldeep Sharma also got Individual 3<sup>rd</sup> prize.
4. Neena Rani, B.A2nd (937) and Manju Bala, B.A 2<sup>nd</sup> (999) was participated in Indian Orchestra team and won 1<sup>st</sup> prize and in Inter Zonal Youth and Heritage Festival held at A.S College, Khanna got 2<sup>nd</sup> prize.
5. Tamsa Nahar, B.A 2<sup>nd</sup> (1007) and Mala Nahar, B.A3<sup>rd</sup> (1313) was participated in Folk Orchestra team and the team won 1<sup>st</sup> prize.
6. S.G.G Janta Girls College, Raikot organized Inter College Competition in which Jasvir Kaur, B.A 2<sup>nd</sup> (1250) got 1<sup>st</sup> prize in Pakhi Designing.

### Session 2014-15

P.U Zonal Youth and Heritage Festival (Moga Ferozepur Zone) was held at Dev. Samaj College for Women, Ferozepur.

1. Manju Goyal, B.A 3<sup>rd</sup> (1207) and Neena Rani, B.A3<sup>rd</sup> (1280) was participated in Indian Orchestra team and the team won 2<sup>nd</sup> prize.
2. Tamsa Nahar, B.A 3<sup>rd</sup> (1291) was participated in Folk Orchestra team and team won 2nd prize.
3. Amandeep Kaur, B.A 1<sup>st</sup> (725) was participated in Kali singing team and team got 1<sup>st</sup> prize.
4. Rupalldeep Sharma, B.A 2<sup>nd</sup> (902) and Neha, B.A 2<sup>nd</sup> (901) was participated in Drama team and the team won 3<sup>rd</sup> prize.
5. Simarpreet Kaur, B.A 1<sup>st</sup> (641) won 1<sup>st</sup>prize in Mimicry.



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6. Nidhi Sharma, B.A 2<sup>nd</sup> (971) and Prabhjot Kaur, B.A 2<sup>nd</sup> (981) was participated in Mime and won 3<sup>rd</sup> prize.

24. **List of eminent academicians and scientists/visitors to the department:-Nil.**

25. **Seminars/ Conferences/Workshops organized & the source of funding a. National b. International.**

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received/Total Students	Selected	Enrolled		Pass percentage
			*M	*F	
<b><u>2011-2012</u></b>					
BA 1 <sup>st</sup>	31	31	-	31	96.77%
BA 2 <sup>nd</sup>	19	19	-	19	100%
BA 3 <sup>rd</sup>	28	28	-	28	100%
<b><u>2012-2013</u></b>					
BA 1 <sup>st</sup>	28	28	-	28	100%
BA 2 <sup>nd</sup>	31	31	-	31	100%
BA 3 <sup>rd</sup>	19	19	-	19	100%
<b><u>2013-2014</u></b>					
BA 1 <sup>st</sup>	31	31	-	31	100%
BA 2 <sup>nd</sup>	28	28	-	28	100%
BA 3 <sup>rd</sup>	31	31	-	31	100%
<b><u>2014-2015</u></b>					
BA 1 <sup>st</sup> Sem-1	12	12	-	12	100%
BA 1 <sup>st</sup> Sem-2 <sup>nd</sup>	08	08	-	08	100%
BA 2 <sup>nd</sup>	30	30	-	30	100%
BA 3 <sup>rd</sup>	25	25	-	25	100%

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\*M = Male \*F = Female

### 27. Diversity of students:-

Name of Course	% of Students from the same State	% of Students from the Other State	% of Students from abroad
<u>2011-2012</u>			
BA 1 <sup>st</sup>	100%	Nil	Nil
BA 2 <sup>nd</sup>			
BA 3 <sup>rd</sup>			
<u>2012-2013</u>			
BA 1 <sup>st</sup>	100%	Nil	Nil
BA 2 <sup>nd</sup>			
BA 3 <sup>rd</sup>			
<u>2013-2014</u>			
BA 1 <sup>st</sup>	100%	Nil	Nil
BA 2 <sup>nd</sup>			
BA 3 <sup>rd</sup>			
<u>2014-2015</u>			
BA 1 <sup>st</sup>	100%	Nil	Nil
BA 2 <sup>nd</sup>			
BA 3 <sup>rd</sup>			

### 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

One:- Sukhraj Kaur, TET and CET cleared, 2015-16

### 29. Student progression

Student progression	Against % enrolled
UG to PG	Data not available
PG to M.Phil.	Data not available
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	Nil
• Campus selection	
• Other than campus recruitment	Data not available
Entrepreneurship/Self-employment	

### 30. Details of Infrastructural facilities

- a) Library                                      Number of Books-1715 , Magazines-05
- b) Internet facilities for Staff & Students    Yes
- c) Class rooms with ICT facility                Yes
- d) Laboratories                                      Nil

### 31. Number of students receiving financial assistance from college, university, government or other agencies

See criteria 5.1.2

### 32. Details on student enrichment programmers (special lectures / workshops /seminar) with external experts.-Nil.

### 33. Teaching methods adopted to improve student learning

1. Daily 5 to 7 minutes are given for the discussion regarding previous day lecture and students are encouraged to put their questions.
2. Tests are given to the students after the completion of each chapter.
3. For slow learners are give extra time.
4. Group discussions
5. Students are encouraged to visit the library daily.
6. The students are encouraged to write the articles.
7. Quiz competition is organized.
8. Thought for the day is discussed in the class daily.

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

1. Class Representatives of each class take responsibility to maintain discipline and cleanliness in class as well as helping the faculty in organizing different events.

2. Students of Hindi Department are members of Hindi Sahitya Sabha, Creative Writing Society and Student Council of the College which is involved in N.C.C, N.S.S, Blood-Donation Camp, Environmental etc. from time to time.

3. Teacher actively participates in examination work and University examination evaluation.

4. Membership in various committees like:

- I. Editor in chief and Editor of Hindi Section.
- II. Staff Secretary etc.
- III. Convener of P.T.A. Committee.
- IV. Convener of Career Counselling and placement Cell.
- V. Convener of Amalgamated Committee.

5. Teachers visit schools every year in the month of December/Jan for the career counselling.

6. National level Seminar

1. Dr. Vinod Bala attended the National level seminar on National Education Policy- 2015 on June 07, 2015 at Punjab University Regional Centre Ludhiana and presented paper on the topic Rashtriya Shiksha Neeti Ka Viyavharic Roop.
2. Dr. Vinod Bala, attended National level seminar on Soochna Pradyogiki, Nagari Lipi Aur Hindi, on Nov.07, 2015 at S.C.D.Govt.College ,Ludhiana and presented a paper on the topic "Raj Bhasha Hindi".

### 35. SWOC analysis of the department and Future plan.

#### Strengths

1. Support, motivation and guidance of Principal.
2. Co-operation and suggestions from other departments.
3. Highly qualified and dedicated staff.
4. Personal attention to the students.
5. Scholarships and fee concession for the students.

#### Weakness

Students from poor socio-economic and academic background.

#### Opportunities

These are various opportunities in the field of Hindi:- School, College, Banks, L.I.C, Railways, Post-office, Media- Newspapers, T.V, Radio, Ministry of Defence, Transtations in various fields etc.

### Challenges

1. Preference to professional courses after XIIth class.
2. It is a great challenge for the teachers to upgrade the knowledge of the students with poor academic background.

### Future

1. Special care is to be provided for slow learners.
2. To conduct extension lectures.

### Evaluative Report of the History Department

1. Name of the department: History
2. Year of Establishment: 1974
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)

Courses	UG
BA-I,II,III	UG

4. Names of Interdisciplinary courses and the departments/units involved: NIL
5. Annual/ semester/choice based credit system (programme wise)

Programme	Annual/Semester
BA-I	Semester
BA-II	Semester
BA-III	Annual

6. Participation of the department in the courses offered by other departments:  
Commerce Department: HCP (History and Culture of Punjab)
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts

	Sanctioned	Filled
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Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Parveen Kaur	MA	Asstt. Prof.	History of Punjab	9	

11. List of senior visiting faculty: NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty

Class	Percentage
BA-I	100%
BA-II	100%
BA-III	100%

13. Student -Teacher Ratio (programme wise)

Class	Ratio
BA-I	50:1

BA-II	63:1
BA-III	90:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:  
PG ,to check detail please refer to point no. 10
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre /facility recognized by the University: NIL
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

20. Areas of consultancy and income generated: NIL

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards: NIL

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

23. Awards / Recognitions received by faculty and students:

Students of History department participated in Play, Mime, Bhand in Youth Festival and won many prizes

24. List of eminent academicians and scientists / visitors to the department: NIL

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National  
b) International

26. Student profile programme/course wise: for Session 2014-15

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA-I(First Sem)	72	71		71	100%
BA-I(Second Sem)	63	63		63	100%
BA-II	95	95		95	100%
BA-III	82	82		82	100%

\*M = Male \*F = Female

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA-I	100%		
BA-II	100%		
BA-III	100%		

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Data Not Available

29. Student progression: Ours is an undergraduate college. Students join Post Graduate in other Colleges/ Institutes.

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"><li>• Campus selection</li><li>• Other than campus recruitment</li></ul>	
Entrepreneurship/Self-employment	

### 30. Details of Infrastructural facilities

- a) Library: No. of Books : 900
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: YES

d) Laboratories: One language lab

31. **Number of students receiving financial assistance from college, university, government or other agencies:**
32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** NIL
33. **Teaching methods adopted to improve student learning**
  - Point Discussion
  - Black Board Method used for maps
  - Debate
  - Assignment
  - Class Tests and Oral Tests
  - Excursions
34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The students and teacher of the department have been actively participating in ISR and extension activities like: Educational Tours and Trips, Sports, Youth festival and other cultural activities.

  - History Department Celebrated 150<sup>th</sup> anniversary of Sat Guru Baba Ram Singh Ji, founder of Namdhari Kooka Movement in Session 2011-12. Essay writing competition was organized on October 31, 2011.
  - Our students participated in declamation competition held at Arya College Ludhiana in September, 2012.
  - A trip was organized by History department to Harike Pattan, Wagah Border, Jalianwala Bagh, Shri Harmandir Sahib, Durgiana Mandir and Tarn Taran Sahib Amritsar on February 26 and 27, 2012.
  - A trip was organized by History department to Devi Talab Mandir, Jalandhar on February 10, 2013.
  - A trip was organized by History department to Paunta Sahib in session 2013-14.
  - A trip was organized by History department to Nanaksar Thath Bhuchio Mandi on November 3<sup>rd</sup> and 4<sup>th</sup>, 2014. Students also visited Thermal Plant and Takhat Shri Damdama Sahib at Bathinda.
  - History department celebrated Flag Day. Students collected Rs. 500/- and a demand draft was sent to the Secretary National Foundation for Communal Harmony.
  - In session 2012-13 department organized an Essay Writing competition.
35. **SWOC analysis of the department and Future plans**

### Strengths:

- The department always strives to work towards an overall development of the students.
- A healthy and sound interaction between students and teachers of the department maintained.

### Opportunities:

- History as a discipline develops sensitivity among students towards past and also inculcates a feeling of ownership towards their future.

### Future Plans:

- Department activities like Quiz competitions, Heritage Work and Historical trips for students.

Equipping students with special language skills for holistic and communicative personality.

- Arranging student centric seminars which help them making professional choices.
- To enhance teaching skills regularly updating faculty.

### Evaluative Report of the Mathematics Department

1. **Name of the department** : MATHEMATICS
2. **Year of Establishment** : 2004
3. **Names of Programmes/Courses offered (UG)**  
Undergraduate Courses  
Arts B.A. I, II, III  
Computer Application B.C.A. I, II, III
4. **Names of Interdisciplinary courses and the departments/ units involved:** NIL
5. **Annual/semester/choice based credit system (programme wise)**  
Semester: B.A. I, II, B.C.A I, II  
Annual System: B.A. III, B.C.A. III

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

Course	Department
BCA	Computer Science

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/programmes discontinued(if any)with reasons :** NIL
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
AssociateProfessors		
Asst.Professors		02

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.etc.,)

Name	Qualification	Designation	Specialization	No.of Years of Experience	No.of Ph.D. Students guided for the last 4 years
Ashwani Jain	M.Sc. UGC NET	Assistant Prof.	Pure Mathematics	07 Years	Nil
Jaspreet Kaur	M.Sc.(Hons.)	do	do		Nil

11. List of senior visiting faculty : NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) By temporary faculty

Classes/Lectures Delivered by Adhoc Staff	Percentage
B.A. I	67%
B.A. II	100%
B.A. III	100%

13. Student-Teacher Ratio (programme wise)

Programme	Student Teacher Ratio
B.A. I	9:2
B.A. II	4:1
B.A. III	11:1
B.C.A. I	32:1
B.C.A. II	22:1
B.C.A. III	18:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. **Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.**

M.sc. – 2

Name	Qualification	Designation	Specialization	No.ofYears of Experience
Ashwani Jain	M.Sc. UGC NET	Assistant Prof.	Pure Mathematics	07 Years
Jaspreet Kaur	M.Sc.(Hons.)	Do	do	

16. **Number of faculty with on going projects from a)National b)International funding agencies and grants received :** NIL

17. **Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received :** NIL

18. **Research Centre/facility recognized by the University :** NIL

19. **Publications:**

\* a) Publication per faculty

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

Books with ISBN/ISSN numbers with details of publishers

**List of books**

Sr. No.	Book	Authors	ISBN No./Publisher
1	Business Mathematics	Ashwani Jain	978-93-272-2778-9 Kalyani Publications
2	Discrete Mathematics	Ashwani Jain	978-93-272-2339-2 Kalyani Publications
3	Practical Problems in Discrete Mathematics	Ashwani Jain	978-93-272-2446-7 Kalyani Publications
4	Mathematics for BCA	Ashwani Jain	978-93-272-1584-7 Kalyani Publications
5	Solution of Mathematics for BCA	Ashwani Jain	978-93-272-2456-6 Kalyani Publications

20. Areas of consultancy and income generated : NIL

21. Faculty as members in

a) National committees: NIL

b) International Committees: NIL

c) Editorial Boards: NIL

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: NIL

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: NIL

23. Awards/Recognitions received by faculty and students: NIL

24. List of eminent academicians and scientists/visitors to the department: NIL

25. Seminars/Conferences/Workshops organized & the source of funding

a) National: Presented a paper in National level Seminar sponsored by DCDC, Punjab University, Chandigarh on topic "Application of permutation Group in Geometry" at Govt College, Sri Muktsar Sahib on November 11, 2015.

b) International: NIL

26. Student profile programme/course wise:



Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
BCA I	32	32		32
BA I	9	9		9

\*M=Male \*F=Female

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BCA I	100		
BA I	100		

### 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? NIL

### 29. Student progression

Student progression	Against % enrolled
UG to PG	No criterion
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed • Campus selection • Other than campus recruitment	01
Entrepreneurship/Self-employment	

### 30. Details of Infra structural facilities

- a) Library: Books-285, Journals-2
- b) Internet facilities for Staff & Students: YES
- c) Class rooms with ICT facility
- d) Laboratories: NIL

31. **Number of students receiving financial assistance from college, university, Government or other agencies:**

See the criterion 5.1.2

32. Details on student enrichment programmes (special lectures/workshops/Seminar) with external experts

33. **Teaching methods adopted to improve student learning**

- Conventional Chalk and Black Board method
- Using internet facility on computer
- Group Discussions
- Class Tests
- Audio Visual aids

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Each teacher actively participates in examination work, result preparation etc.
- Various committees have been constituted like Discipline committee, Library committee for smooth functioning of the college.
- Teachers visit schools every year in the months of December/January for the career counselling.
- Students actively participate in NSS, Blood Donation camps, Sports activities, Youth Festival, College Magazine etc.

35. **SWOC analysis of the department and Future plans**

Strengths

- Dedicated staff.
- Wi-Fi internet Connectivity.
- Extension lectures to the students.
- Scholarships and fee concession for students.
- Personal attention to the students.

Weaknesses

- Students from poor socio-economic and academic background
- No covered post by state government

Opportunities

- Campus and outside campus recruitments.

- Well stocked Library
- Improvement Classes

### Challenges

- It is a great challenge for the teachers to upgrade the knowledge of students with poor academic background

### Future Plans

- To conduct more extension lectures.
- To provide coaching of competitive exams.

### Evaluative Report of the English Department

1. **Name of the department:** English
2. **Year of Establishment:** 1972-73
3. **Names of Programmes / Courses offered(UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated PhD. ,etc.):**  
Undergraduate Classes:  
BA I, BA II, BA III (Compulsory English, Elective English)  
BCA I (Compulsory English)  
B.Com I (Compulsory English)
4. **Names of Interdisciplinary courses and the departments/units involved :** NIL
5. **Annual/semester/choice based credit system (programme wise):**  
BA I, BA II Semester System  
BCA I Semester System  
B.Com I Semester System  
BA III Annual System
6. **Participation of the department in the courses offered by other departments:** NIL
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** NIL
8. **Details of courses/programmes discontinued (if any) with reasons:** N.A.
9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors		
Associate Professors	3	1

## Self-Study Report 2015-16

Asst. Professors		3
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10. Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt./Ph.D./M. Phil.etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
Mrs. Poonam Chhabra	MA	Associate Professor	-	32 yrs	-
Ms. Nidhi Mahant	MA	Asst. Professor	-	9 sessions	-
Mrs. Meenu Jain	MA, B.Ed	Asst. Professor	-	02 sessions	-
Ms. Jasvir Kaur	MA, B.Ed, PGDCA	Asst. Professor	-	Nil	-

11. List of senior visiting faculty: NIL
12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty: 75%
13. Student-Teacher Ratio (programme wise): 2015-16

Class	Student Teacher Ratio
BA I	55:1
BA II	55:1
BA III	70:1
BA I (Elective)	13:1
BA I I(Elective)	18:1

BA III (Elective)	9:1
BCA I	32:1
BCom I	51:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL
15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.: As per question No. 10.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre/facility recognized by the University: NIL
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

: NIL

20. **Areas of consultancy and income generated:** NIL

21. **Faculty as members in**

a) National committees: Nil

b) International Committees: Nil

c) Editorial Boards....: Mrs. Poonam Chhabra, HoD of English department has been editor of English section of the college magazine "Kanya Sandesh"

22. **Student projects**

a) Percentage of students who have done in-house projects including interdepartmental/programme: NIL

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: NIL

23. **Awards/Recognitions received by faculty and students:** NIL

24. **List of eminent academicians and scientists/visitors to the department:** NIL

25. **Seminars/Conferences/Workshops organized& the source of funding**

a) National: NIL

b) International: NIL

26. **Student profile programme/course wise: As per session (2014-15)**

Name of the Course/ programme(refer	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA 1 <sup>st</sup> sem	139	139	0%	100%	85.61%

BA II	172	172	0%	100%	87.21%
BA III	142	142	0%	100%	99.29%
BCA 1 <sup>st</sup> sem	32	32	0%	100%	43.75%
B Com 1 <sup>st</sup> sem	68	68	0%	100%	86.76%

\*M=Male \*F=Female

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA I, II, III	100%	0%	0%
BCA I	100%	0%	0%
BCom I	100%	0%	0%

### 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NIL

### 29. Student progression

Student progression	Against %enrolled
UG to PG	10%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D to Post-Doctoral	-
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Ms. Nidhi Mahant -
Entrepreneurship/Self-employment	15%



30. **Details of Infrastructural facilities**

- a) Library: No. of Books-3083
- b) Internet facilities for Staff and Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories: Language Lab

31. **Number of students receiving financial assistance from college, university, Government or other agencies:** See criteria 5.1.2

32. **Details on student enrichment programmes (special lectures/workshops/Seminar) with external experts:** Nil

33. **Teaching methods adopted to encourage/improving student learning:**

- Question answer session
- Group discussion
- Educational tours
- Language lab is used for enhancing learning of correct pronunciation and other language based exercises and also for effective communication skills.
- Internet videos of selective topics are shown
- CDs of related topics are shown.
- Printouts and hand outs are distributed to the students.
- Daily 5 to 7 minutes are spent in classes revising what was discussed the previous day and questions from students encouraged in class
- The students are encouraged to take weekly tests.
- To encourage the students to visit the library
- Special classes and extra time is devoted for slow learners and advanced learners

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Students participate in extracurricular activities:

- Under Swachh Bharat Abhiyan students participated in cleanliness.
- Students are members of NCC, NSS and other bodies of the college.
- Student visited old age home and slum dwellers.

35. **SWOC analysis of the department and Future plans**

• **Strengths**

- Infrastructure-rooms, language lab, staff -room
- Highly qualified, competent and dedicated staff
- Improvement Classes
- English literary Society

- Spoken English Classes
- Weakness:
  - Dependence on university syllabus
- Opportunities
  - Well stocked Library
  - Spoken English, Improvement Classes
- Challenges
  - Competing with co-educational institutions
  - Preference of professional courses after XII<sup>th</sup> over courses in Arts by students
  - Students from rural areas
  - Difficult to make them avail of the opportunities
  - Grooming them
  - Gap between urban and rural students
  - Balancing academic, research and extracurricular activities
  - Enriching student intake better
- Future Plans
  - Work hard on bright students to get more university positions
  - Working hard on slow students to further improve them

### Evaluative Report of the Fashion Designing Department

1. Name of the department : Fashion Designing
2. Year of Establishment : 2005
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)  
UG:-FD as add -on-course in B.A
4. Names of Interdisciplinary courses and the departments/units involved  
NIL
5. Annual/ semester/choice based credit system (programme wise)  
All annual mode
6. Participation of the department in the courses offered by other departments  
NIL
7. Courses in collaboration with other universities ,industries foreign institutions ,etc.  
NIL
8. Details of courses / programmes discontinued (if any) with reasons. NIL
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

## Self-Study Report 2015-16

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Manjinder kaur	B.Sc FD M.Sc FD	Asst.Professor	Fashion	2	—

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty

Lectures delivered by temporary Faculty

Theory 100%

Practical 100%

13. Student -Teacher Ratio (programme wise)

Programme	Student Teacher Ratio
Certificate Course	9:1
Diploma Course	6:1
Advance diploma course	2:1

14. Number of academic supports Staff(Technical)and Administrative staff sanctioned and filled: NIL

15. Qualifications of teaching faculty with D. Sc/ D.Litt/ PHD/ M. Phil / PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Manjinder Kaur	B.Sc FD M.Sc FD	Asst. Professor	Fashion	2

16. Number of faculty with ongoing projects from a) National b) International ; funding agencies and grants received : NIL

17. Departments projects Funded by DST-FIST; UGC, DBT, ICSSR etc. and total grants received: NIL

18. Research Centre /facility recognized by the University : NiL

19. Publications: NIL

20. Area of consultancy and income generated

Fashion Designing department of our college organized an exhibition in which it exhibits the art of 'Dupatta decoration', 'Pot decoration', 'Cushion and Pillow making' and 'Embroidery' etc. Most of the items are purchased by the teachers and students and the money earned by this exhibition is used to help the needy students.

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards..... NIL

22. Student projects

a) Percentage of students who have done in house projects including inter departmental/programme : NA

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : NIL

23. Awards / Recognitions received by faculty and students

- Awards of Students

Session 2012 -13 Add on course (FD)  
CERTIFICATE COURSE

Name	University position
Sumandeep Kaur	6 <sup>th</sup>
Manpreet Kaur	6 <sup>th</sup>
Gaganpreet Kaur	9 <sup>th</sup>

Session 2014 -15

Advance Diploma course

## Self-Study Report 2015-16

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Name	University position
Manpreet Kaur	10 <sup>th</sup>
Sumandeep Kaur	5 <sup>th</sup>

### PU Zonal Youth Festival (2012 -2013)

Item Name	Name	Class	Position
Bag Embroidery	Inderjit Kaur	B.A III	3 <sup>rd</sup> prize

### PU Zonal Youth Festival (2013 -2014)

Item Name	Name	Class	Position
Phulkari Embroidery	Manpreet Kaur	B.A II	2 <sup>nd</sup> prize

### PU Zonal Youth Festival (2014-2015)

Item Name	Name	Class	Position
Phulkari Embroidery	Manpreet Kaur	B.A III	1 <sup>st</sup> prize

24. List of eminent academicians and scientists / visitors to the department: NIL
25. Seminars/ Conferences/Workshops organized & the source of funding  
(a) National : NIL  
(b) International : NIL

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Certificate Course	9	9		F	100%
Diploma Course	6	6		F	100%
Advance Diploma Course	2	2		F	100%

\*M = Male \*F = Female

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Certificate Course	100%	0%	0%
Diploma Course	100%	0%	0%
Advance Diploma Course	100%	0%	0%

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NIL**

29. **Student progression**

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

NIL

30. **Details of Infrastructural facilities**

- (a) Library: Number of books: 150 approximately
- b) Internet facilities for Staff & Students: Yes
- c) Classrooms with ICT facility: Yes
- d) Laboratories: yes

- 1. Number of Stitching Machines -10
- 2. Number of Overlock Machines -1
- 3. Number of Embroidery Machines -1
- 4. Number of Tables- 2
- 5. Number of Try rooms- 1
- 6. Number of Almerias -1
- 7. Number of Display Boards -2
- 8. Number of Black Boards -1
- 9. Number of Student sitting Tables- 6
- 10. Number of Dress Form -1

31. **Number of students receiving financial assistance from college, university, Government or other agencies :** NIL

32. **Details on student enrichment programmers (special lectures / workshops / Seminar) with external experts :** N.A

33. **Teaching methods adopted to improve student learning**



- 1) Demonstrations
- 2) Practical classes
- 3) Market Surveys
- 4) Exhibitions
- 5) Discussion Method

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Students actively participate in NSS and NCC.
- Pupils actively participate in extra curricular activities and heritage items.
- Students are always ready to pay for Red Cross Society and communal harmony.

35. **SWOC analysis of the department and Future plans.**

Strengths:-

- Annual exhibition
- Market surveys

Weakness:-

- Lack of electronic machines of different variety.

Challenges:-

- To convince and motivate students for placement in industry

Future Plan

- Plan to introduce degree of fashion technology to expand the fashion designing.
- Plan to introduce fashion designing in B.A as an elective subject.

### Evaluative Report of the Physical Education Departments

1. **Name of the department:** Physical Education.
2. **Year of Establishment:** 1973-74.
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :-** UG:-BA-I,II,III.
4. **Names of Interdisciplinary courses and the departments/units involved:-**NIL.
5. **Annual/ semester/choice based credit system (programme wise):-**  
Annual:-BA-III.  
Semester:-BA-I (from 2014-15)  
BA-II (from 2015-16)
6. **Participation of the department in the courses offered by other departments:-**NIL.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:-**NIL.
8. **Detail of course/programmes discontinued (if any) with reasons:-**NIL.
9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.).**

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Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Rajandeep Kaur	B.P.ED,M.P.ED	Asst.Professor	Kabaddi	5 years+upto 2015	–

11. List of senior visting faculty: - NIL.

12. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty:

BA-1, BA-II, BA-III (Theory and Practical classes)

13. Student -Teacher Ratio (programme wise):

Programme	Student Teacher Ratio
B.A.-I	56:1
B.A-II	61:1
B.A-III	71:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and Filled:- Coach power lifting.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Rajandeep Kaur	B.P.ED,M.P.ED	Asst. Professor	Kabaddi	5 years+upto 2015

16. Number of faculty with ongoing projects from a) national b) international funding agencies and grants receive:-NIL.

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants Received:- NIL.

18. Research Centre / facility recognized by the University:-NIL.

19. **Publications:-**NIL.

20. **Areas of consultancy and income generated:-**NIL.

21. **Faculty as members in**

a) National committees b) International Committees c) Editorial Boards.....:-NIL.

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.-NIL.

23. **Awards/Recognitions received by faculty and students**

Received by Faculty:-

- ❖ MS Rajandeep Kaur participated in UGC sponsored national seminar on “Recent Trends in Physical Education and Sports: An Overlook”. (27<sup>th</sup> - 28<sup>th</sup> Feb, 2012) at SGGS Khalsa College, Mahilpur.
- ❖ She participated in UGC sponsored National conference on “Physical Education as a Profession” (11<sup>th</sup> -12<sup>th</sup> Feb, 2011) at Arya college, Ludhiana.
- ❖ 33<sup>rd</sup> national games Guwati-2007(8<sup>th</sup> to 9<sup>th</sup> Feb, 2007).
- ❖ She participated in Kabaddi game and representing Punjab.
- ❖ Rajandeep kaur as a captain got fourth position in kabaddi in North East Zone Inter University competition session 2006-07 held at Dr. Y.S. Parmar university of Horticulture Forestry, Nauni Solan (HP) from 10<sup>th</sup> Oct to 14<sup>th</sup> Oct, 2006.
- ❖ Qualified for all INDIA Inter University Competition session 2006-07 held at Acharya Nagarjuna University, Nagarjuna Nagar from 6<sup>th</sup> Jan to 8<sup>th</sup> Jan, 2007.
- ❖ She participated in UGC sponsored sensitization workshop on Capacity bureding of women Managerbin Higher education from 17<sup>th</sup> to 21<sup>st</sup> Dec, 2010.
- ❖ She secured second position in Basketball (B.Div) competition held on 7<sup>th</sup> Dec, 2008.at PU CHD.

Received by Students:-

Session 2011-12

Name	Awards/Recognition
Amarjit Kaur	Got 3 <sup>rd</sup> position in shot put in Punjab University intercollege competition and selected for Punjab University Kabaddi camp.
College Kabaddi	Got 2 <sup>nd</sup> postion with cash prize 15,000/- in 10 <sup>th</sup> Dheeraj Kaura Bhola

## Self-Study Report 2015-16

Team	Memorial Kabaddi Tournament was organized on 3 <sup>rd</sup> March,2012 at S.G.G.J Girls college,Raikot.Amarjit Kaur was declared best raider of this tournament and received Rs 500/-, a trophy and a certificate.Our college Kabaddi team also got 1 <sup>st</sup> position with cash 2100/- in Kamaljit Khedan Kottan Shahian in 2011.
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### Session 2012-13

Name	Awards/Recognition
Our College Kabaddi Team	Got 1 <sup>st</sup> position with cash prize of Rs 21,000/- in 11 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament, organized at S.G.G.J.Girls college,Raikot on 2 <sup>nd</sup> March,2013. <u>Amarjit Kaur</u> was declared best raider in this tournament and received Rs 1000/-, a trophy and a certificate cash Prize.

### Session 2013-14

Name	Awards/Recognition
Rani Kaur M.A.I Pbi Power Lifting Player	Got 2 <sup>nd</sup> position with cash prize of 15000/- a trophy and certificate in power lifting in national level competition at Karnatak <ul style="list-style-type: none"><li>Honoured on Independence Day celebration on 15 Aug, 2013 at Raikot.</li><li>Won Bronze medal in power lifting in intercollege competition on 02-Jan-2014 at P.U. Chd and won silver medal in Punjab level competition in power lifting held at Patiala.</li></ul>
Kabaddi Team	Secured 2 <sup>nd</sup> position with cash prize of Rs 15000/- a trophy and certificate in 12 <sup>th</sup> Dheeraj KauraBhola Memorial Kabaddi Tournament was organized in our college on 3 March,2014

### Session 2014-15

Name	Awards/Recognition
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## Self-Study Report 2015-16

Manprit Kaur power/lifting player	<ul style="list-style-type: none"><li>• Won Gold medal in Senior State Championship at Patiala on 27-07-2014.</li><li>• Won Bronze medal at P.U.Chd competition in power lifting.</li><li>• Got first position in a state level competition in bench press competition at Amritsar.</li><li>• Honoured on Independence Day celebrations on 15 Aug 2013 at Raikot.</li><li>• Awarded by Rotary Club.</li><li>• Won Bronze medal in Bench press (Power lifting) national level competition at Jharkhand (Tata Nagar) from 5<sup>th</sup> to 7<sup>th</sup> March 2015.</li><li>• Won Gold medal in Bench press in North India competition held at Indra Gandhi stadium, Shimla from 22 to 25 March 2015.</li></ul>
Gurjit kaur M.A. 1Pbi (power lifting player)	<ul style="list-style-type: none"><li>• Got second position in Senior State Championship held at Patiala on 27-07-2014.</li><li>• Won Gold medal in a competition at P.U.Chd on 8-Nov-2014.</li><li>• Got first position in a Bench press state level competition at Amritsar on 28-Dec-2014.</li><li>• Won Bronze medal in National level competition at Jharkhand (Tata Nagar) on 5-7march 2015.</li><li>• Won Gold medal in Bench press in North India competition held at Indira Gandhi Stadium, Shimla on 22-25 March 2015 and got second position in power lifting.</li><li>• Honoured on Independence Day celebration on 15 August 2014.</li><li>• Awarded by Rotary Club.</li></ul>
Karamvir Kaur B.A.1 power lifting	<ul style="list-style-type: none"><li>• Secured first position in senior state championship at Patiala heldon 27-07-2014.</li><li>• In state level competition in bench press gotsecond position at Amritsar on 28 Dec, 2014.</li><li>• Bronze medal won in National level competition at Jharkhand (Tata Nagar) on 5-7 march.</li><li>• Won gold medal in bench press in North India Competition at Shimla in Indira Gandhi Stadium held on 22-25 march.</li><li>• Honoured by Rotary Club.</li><li>• Honoured on Independence Day celebration on 15</li></ul>

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	August 2014 at Raikot.
Rani Kaur M.A IInd (Power Lifting Player)	<ul style="list-style-type: none"> <li>Got 3<sup>rd</sup> position at P.U. Chd competition on 8 nov,2014</li> </ul>
Kabaddi Team(6-7)	<ul style="list-style-type: none"> <li>Got 1<sup>st</sup> position in district level competition.</li> <li>Got 2<sup>nd</sup> position at 25<sup>th</sup>Kamaljeet Games at Kottlan Shahian (Batala).</li> <li>Won a cash prize of Rs 21,000/- in 13<sup>th</sup>Dheeraj Kaura Bhola Memorial Kabaddi Tournament in our college and got 1<sup>st</sup> position.</li> </ul>
Rani Kaur M.A.II(Pbi)	<ul style="list-style-type: none"> <li>Declared best stopper with cash Rs1100/-, a trophy and certificate in 13<sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament on 7<sup>th</sup> March2015.</li> </ul>

### 2015-2016

Kabaddi team	<ul style="list-style-type: none"> <li>Got 3<sup>rd</sup> position in Kabaddi in district level competition held on 3<sup>rd</sup> and 4<sup>th</sup> October2015 (Guru Nanak Stadium Ludhiana).</li> <li>Sumandeep Kaur of M.A-I Pol.Sci.(1634) and Daljeet Kaur of B.A-II.(1005) were selected for State level competition held on 16 to 19 Oct.2015 at Sangrur(Hero War stadium).</li> </ul>
Kamaljit Kaur Class: B.A-II. Roll No.1001(Power lifting Player)	<ul style="list-style-type: none"> <li>Won Bronze medal in Bench press (Powerlifting) Competition in Punjab State Press championship junior &amp; master, Kapurthla on 19 to 20 Dec.2015.</li> <li>Got 3<sup>rd</sup> position in Bench press (Powerlifting) National level competition held on 1 to 3 Jan2016 at Jharkhand (Tata Nagar).</li> </ul>
Marium Akhtar class B.A-II Roll.No.1004(Powerlif ting player)	<ul style="list-style-type: none"> <li>Won Bronze medal in Bench press (Powerlifting) competition in Punjab state Press championship junior &amp; State Kapurthala on 19 to 20 Dec.2015.</li> <li>Won Bronze medal in Bench press (Powerlifting) in National level competition held on 1 to 3 January 2016 at</li> </ul>

## Self-Study Report 2015-16

Jharkhand (Tata Nagar).

### 24. List of eminent academicians and scientists/visitors to the department.

*Retd. Associate Professor Ms. Surinder Kaur Dhaliwal	Associate Professor came as chief guest of sports meet on 21-2012 in our college.
*Dr. Charanjit Singh Grewal	Director of sports P.U. Chandigarh visited our college as chief guest of closing ceremony 22 feb 2012 of sports meet.
*M.S Sehgal	Advocate Jagraon was the chief guest in 10 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament on 3 <sup>rd</sup> March 2012.
*S. Dilbagh Singh	S.H.O Raikot was the guest of honour in 10 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi tournament on 3-March-2012.
*Sh.Harmohinder SinghPardhan Ex. M.L.A. Raikot	Was guest of honour in 10 <sup>th</sup> DheerajKauraBhola Memorial Kabaddi Tournament on 3 March , 2012?
*Sh. Shakti Kumar Kaushal	E.O. Muncipal Committee was the chief guest of the opening ceremony on 22-Feb-2013
*S. Ekam Singh Dhaliwal	International Kabaddi Player was chief guest of closing ceremony sports meet on 23-Feb-2013.
*Sh. R.P.Gupta	Retd. Chief manager, Union Bank of India was the chief guest of 11 <sup>th</sup> Dheeraj Kaura Bhola Memeorial Kabaddi Tournament on 2 <sup>nd</sup> March 2013.
*S.Gurcharan Singh Boparai MLA	Was guest of honour of 11 <sup>th</sup> D.K.B.M. Kabaddi Tournament held on 2 <sup>nd</sup> March, 2013
*Sh. Deepak Bhardvaj Tehsildar	The opening ceremony was performed by Tehsildar on 21 <sup>st</sup> Feb 2014.
*Dr.Amar Singh I.A.S officer	Was chief guest of closing ceremony on 22 <sup>nd</sup> Feb, 2014
*S.P. Karkara	Was the chief guest and inaugrated 12thDheeraj Kaura Bhola Memeorial kabaddi tournament on March, 2015
*S.Mohinder Singh Dhaliwal	Retd. Chief engineer was chief guest and declared the sports meet on 26-02-2015.
*Sh. Jagroop Singh Dhaliwal *Shri Premnathji Goyal	Was the guest of honour of sports meet on 26-02-2015 Was the chief guest of closing ceremony 27-02- 2015.
*Dr.Amritpal Singh	Retd. Dean PAU, Ludhiana was chief guest of 13 <sup>th</sup> Dheeraj



## Self-Study Report 2015-16

Mann	Kaura Bhola Memorial Kabaddi Tournament on 7 <sup>TH</sup> March, 2015.
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25. **Seminars/ Conferences/Workshops organized & the source of funding**

**a.National**

**b.International:-NIL.**

26. **Student profile programme/course wise:**

Name of the Course/programme(refer question no. 4)	Applications received/ Total Students	Selected	Enrolled		Pass percentage
			*M	*F	
<u>2011-2012</u> BA 1 <sup>st</sup>	78	78	-	78	100%
BA 2 <sup>nd</sup>	60	60	-	60	100%
BA 3 <sup>rd</sup>	40	40	-	40	100%
<u>2012-2013</u> BA 1 <sup>st</sup>	47	47	-	47	100%
BA 2 <sup>nd</sup>	63	63	-	62 Absent-1	98.4%
BA 3 <sup>rd</sup>	53	53	-	53	100%
<u>2013-2014</u> BA 1 <sup>st</sup>	84	84	-	84	100%
BA 2 <sup>nd</sup>	41	41	-	41	100%
BA 3 <sup>rd</sup>	66	66	-	66	100%
<u>2014-2015</u> B.A-I(Sem-I)	62	62	-	62	100%
BA 2 <sup>nd</sup>	74	74	-	74	100%
BA 3 <sup>rd</sup>	36	36	-	36	100%

\*M = Male \*F = Female

27. **Diversity of Students**

## Self-Study Report 2015-16

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
B.A-I	100%		
B.A-II	100%		
B.A-III	100%		

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:- NIL

29. Student progression:

Student progression	Against % enrolled
UG to PG	5%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Other than campus recruitment 30% student of college are employed In different fields.	

Compus selection:-

Ms.Rajandeep Kaur remained a student of our college from 2003 to 2007.Now she has been serving in our college as Asstt.Prof. in Physical Education since 2010.

Session

<u>2011-2012</u>				

## Self-Study Report 2015-16

Sr no.	Name of Student and Class	Name of event	Organized By	Achievements
(1) 1.	Amarjit Kaur	Inter college Competition Shot-put	Punjab University, Chandigarh	3 <sup>rd</sup> position
2.	Kabaddi Team	Kabaddi	10 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament ,Raikot	Got 2 <sup>nd</sup> position and trophy with cash prize of Rs.1500/-
3.	Amarjit Kaur	Kabaddi	10 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament, Raikot.	Best Raider got Cash Rs. 500/- and trophy
4.	Kabaddi Team	Kabaddi	22 <sup>th</sup> Kamaljit Khedan, Kottlan Shahian, Batala	Got 1 <sup>st</sup> position with cash prize of Rs.15000/-
<u>2012-2013</u>				
2) 1.	Kabaddi Player	Kabaddi	11 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament, Raikot	Got 1 <sup>st</sup> position Case prize Rs.21000/ and trophy
2.	Amarjit Kaur	Kabaddi	11 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament, Raikot	Best Raider of this tournament received Rs.1000/- in cash and trophy
<u>2013-2014</u>				
3) 1.	Rani Kaur M.A.-I (Pbi)	Powerlefting National level Competition	Karnataka	2 <sup>nd</sup> position
2.	Rani Kaur M.A.1 Pbi	Inter college PU. Chd.	PU. Chd.	3 <sup>rd</sup> position
3.	Rani Kaur Powerlifting	Punjab level Competition	Patiala	Won Silver medal
4.	Kabaddi Team	Kabaddi	12 <sup>th</sup> DheerajKauraBhola MemoriaKabaddi Tournament Raikot	Got 2 <sup>nd</sup> position and cash prize of Rs.15000/ and trophy

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<u>2014-2015</u>				
4) 1.	Manprit kaur B.A.-3rd	Powerlefting Senior state Championship	Patiala	Won Gold medal
2.	Manprit kaur B.A.-3rd	Inter college Competition Powerlefting	PU Chd.	Bronze medal
3.	Manprit kaur B.A.-3rd	State level Competition In Bench Press in powerlefting	Amritsar	Got 1 <sup>st</sup> position
4.	Kabaddi Player(6-7)	Kabaddi district level Competition	Guru Nanak Stadium , Ludhiana	1 <sup>st</sup> position
5.	Manprit Kaur B.A-3 <sup>rd</sup>	National level  Competition	Jharkhand (Tata Nagar)	Bronze medal
6.	Manprit Kaur	In Bench press north India competition	Shimla Indra Gandhi Stadium, Shimla	Gold medal
7.	Kabaddi team	Rural competiton 25 <sup>th</sup> Kamaljit games	At Kotlan Shahiam , Batala	Got second position
8.	Kabaddi Player	Kabaddi Rural Tournament	13 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament at Raikot	Got 1 <sup>st</sup> position Cash prize of Rs. 21000/-, a trophy and Certificate
9.	Rani Kaur MA2nd (Pbi)	Kabaddi Rural Competition (Intercollage)	13 <sup>th</sup> Dheeraj Kaura Bhola Memorial Kabaddi Tournament at Raikot	Best Raider Ist Cash prize Rs. 21000/- And trophy, certificate
10.	Rani Kaur MA 2nd (Pbi)	Powerlifting Intercollege	PU, Chandhigarh	3 <sup>rd</sup> position

11.	Gurjit Kaur MA 1 <sup>st</sup> (Pbi)	Senior State Championship In powerlifting	Patiala	2 <sup>nd</sup> position
12.	Gurjit Kaur MA 1 <sup>st</sup> (Pbi)	Intercollege Competition	PU Chandhigarh	Won Gold Medal
13.	Gurjit Kaur MA 1 <sup>st</sup> (Pbi)	Bench press In a state level competition	Amritsar	Gold medal
14.	Gurjit Kaur MA 1 <sup>st</sup> (Pbi)	National level In Powerlifting	Jharkhand (Tata Nagar)	Bronze medal
15.	Gurjit Kaur	North Indian In Bench press( powerlifting)	Shimla at Indra Gandhi Stadium, Shimla	Gold medal
16.	Gurjit Kaur	Powerlifting in North India	Shimla at Indra Gandhi Stadium	2 <sup>nd</sup> position
17.	Karamvir Kaur	Powerlifting Senior state championship	Patiala	1 <sup>st</sup> position
18.	Karamvir Kaur	Bench press in Powerlifting State level competition	Amritsar	2 <sup>nd</sup> position
19.	Karamvir Kaur	Bench press(Powerli fting) National level	Jharkhand (Tata Nagar)	Bronze medal
20.	Karamvir Kaur	Bench press(Powerli fting) in North India	Shimla at Indra Gandhi Stadium, Shimla	Gold medal
<u>2014-2015</u>				

21.	Kabaddi Team	Kabaddi	District level competition(Guru Nanak stadium, Ludhiana)	3 <sup>rd</sup> position
22.	Kamaljit Kaur Class B.A-II(1001)(Powerlifting)	Bench press(Powerlifting)	Punjab state championship junior of master at Kapurthla  National level competition at Jharkhand(Tata nagar)	Bronze medal  Bronze medal
23.	Marium Akhtar class B.A-II(1004)	Bench press(Powerlifting)  Bench press (Powerlifting)	Punjab state Championship junior master at Kapurthla  National level competition at Jharkhand(Tata nagar)	Bronze medal  Bronze medal

### 30. Details of Infrastructural facilities:-

#### a. Library-

There are 340 books in the library in the subject of Physical Education and one magazine on Health and Nutrition is also available.

B.Internet facility for staff and students:-YES

C.Class room with ICT facility.

#### d. Laboratories / grounds:-

1. Handball ground
2. Kabaddi ground
3. Kho-Kho ground
4. Volleyball ground
5. Mini Gymnasium with exercise machines
6. 200 m.track

### 31. No of student receiving financial assistance from college university government or other games.

Our college sports students get financial assistance from college University, Govt, NRI management funds. For detail see criteria no.5.

### 32. Details on student enrichment programmes (special lectures / workshops /

Seminar) with external experts:-NIL.

33. **Teaching methods adopted to improve student learning:-**

- ❖ Lecture method
- ❖ Demonstration method during practical
- ❖ Use of black board
- ❖ Observation method
- ❖ Evaluation method
- ❖ By part, whole part method for skills of games

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- ❖ Our faculty members interact with students at school level and encourage them to take admission in college and take up Physical Education as elective subject and also provide knowledge about Physical Education and sports and its importance.
- ❖ Accompany college team for different competitions.
- ❖ Staff of college is always helpful for needy students.
- ❖ The faculty organises sports days and a tournament every year and prepare teams of different games for participation at different level of competition through out the session.

Duties of Prof. RajandeepKaur

- ❖ Member of discipline, cleanliness, admission.
- ❖ Incharge of sports.
- ❖ Performs duty as hostel warden during competition or other college activities.
- ❖ Performs duty as gym instructors.
- ❖ Import Training of different sports.
- ❖ Accompanies college team for different competitions.

35. **SWOC analysis of the department and Future plans:**

Future Plans:

- ❖ To start more games.
- ❖ To start professional courses in Physical Education.
- ❖ To start indoor sports training center.
- ❖ To build multipurpose hall for indoor games.

Weakness:

- ❖ Lack of land preparation of ground for all games.
- ❖ Lack of sports training center.
- ❖ Lack of amenities for indoor games.



### Evaluative Report of the Cosmetology Department

1. Name of the department: Cosmetology
2. Year of Establishment : 2005
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)  
Under Graduate  
CMT as add-on-course in B.A
4. Names of Interdisciplinary courses and the departments/ units involved: NIL
5. Annual/semester/choice based credit system (programme wise)  
All annual mode
6. Participation of the department in the courses offered by other departments : NIL
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NIL
8. Detail so focuses / programmers discontinued (if any) with reasons : NIL
9. Number of Teaching posts

	Sanctioned	Filled
Professors	–	–
Associate Professors	–	–
Asst. professors		
Instructor	1	1

10. Faculty profile with name qualification, designation, specialization, (D.Sc./D.Litt /Ph.D. /M.Phil.etc.)

## Self-Study Report 2015-16

Name	Qualification	Designation	Specialization	No.of Years of Experience	No.of Ph.D. Students guided for the last 4 years
Manta	Trained Beautician	Instructor	Threading	10 years	NIL

11. List of senior visiting faculty : NIL

12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty

Lectures delivered by Temporary Faculty

Theory - 100%

Practical - 100%

13. Student-Teacher Ratio (programme wise)(2015-2016)

Programme	Student Teacher Ratio
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Certificate Course	14:1
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Diploma Course	3:1
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Advance Diploma Course	11:1
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14. Number of academic support staff(technical)and administrative staff; sanctioned and filled : NIL

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M Phil/PG.

Qualification	No of faculty member
Trained Beautician	1

16. Number of faculty with on going projects from a) National b) International

funding agencies and grants received :NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :NIL

18. Research Centre/facility recognized by the University :NIL

19. Publications:

\* a) Publication per faculty

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

20. Areas of consultancy and income generated

Cosmetology department of our college put up stalls when 'A Fun Fair' was held in the College campus. Nail art, Mehendi, Makeup and Hairstyle making were the main attractions on these stalls. Our teachers and students visit the Cosmetology lab to get makeup and hairstyles done on different occasions.

21. Faculty as members in

a) National committees

b) International Committees

c) Editorial Boards

NIL

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22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental/programme : NA

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

Awards of Students:-

P.U Zonal Youth Festival 2011 – 2012

## Self-Study Report 2015-16

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Item	Name	Class	Position
Peerhi Designing	Sandeep Kaur	B.A 2 <sup>nd</sup>	1 <sup>st</sup> prize

### P.U Zonal Youth Festival 2012 – 2013 Add on Course(Advance Diploma)

Name	University position
Parminder Kaur	4 <sup>th</sup>

### P.U Zonal Youth Festival 2013 – 2014

Item	Name	Class	Position
Drama	Rupalldeep Kaur	B.A 1 <sup>st</sup>	3 <sup>rd</sup> prize
Giddha	Raveena Rani	B.A 1 <sup>st</sup>	2 <sup>nd</sup> prize
Giddha	Gurpreet kaur	B.A 3 <sup>rd</sup>	2 <sup>nd</sup> prize

### P.U Zonal Youth Festival 2014 – 2015

Item	Name	Class	Position
Play Team 2 4	Lovepreet Kaur	B.A 1 <sup>st</sup>	3 <sup>rd</sup> prize
Giddha · L	Gagandeep Kaur	B.A 3 <sup>rd</sup>	3 <sup>rd</sup> prize

25. **Seminars/ Conferences/ Workshops organized & the source of funding**

a) National : NIL

b) International: NIL

26. **Student profile programme/ coursewise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Certificate course	21	17		F	100%
Diploma course	4	4		F	100%
Advance diploma	NIL	NIL			

\*M=Male \*F=Female

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Certificate course	100%		
Diploma course	100%		
Advance diploma Course	100%		

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

NIL

29. **Student progression**

Our student Anjna Devi is self employment Beautician and she has been working in this field for last 2 years .

30. **Details of Infrastructural facilities**

- a) Library: No. of books: 60
- b) Internet facilities for Staff & Students: Yes
- c) Classrooms with ICT facility: YES
- d) Laboratories: YES

- 1. No of Display Boards- 1
- 2. No of Face Steamers- 1
- 3. No of Manicure Pedicure-4
- No of Parlour Chairs 2
- 5. No of Dressing Tables 1
- 6. No of Wax Heater 1
- 7. No of Vibrater 1
- 8. No of Ozone Machine 1
- 9. No of Single Bed 1
- 10. No of Student Chairs 15
- 11. No of Almirahs 1
- 12. No of Wash Basin 1
- 13. No of Dummies 3

31. **Number of students receiving financial assistance from college, university, Government or other agencies**

See the criteria no - 5.1.2

32. **Details on student enrichment programmes (special lectures/workshops/Seminar) with external experts :** NA

33. **Teaching methods adopted to improve student learning**

- Demonstrations
- Discussion Method
- Observation Method
- By part and whole part method during practical classes
- Activity Method

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Students actively participate in NSS & NCC
- Pupils actively participate in extra curricular activities and heritage items
- Students are always ready to pay for Red Cross society and communal harmony.
- Department of cosmetology organized a Mehendi and nail art stall ( Jan

16.2015)

- Department of cosmetology organized on the eve of Karva Chauth.

35. **SWOC analysis of the department and Future plans**

Strength: Students join in course because of the changing trends and demand of this subject. It enables them to become self sufficient.

Opportunity:

In this field students gain more opportunities like one can become a teacher, a make up artist as a beautician and a hair dresser. One can go to T.V industry, Film industry and fashion show.

Challenges:

Student learners prefer to join private institution.