GURU NANAK COLLEGE
KILLIANWALI
Estd. 1956

SELF STUDY REPORT

SUBMITTED TO

NAAC
Nargarbhawi BANGLORE

FOR

ACCREDITATION

Of

GURU NANAK COLLEGE, KILLIANWALI
DISTRICT- SRI MUKTISAR SAHIB
Email: gncollegekillianwali@yahoo.co.in
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PREFACE

We have the immense pleasure and privilege to submit the Self Study Report (SSR) of Guru Nanak College, Killianwali, District Sri Muktsar Sahib (Punjab) for accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore. The report has been prepared by following the norms set up by NAAC. The report is a reflection of the academic and administrative functions and activities happening in the college. The contents include the Profile of the college, Executive Summary and Criterion wise analytical report. The mandatory annexure have been annexed with SSR while others will be provided to the peer team at the time of their visit. The report has been prepared with the sincere and relentless efforts of the faculty members in co-operation with the non-teaching staff.

Guru Nanak College, Killianwali has been serving as the beacon light to guide the destiny of the students so that they serve the country and the entire world with their excellence and exquisite qualities of head and heart. Our aims and ideals are so sublime that we always strive to shape the ideal citizens who are well-equipped to the face of complexities and intricacies of life.

Guru Nanak College is a source of inspiration and motivation to achieve eternal happiness. The philosophy of Sahib Shri Guru Nanak Dev Ji transcends all eras and geographical regions and becomes universal for humanity. The ever greatest and most practical philosophy of 'Kirat Karo, Wand Chhakho, Nam Jappo' is the philosophy to reach ultimate reality of self-realization. His message brings perfection and dedication.

Executive Summary

Guru Nanak College, Killianwali was established in Mandi Dabwali in the year 1956 by Guru Nanak Education Society, which was formed by the prominent and highly awakened citizens of this educationally and economically backward area. In that period, it required really a Herculean task to set up a college when illiteracy and ignorance ruled the roost and money was scarce and hard to be found. At that time, the area was infamous for its sand-dunes and shortage of even drinking water. But no obstacle can deter the brave Sardar Gurraj Singh Dhillon, popularly known as 'MP Sahib' and respected uncle of Sardar Parkash Singh Badal, now Hon'ble Chief Minister Punjab who always remained at the helm of the affairs of the State of Punjab, whether in power or out of power cudgels against the forces of ignorance and illiteracy by forming Guru Nanak Education Society in the year 1956. The founder President of the Society and College along with Babu Nanak Chand Aggarwal, honorary Secretary were able to translate their dream of imparting education to all into reality through their hard work and the generosity of the people of the area. The people of the surrounding villages came forward with their unstinted support in the form of men, money and matter.

Ideals of Shri Guru Nanak Dev Ji always remained a source of inspiration to all concerned with the college. The noble concept of *'Sarbat Ka Bhala'* has always guided the Managing Committee, Principal and Members of the Staff and students of this pioneer co-educational institution in the area. The college has a magnificent, spacious and sprawling complex situated on National Highway No.9 on Delhi-Ferozepur road. It is affiliated to Panjab University, Chandigarh. The college stands as a temple of learning with Holy Scriptures. It caters to the needs of three States i.e. Punjab, Haryana and Rajasthan. The people of this area are full of high regard for this light house of knowledge that imparts education as a multi-faculty institution. The college has shaped the destiny of the students who occupy high posts in different fields of life.

The main aim of this prestigious institution is **'Strive, Seek, Service'**, so that the students should progress towards the service of humanity through sheer hard

work and persistent efforts. The mission of the college is to develop the mental, physical and spiritual level of students by imparting the knowledge of idealistic educational courses, sports and extra-curricular activities.

The college is a refined fusion of modern and traditional values. It houses modern infrastructure with Gurukul like setting. It has lush green campus dotted with trees and flowers also hoisted modern facilities like E-Shelf, Multimedia Seminar Hall, Conference Hall, Modern Auditorium, Swimming Pool and Gymnasium. The institution is imparting education in the streams of Arts and Commerce. We have B.A., B.Com at the undergraduate level and M.A's in Hindi, Punjabi and History at the post graduate level. Apart from this, the college has Computer Based Accounting (Add-on-Course) and PGDCA.

The college is fortunate to have galaxy of eminent personalities in Management along with dedicated and most qualified faculty. About 720 students are the part of the programmes being run in the college. The college holds good positions in both academic and sports. The college lays emphasis on the moral, ethical and social values along with acquiring skills and knowledge for gainful employment.

NAAC Steering Committee

1. Dr. Indra Arora (Principal)
2. Mrs.Surinder Kapila (Co-ordinator)
3. Dr. Kulwinder Singh Sandhu
4. Dr. Amarpal Kaur
5. Sh. Amit Behal
6. Mrs.Usha Rani
7. Dr.Seema Rani
8. Dr. Priyatosh Sharma
10. Dr.Bharat Bhushan

Criteria-wise Report Preparation

Criterion I:	Dr.Kulwinder Sandhu
	Sh.Gurlal Singh
Criterion II:	Dr. Amarpal Kaur
	Sh. Balraj Singh
Criterion III:	Mrs.Usha Rani
	Dr. Rajkirpal Singh
Criterion IV:	Dr.Seema Rani.
	Mrs. Archna Grover
Criterion V:	Dr. Priyatosh Sharma
	Ms. Rajni Sahota
Criterion VI:	Sh. Amit Behal
	Ms. Shilpa
Criterion VII:	Dr. Bharat Bhushan
	Sh.Sumit Goklaney

Contents

PROFILE OF THE COLLEGE

1. Profile of the Affiliated/Constituent College

1. Name and Address of the College:

Name:	Guru Nanak College	
Address:	Malout Road, Killianwali District- Sri Muktsar Sahib	
City: Killianwali	Pin: 151211	State: Punjab
Website:	www.gnckillianwali.com	

2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Dr. Indira Arora	O:01668-222345	09988205939, 08427360037	01668-222345	gncollegekillianwali@yahoo.co.in
Vice Principal	Mrs. Surinder Kapila	O:01668-222345	09914801130		skapila@gmail.com
Steering Committee Coordinator	Mrs. Surinder Kapila	O:01668-222345	09914801130		skapila@gmail.com

3. Status of the college

Affiliated College

4. Type of Institution:
   a. By Gender

√

   i.   For Men
   ii.   For Women
   iii. Co-education

   b. By Shift

√
√

   i.   Regular
   ii.   Day
   iii. Evening

5. It is a recognized minority institution?

    Yes
    No   √

6. Sources of funding:

    Government
    Grant-in-aid   √
    Self-financing

7. a. Date of establishment of the college: **1956**

    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)	**UGC Act 1956**	**As per UGC letter no. 1-1/2004(CPP-1/C)**
ii.12(B)	**UGC Act 1956**	**As per UGC letter no. 1-1/2004(CPP-1/C)**

    d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, and RCIetc.)   **NA**

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

            Yes [ ]   No   [√]

9. Is the college recognized?

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

            Yes [ ]   No   [√]

    b.   for its performance by any other governmental agency?

            Yes [ ]   No   [√]

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

Location*	Rural
Campus area in sq.mts.	43503
Built up area in sq.mts.	6000

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.

   a) Auditorium/seminar complex with infra structural facilities

   √

   b) Sports facilities

Playground	√
Swimming pool	√
Gymnasium	√

   c) Hostel

   NIL

   - Residential facilities for teaching and non-teaching staff (give numbers available—cadre wise)

   Principal Residence and staff Quarters

   - Cafeteria—

   √

   d) Health centre– First aid

   √

   Emergency care facility

   √

   Ambulance…….

   No, however 108 ambulance facility is available for 24 hours

   e) Health centre staff–

Qualified Doctor	Tie up with Raj Hospital
Qualified Nurse	Tie up with Raj Hospital

f) Facilities like

Banking	**X**
post office	**Yes-Off campus 10 meters**
book shops	**X**
Transport facilities to cater to the needs of students and staff	**Yes-Facility of concessional bus passes is available**
Animal house	**X**
Biological waste disposal	**X**
Generator or other facility for management/regulation of electricity and voltage	**Yes- Facility of 2 (5KV, 30KV) Generators and inverter**
Solid waste management facility	**X**
Waste water management	**X**
Water harvesting	**X**

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

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	B.A-I	One Year	+2	English/ Hindi/ Punjabi	NA	231
		B.A-II	One Year	B.A-I	-do-	NA	93
		B.A-III	One Year	B.A-II	-do-	NA	98
		B.Com-I	One Year	+2	-do-	70	57
		B.Com-II	One Year	B.Com-I	-do-	70	37
		B.Com-III	One Year	B.Com-II	-do-	70	31
	Post-Graduate	M.A-I (Hindi)	Two Semester	Graduate	Hindi	60	13

		M.A-II (Hindi)	-do-	M.A-I (Hindi)	Hindi	60	19
		M.A-I (History)	-do-	Graduate	English/ Hindi/ Punjabi	60	18
		M.A-II (History)	-do-	M.A-I (History)	-do-	60	38
		M.A-I (Punjabi)	-do-	Graduate	Punjabi	60	39
		M.A-II (Punjabi)	-do-	M.A-I (Punjabi)	Punjabi	60	35
	PG Diploma	PGDCA	One Year	Graduate	English	40	11
	Certificate course	CBA	One Year	+2	English	40	15

13. Doest he college offer self-financed Programmes?

Yes [√] No [ ]

If yes, how many?   **Four (4)**

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

Yes	√	Number	**05**

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, donot list the departments offering common compulsory subjects for all the programmes
    Like English, region all languages etc.)

Faculty	UG	PG	Research
Arts	Hindi Elective, English Elective , Punjabi Elective, History, Political Sci., Maths, Economics, Computer	M.A (Hindi, Punjabi, History)	
Commerce	B.Com(Regular), CBA		
Any Other (Specify)		PGDCA	

16. Number of Programmes offered under (Programme means a degree course likeBA,, MA, M.Com…)

   a. annual system

   | 4   (BA II,III, B.Com. II, III, PGDCA & CBA) |

   b. semester system

   | 5 (B.A.I, B.Com.I, M.A. (Hindi, Punjabi, History) |

   c. trimester system

   | x |

17. Number of Programmes with

   a. Choice Based Credit System | NA |

   b. Inter/Multidisciplinary Approach | NA |

   c. Any other(specify and provide details) | NA |

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

   Yes | | No | √ |

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

   Yes | | No | √ |

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

Positions	Teaching faculty M-Male*F-Female						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 *Recruited*	-	-	-	2	4	2	6	-	-	-
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*	-	-	-	-	7	7	8	1	-	-

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D.				1	4	1	6
M.Phil.				1	1	1	3
PG					3	2	5
Temporary teachers							
Ph.D.							
M.Phil.						1	1
PG					4	3	7

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

NIL

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

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	86	30	81	20	103	21	125	38
ST	-	-	-	-	-	-	-	-
OBC	54	12	61	18	61	26	105	45
General	341	213	213	125	352	158	335	164
PH	-	-	8	-	-	-	-	-

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	425	150	-	-	-
Students from other states of India	134	11	-	-	-
NRI students	-	-	-	--	-
Foreign students	-	-	-	-	-
Total	559	161	-	-	-

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

Year	UG	PG
2012-13	240	04
2013-14	89	13

26. Unit Cost of Education

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

    (a) including the salary component   Rs. 25890/-

    (b) excluding the salary component   Rs.1057/-

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

    Yes ☐   No ☑

28. Provide Teacher-student ratio for each of the programme/course offered 2014-15

Course	Teacher: Student
B.A.	1:20
B.Com.	1:14
M.A. (Hindi)	1:11
M.A. (Punjabi)	1:26
MA. (History)	1:28
PGDCA	1:05
CBA	1:15

29. The college applying for Accreditation   **Cycle 1**

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

    241 Days

31. Number of teaching days during the last academic year
    (Teachingdaysmeansdaysonwhichlectureswereengagedexcludingtheexamination days)

    | **218 Days** |

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

    | **24/8/2014** |

33. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC
    AQAR (i)   ………………(dd/mm/yyyy)

    NAQAR (ii)………………(dd/mm/yyyy)

    AQAR (iii)………………(dd/mm/yyyy)

    AQAR (iv) ………………(dd/mm/yyyy)

34. Any other relevant data (not covered above) the college would like to include. (Do Not include explanatory/descriptive Information)-   **NIL**

CRITERIA WISE ANALYSIS

CRITERION Ist

CURRICULAR ASPECTS

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.

Vision:

Guru Nanak College, Killianwali co-educational institution of North India, believes in developing the youth by imparting quality based education.

The motto of the college is **"Strive Seek Serve".**

Mission:

- Guru Nanak College was set up with the broad vision to open the door of higher education to the common people of the small town in 1956.

- The College aims at developing the personality of the individuals   so as to groom them into worthy citizens as well as to make all round development of students thereby making them capable of being better employed

- The basic aim of the college is to develop the mental, Physical & spiritual level of students by imparting the knowledge of idealistic educational courses, sports & extra-curricular activities.

- To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.

- The motto of college is **Strive Seek Serve**.

Objectives:

The main objective for the establishment of the College is to empower the educationally backward and disadvantaged population of the area by imparting liberal general education with a special stress on the values of humanism, secularism and nationalism. It strives for spreading the light of knowledge, preparing the youth for the global job market by imparting the necessary skills and virtues, guiding them to be better human beings by imparting moral values through various activities; providing equal opportunities to all irrespective of caste, colour or creed. The main objective of the college is to uplift the downtrodden, empowering women, inculcating the spirit of nationalism and universal brotherhood, promoting and achieving excellence in education through quality and

inculcating this spirit among youth, by providing conducive environment for creativity and cultural activities.

Communication to Stakeholders:

The following criterion is followed to communicate the vision, mission and objectives of the college to the stakeholders:

- ➢ College Website
- ➢ Prospectus/Brochure
- ➢ Alumni Association
- ➢ Meeting with students and parents
- ➢ The college's mission and vision are displayed at the main entrance of the college.

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).

At the very outset to develop and deploy action plans for effective implementation for the curriculum, the Advisory Committee of the college conducts meetings with the staff members of all the department heads to develop various strategies for effective implementation of the curriculum. Each department plans and divides the syllabus term wise, which is printed and made available to the students and teachers. This also helps to keep uniform pace wherever the class is divided into more than one section. It is co-ordinate at the departmental level under the guidance of the heads of their sportive department/subjects. Mid-term corrections are made, if needed.

Teachers are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, computer education apart from regular/traditional teaching methods. Thereafter, the staff members of various teaching departments conduct their internal meetings and develop academic plans for the coming academic year. Keeping in view, the number of working days available, the syllabus is divided into units which are to be finished by a given deadline. Each department of the college follows the academic calendar issued by the university. Thereafter, the college plans its annual academic schedule which clearly mentions the topics to be taught and number of working days allocated to respective

topics, the amount of syllabus to be tested in various class, monthly, terminal or half yearly exams.

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?

College provides support to teachers for effectively translating the curriculum and improving teaching practices in the following ways:

a) The teachers are encouraged to attend seminar/ conferences/ workshop/orientation course/ refresher course organized by various institutions so as to be in touch with the latest: both the content and the form.

b) The teachers are encouraged to organize seminars/ workshop in the college for which the college tries to provide financial support and other kinds of support.

c) The teachers are encouraged to attend UGC sponsored orientation courses and UGC sponsored refresher courses organized by the Academic Staff Colleges of various universities for acquiring the latest updates in knowledge and skills for effectively implementing the curriculum and for improving the teaching practices.

d) Teachers are encouraged to learn and practise the use / application of educational technology particularly computer skills so as to impart the teaching with modern techniques. The numbers of teachers being very few, only one or two teachers at a time are allowed for the above three week / four week courses. The teachers are given duty leaves for participating in the above programmes at various places.

e) Computer facility with internet has been provided to the teachers.

f) College has provided infrastructure for computer aided teaching like Projectors, laptops, computers, interactive boards.

g) Resource persons from universities and other institutions are invited for extension lecture for the benefit of both the teachers and the students.

h) Teachers are encouraged to participate in university bodies like Senate, Academic Council and Board of Studies etc.

i) Teachers are exhorted to adopt learner centered teaching methods like seminars, quizzes, lab work, group discussions, surveys, projects, debates, presentations etc.

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.

The institution has taken up the following initiatives for effective curriculum delivery and its transaction:

- Advanced learners are encouraged by giving prizes and scholarships. They are provided extra study material and assigned challenging tasks.
- Efforts are made to keep the faculty updated by exhorting them to attend seminars/conferences/workshops/orientation courses/refresher courses etc.
- The faculty is motivated to adopt computer aided teaching methods and learner centered teaching. Training sessions are also organized to facilitate teachers to adopt such methods.
- Library and other learning resources are regularly updated .Library has   been computerized and internet facility, for the use of teachers and   students, has been provided.
- The college invites experts to deliver extension lectures for the benefit of both the faculty and the students.
- The departments plan and organize extension lectures, seminars, conferences, assign projects.
- Extra classes are arranged wherever necessary.
- Staff meetings are held to sensitize the teachers towards their responsibilities, adopt innovative teaching methods and orient the newly appointed teachers, especially at the commencement of each session.

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?

Industry:

The college has set up a Career Counseling Cell which maintains professional relation with the representative of the Insurance companies and Banks. The heads of various companies/offices are invited to the college campus to interact with the students and to make them aware about the latest developments in the market.

Research Bodies:

The institution interacts with research bodies in the following ways:

- For research work being carried out by the faculty
- For joint research projects
- For arranging experts as resource persons for extension lectures and seminars/conference.
- For use of their library and laboratory facilities
- For obtaining guidance in setting up of labs and purchase of equipment

University:

College avails support from the affiliating university in the following way:

- Invites experts for recruitment of faculty.
- Invites resource persons for extension lectures/seminars/conferences from the university.
- The institution gets funds for organizing seminars/conferences.
- The institution gets travel grants for the faculty.
- The students receive scholarships from the university.

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 is affiliated to Panjab University, Chandigarh which restrains the colleges to develop the curriculum of their own; however University has a system in place to get recommendations from its affiliated colleges through Board of Studies. Large number of faculty represents the academic bodies of the Panjab University, Chandigarh who regularly participate in the process of syllabus design. Our college obtains the feedback on curriculum from faculty members, students, alumni and parents in this regard which enables to suggest any change in the design of curriculum. There after the college can only forward these suggestions to the university through the members of Board of Studies.

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 have autonomy in the designing and development of curriculum for any course.

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

- The College has designed a feedback system: The feedback form has been created, and is circulated among the students for their honest inputs.
- The feedback is collected from the teachers as well at the end of the session; and they are encouraged to make honest analysis if the stated objectives of the curriculum are achieved.
- And finally, a separate kind of feedback form has been created to collect the views of the parents / guardians, when they are invited to attend the Parent-Teacher meetings.

After making an overall analysis of the feedback so gathered, a meeting of the Staff Council is held to devise such mechanism as may help a more effective implementation of the 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.

The main aim of the college is to enrich enlighten and empower the youth keeping in mind the national and global needs. The college imparts education at Graduate/Post Graduate Degree Level in branches of Arts and Commerce with basic knowledge of computers. List of Courses offered by the Institution are as follows:

Program Offered	Details
B.A.	open
B.Com.	1 units of 70 students each; Total seats 70
PGDCA	40 Seats
M.A(Hindi)	60 Seats
MA (Punjabi)	60 Seats
MA (History)	60 Seats
CBA	40 Seats

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

No, rules of the affiliating University do not permit twinning programmes or dual degrees at present. However, some courses are offered as add-on courses and certificate courses which can be pursued by the students along with regular degrees. However, number of students are pursuing Certificate course of Computer Based Accounting. The college supports such students in terms of guidance from expert teachers. They are also allowed to get the services of college library and Computer Labs as and when required. The students of Commerce are also pursuing CA course simultaneously with the regular B.Com course offered by the college.

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

The college offers B.A., B.Com. programme at TDC level. The inter-disciplinary course in environment is also introduced for all B.A, B.Com classes, so as to shoulder their responsibility as a good citizen to ensure a safe environment. The subject of Punjabi is introduced so as to give a boost to regional language because the whole work is carried out in Punjabi at all government offices, and is a compulsory subject of study too. In B.Com. the students are encouraged to do CA, ICWA, CS etc. In B.A., Computer Application has been introduced to make the students tech savvy.

At PG level, the college offers M.A. in Hindi, Punjabi and History degrees to impart specialized knowledge to the students who wish to pursue higher studies.

All these courses definitely develop employable skills among the students that in turn helps them progress in higher studies and their potential for getting employment is surely enhanced with these skills development courses offered by the college.

Range of Core /Elective options offered by the University and those opted by the College.

The college offers B.A. /B.Com. at Under Graduate level and M.A.- Hindi, Punjabi, History and PGDCA at Post Graduate Level. The Panjab University, Chandigarh does not give academic flexibility to the affiliated institutions. However, institution offers the following compulsory and optional subjects in Undergraduate and Post Graduate Level.

Sr. No.	Class	Subjects	
		Compulsory /Core	Optional
1	B.A.	English (General)	Hindi/Punjabi/English (Elective)
2		Punjabi(General)/ History & Culture of Punjab, Environment Education	Economics, Political Science, History/Mathematics, Physical Education, Computer Application
3	B.Com.	English and Business Communication Skills, Punjabi/History and Culture of Punjab, Commercial and Labour Laws, Financial, Accounting, Principle and Practices of Management Psychology for managers, Micro Economics, E-commerce, Corporate Accounting, Business laws, Human Recourse Management, Environment Education	
4	CBA	CBA= Paper-1Fundamental of Computer Accounting Paper-2 Tally: 6.2	

The college has following PG programmes:

I)   M.A-Hindi (II) M.A-History (III) M.A- Punjabi (IV) PGDCA

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

   The courses are offered as per modules prepared by the Panjab University, Chandigarh.

- **Courses offered in modular form**

   Courses are provided unit wise and are arranged in the modular form at department level by Academic Committees comprising of HOD's, staff and Principal. The modules so arranged are also used for testing the students in the exams, (1st Terminal, 2nd Terminal and Special tests).

- **Credit transfer and accumulation facility**

   No credit transfer and accumulative facility exists.

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

   No lateral mobility within and across the programmes exists, however, vertical mobility exists.

- **Enrichment courses**

  The courses at UG and PG level are enriched by preparing the students to design small projects and presentations related to theory work. Lectures by the experts from university and neighbouring colleges are organized to enrich and 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.

The college offers the following programmes recognized by the UGC and affiliated with Panjab University, Chandigarh.

Name of the Self-financed Programme	M.A.(History), M.A.(Punjabi), M.A. (Hindi), PGDCA& CBA
Admissions	Admission is done on the merit as per guidelines by Panjab University, Chandigarh
Curriculum	The college does not enjoy the autonomy in designing curriculum the college only implement the curriculum designed by the by Panjab University, Chandigarh through the well prepared socially committed patterns of instructions. Teaching aids like LCD Projectors, Computer and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.
Fee Structure:	The fee structure is recommended by the Panjab University and charged from the students accordingly. Fee structure for self-financed programs is on a higher side as compared to the regular courses.
Teachers' Qualifications	As per UGC/Panjab University norms.
Salary	The UGC qualification is mandatory for teachers. They are duly approved by University& State Govt. The Assistant Professors and Associate Professors along with non-teaching and support staff draw salary as per UGC regulations amended from time to time.

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.

Yes, the college regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. More over lectures from the Insurance company and Banks are arranged to make the students aware of regional and global employment opportunities. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students. The coaching for competitive exams is also imparted to students.

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

No, the university does not allow the flexibility of combining conventional face to face and distance mode of education.

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 courses being offered by the institution are in accordance with its goals and objectives. Conscious efforts are made to supplement the university's curriculum through various modes to ensure that these programmes and the institution's goals and objectives are further integrated.

The institution being an affiliated college to the Panjab University does not have the freedom of formulating its own curriculum. Still, the courses run at UG and PG levels have their relevance to the institution's goals and objectives. The college aims to impart such knowledge as may be necessary for the all-round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets. To reach out to the goals and objectives, the institution has evolved additional inputs in the syllabi to face the current trends in competitive areas. The co-curricular and extra-curricular activities are planned so as to enhance employable skills like personality development, leadership qualities, communicative skills etc.

The institution organizes and ensures participation of the students in Youth festivals, seminars, conferences to make up any deficiencies; the college supplements the

university's curriculum by imparting special courses like Personality Development, coaching classes for various competitive exams. Co-curricular, extra-curricular and extension activities are also organized to create awareness towards social, environmental, legal, health related issues and inculcate a value system among students.

The college has also started UGC Sponsored Remedial classes for the empowerment of SC/BC and other backward castes. The college ensures that the University curriculum is followed in the best of the spirit. The Principal makes sure that the curriculum framed by the university is supplemented in such a way that it reflects the motto the college *"Strive Seek Serve."*

At UG level, the college following the University instructions offers a compulsory paper in the name of 'Environmental Education'. This paper has been designed and developed by the great academicians. The syllabus of this paper is framed in such a way by the university that Ecology and Environment Protection and Preservation, Value Orientation, Global and National Demands have made their entry significantly in the course of studies.

Guru Nanak Dev Jayanti (Gurpurav) is celebrated every year. Renowned personalities are invited to address the students and share with them the philosophy of Guru Nanak, Dev Ji especially His teachings regarding equality, social reforms, status of women, moral values etc. On this occasion the students prepare community lunch (Langar) with voluntary contributions. The guests, Management, teaching and non-teaching staff and students participate in it.

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

The college is not authorized to design & develop the curriculum of its own. The college strictly adheres to the syllabus designed by PU but while delivering this syllabus content to the students, the faculties enrich it with their own expertise and experience so that the students also gain employable qualities that enable them get jobs in this highly competitive world.

The Career Counselling Cell organized lectures on the scope of education after graduation. Extension lecturers were organized to make the students aware about the career

development and technical education. The faculty members also enrich the curriculum in its own way with their own expertise and experience so as to develop employable qualities that enable the students to get jobs in this highly competitive world. The representatives of Banks Insurance and advocates are generally invited to deliver lectures on various employment opportunities. The Career Counselling Cell of our college conducted three days workshop in which the resource persons gave lectures on their respective fields like fashion designing, career in law and computer and the importance of English language in globalization.

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 institution has made efforts to integrate the cross cutting issues such as Gender, Climate Change, Environment Education, Human Rights etc, find an ample space when it comes to applying them positively into the curriculum. The college regularly at its own level organizes state level seminars & workshops with the assistance from UGC and other bodies like Dean, College Development Council, wherein the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college organizes ICT classes for students to teach them Typing, Basics of Computers & Basics of internet giving job oriented knowledge to the students. The college also organizes Inter-college competition on women empowerment, female foeticide other social evils like drugs & Aids. Awareness about human rights is propagated by organizing seminars, extension lectures, cultural activities like plays, skits, choreographies etc.

The College has celebrated '**one person one tree**' campaign with the support of the staff and the local forest department. Some of our faculty members have delivered lectures and presented papers on the relevance of Human Rights and Public Interest Litigation etc. The subject of environment education is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of environment.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students? Moral and ethical values employable and life skills better career options Community orientation

The NSS wing of the college engages the students in community development

activities which motivate the students to take up the cause of Social Service.

The institution as such does not offer any value added courses. However there are many enrichment programmes which are regularly organized to develop different skills of the students along with the course work.

Moral and Ethical values:

Values like honesty, dignity of labour, fairness, equal respect for all human beings irrespective of caste, creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through various activities like seminars, debates, writing competitions, youth festivals, dramas, skits, choreographies, movie shows, extension lectures, celebrating religious functions like Krishan Janamashtmi and Guru Purav with full devotion and dedication. Such activities are also imparted through NSS Camps, activities of NCC and Youth Clubs. The college NSS team regularly visits surrounding areas and villages where people are provided awareness on various social, moral, ethical principles and ways of life. The Students are also motivated by way of special lectures so as to instill moral and ethical values in them.

Employable and Life Skills:

The college understands that the need of communication skills is vital for the students for better career options. Therefore the institution arranges Verbal and Written Communication Skills workshops. Group discussions, Essay writing, Recitation of poetry, Declamation Contests is held at a regular interval both in regional and English language in the institution. To improve communication skills, especially in English college organizes activities such as debates, declamations, group discussions etc.

Students are also allotted the different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. In this way they improve their team building and organizational skills.

Better Career Options:

In addition to the courses and activities mentioned under the heading Employable and Life Skills, the institution provides career counselling through its Career Counselling cell and during the functions. While addressing the students, especially during farewell parties to outgoing classes, the head of the institution and members of the management give useful advice and tips regarding career options.

Community Orientation:

For community Orientation, the students are involved by ensuring their active participation in awareness campaigns related to community service, environmental issues, sanitation and cleanliness on the campus and surroundings, traffic rules, human-rights, female foeticide, dowry, drug de-addiction, prevention of AIDS, tree plantation, blood donation etc. Through NCC and NSS units, extension lectures and seminars are often organized for this purpose.

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

Valuable suggestions from students and the stakeholders are appropriately conveyed to the members of Board of studies. Their recommendations to the university meetings held in discussing the area of interest are accepted while framing the syllabus for the new session. The college teachers also share their ideas pertaining to curriculum during interaction with other teachers in the seminars.

The institution has various channels to collect responses on curriculum from the stakeholders. The students also express their opinion on curriculum. Alumni and parents discuss their views to enrich the curriculum during interface meetings.

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

The institution monitors and evaluates the quality of it's enrich programmes through Advisory committee consisting of faculty members for improvement in the teaching method, completion of courses and other development works. This committee meets with the higher authorities like principal and managing committee from time to time and amends the enrichment programmes to meet the desired objectives. The institution makes sure that offered in the curriculum include contribution to national development fostering global competencies among students, inculcation a value system among students promoting the use of technology and quest for excellence.

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 curriculum of the college is designed by Panjab University the feedback regarding the same is obtained from the students and stakeholders. The teachers of the college are encouraged to participate in seminars/conferences /workshops and orientation/refresher courses to gather information regarding introduction or sustainability of a particular program. Those ideas and suggestions are conveyed to the university via members of Board of studies, Panjab University.

Since the institution is an affiliated college of Panjab University, therefore, there is no scope for framing institution's 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 the members of Board of Studies. Faculty members regularly attend workshops and seminars on revision of curriculum. The design and development of the curriculum is in the hands of the university only.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, formal and non-formal feedback on curriculum is received from all quarters. The students provide feedback through feedback proforma and interaction with the faculty and the head of the institution. Parents, Alumni and Community give feedback in non-formal way through the faculty, principal and the management.

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.

Guru Nanak College in the recent past has introduced Four Post Graduation courses, namely Post Graduation in Hindi, History, Punjabi and PGDCA. A dire need of introducing post graduate disciplines of the above mentioned subjects was felt. The college belongs to rural area and there is no college in the nearing vicinity except for a women college which offers post graduation in Hindi, History and Punjabi. The major chunk of the people had to run to the big cities for higher education. The college answered to their pressing demand. This institution is the first institution to offer this avenue to this

backward area of the state. Following academic programs have been started by the college in the last 4 years:

Year	Courses Started
2013-14	NIL
2012-13	M.A.II (Punjabi), M.A.II (History).
2011-12	M.A.I (Punjabi), M.A. I(History),
2010-11	NIL

CRITERION IInd

TEACHING-LEARNING

AND EVALUATION

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1   Student Enrolment and Profile

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

Publicity:

The institution has completed marvellous 58 years with great contributions in the field of education. The college ensures the wide publicity for admission process in a well-planned manner. Before the commencement of new academic session, the prospectus is made available to the students. Relevant information regarding the admission procedure, free scholarship, infrastructure and achievements of the students in academic, sports as well as various activities of the college is conveyed through the prospectus. Our college has its own website www.gnckillianwali.com from where the students can gather information qua the admission process in the college as well as its various activities. Banners are also displayed at the main gate of the college well in advance to make the prospective students aware of the admission schedule. Apart from this, the college issues posters, pamphlets and banners for publicizing the dates of admission and courses offered by it. It also advertises through the cable TV network in the surrounding towns /villages.

The faculty of the college also visits schools of the area for the publicity of the courses offered and facilities provided. The faculty of the institution visits the homes of the prospective admission seekers. The parents and admission seekers are informed about the courses offered, the facilities, student welfare schemes and the admission process. They also provide guidance and counselling regarding the options available not only in the college but also elsewhere. The parents are convinced to educate their daughters wherever found reluctant due to social or financial constraints. They are made aware of the financial aid available to different categories of students like S.C./S.T.s, minorities, economically weaker sections, meritorious students, sports. More over interschool competition in Essay Writing, Collage Making, Debate, Skit, Play, and Poster Making are being organized in the college.

Transparency:

Admission is done on merit as well as 'first come first serve policy'. The college follows academic calendar, provided by the Affiliating University, i.e. Panjab University, Chandigarh, of events giving last date for receipt of application. The admission is done

through admission committees. Thus, transparency is ensured from the stage of notification till the completion of admission process.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit 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.

Guidelines of the state government and affiliating university, issued from time to time, are followed for the selection of the students for admission to these courses. Reservation policy of the state government is followed. The college offers only general undergraduate and postgraduate courses. As per the directives of the university, date of sale of application forms/ prospectus is notified on the notice board. Application forms can be bought from office and on the spot enquiries are attended to by the registrar and a team of three senior teachers. Selection of students to the course is based on marks obtained in qualifying exam. The college admits the students solely on the basis of merit in the qualifying examination. In case the affiliating university lays down a special criterion like Entrance test or Interview, then the college strictly adheres to it. Applications for admission to undergraduate courses are called for as according to the Panjab University calendar. A personal interview with Principal and admission committee of various streams is part of the selection process. The admission committee helps the students to make the choice of the medium of instruction and subjects. College follows reservation policy of the government also.

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.

The College follows the same percentage of marks for admission at entry level for each of the programmes offered by Panjab University, Chandigarh. The prospectus lays down the minimum percentage as per university rules. However this is determined as per the availability of candidates in merit lists and varies every academic year.

The college offers three years Under Graduate degree courses in the Humanities & Commerce streams. Students seeking admission are given admission on the 'First Come, First Serve' basis. These admissions are done strictly according to the conditions

laid down by Panjab University. The Selection of students for various courses is made on the following basis as per the directive of Panjab University:

Program	Mode of Selection
BA	Must have passed 12th Standard with minimum 33% marks
B.Com.	Must have passed 12th Standard with minimum 35% marks
MA Punjabi	Must have passed BA with minimum 45% marks in Punjabi or 50% in aggregate.
MA History	Must have passed BA with minimum 45% marks in History or 50% in aggregate.
MA Hindi	Must have passed BA with minimum 45% marks in Hindi or 50% in aggregate.
PGDCA	Graduation in any stream with minimum 50% marks
CBA	Must have passed 12th

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?**

Mechanism to review the admission process and student profile:

The admission process and the students profile are reviewed annually by the admission committee. The institution has a well defined mechanism for the reviewing of the annual profiles of the students. The college chalks out a plan much before the commencement of session. Teams of teachers visit schools and villages of the area to interact with the students for guidance and counselling. The admission committee reviews the profiles of students selected for admission and chalks out a comparative summary of the selected candidates. In case a particular section of students like Girls, villagers, or any specific community are found to be in less numbers in the admission lists, the admission committee tries to motivate those sections of students by providing them the requisite facilities. The student with a little bit of negative approach or disturbing elements are motivated with counseling so that a positive frame of mind can be developed. This results in making the students become an asset for the institution.

Outcome:

As a result of this process, in the last five years, the college has observed a sharp rise in the students maintaining discipline. They have learnt to channelize their energy, their potential into more constructive activities. There is a sharp rise in the admission of girls' students also.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion SC/ST, OBC, Women, Differently-abled, Economically weaker sections, Minority community, Any other

a) **Students from SC/ST/OBC Community:**

Students from disadvantaged community such SC/ST & OBC categories are encouraged to pursue Higher Education Fee concession and endowment benefits are extended to these students as per the Govt. Policy.

b) **Women:**

Our college is a co-educational institution. The college is catering to the needs of this border belt of three states i.e. Punjab, Haryana and Rajasthan by inculcating the quality education and moral values to make them good citizens of India. The College provides a platform to fulfill the objective of women empowerment and every effort is made to prepare women for their various roles and responsibilities in the ever changing world. The women students are given an insight into the values and mission of the institution so as to get them accustomed with the institution's goal. Through various curricular and co-curricular activities, efforts are made to make them self reliant, self confident individuals capable of competing in the global market and still retaining their human values.

c) **Differently-abled:**

Before admissions our faculty provides counseling and guidance to such students and makes them aware of the courses and facilities available in the college and tries to convince them to pursue higher education. Their requirements and needs are given a special care and attention. The college ensures that all their classes are held on the ground floor only.

d) **Economically Weaker Sections of the Society:**

They are also given various benefits like fee concession, free books etc.

e) **Minority:**

The college under the direction from the Central Government, State Government and its affiliating university offers every possible help to the students belonging to the minority community.

f) **Athletes and Sports Persons:**

Students of our institution are given admission based upon their excellence in athletics or sports activities at regional level. The institution can boast of some of the best sports personalities like Jai Pal Singh who secured Gold Medal in Panjab University Athletic Championship in Hammer Throw event in 2012-13.

The college every year produces scores of players in various games. The college offers them liberal concessions. They are given financial aid, sports kits, diet money, coaching facilities etc. They are also counseled to devote time to studies along with sports for a better future. A well-equipped gymnasium has been set up in the college.

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

Required detail for the four successive years is given in the following tables:

SESSION 2010-11			
Programmes	**Number of applications**	**Number of students admitted**	**Demand Ratio**
UG			
1. BA	**560**	**560**	**100**
2. B.Com.	**128**	**128**	**100**
PG			
1. M.A (Hindi)-I	**25**	**25**	**100**
2. M.A (Hindi)-II	**10**	**10**	**100**
3. M.A (History)-I	**-**	**-**	
4. M.A (History)-II	**-**	**-**	
5. M.A (Punjabi)-I	**-**	**-**	
6. M.A (Punjabi)-II	**-**	**-**	
7. PGDCA	**13**	**13**	**100**
8. CBA	**18**	**18**	**100**

SESSION 2011-12			
Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
1. BA	351	351	100
2. B.Com.	130	130	100
PG			
1. M.A (Hindi)-I	16	16	100
2. M.A (Hindi)-II	27	27	100
3. M.A (History)-I	-	-	
4. M.A (History)-II	-	-	
5. M.A (Punjabi)-I	-	-	
6. M.A (Punjabi)-II	-	-	
7. PGDCA	2	2	100
8. CBA	23	23	100

SESSION 2012-13			
Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
1. BA	465	465	100
2. B.Com.	142	142	100
PG			
1. M.A (Hindi)-I	32	32	100
2. M.A (Hindi)-II	12	12	100
3. M.A (History)-I	40	40	100
4. M.A (History)-II	-	-	
5. M.A (Punjabi)-I	23	23	100
6. M.A (Punjabi)-II	-	-	
7. PGDCA	07	07	100
8. CBA	22	22	100

SESSION 2013-14			
Programmes	**Number of applications**	**Number of students admitted**	**Demand Ratio**
UG			
1. BA	438	438	**100**
2. B.Com.	118	118	**100**
	PG		
1. M.A (Hindi)-I	36	36	**100**
2. M.A (Hindi)-II	30	30	**100**
3. M.A (History)-I	65	65	**100**
4. M.A (History)-II	33	33	**100**
5. M.A (Punjabi)-I	55	55	**100**
6. M.A (Punjabi)-II	22	22	**100**
7. PGDCA	15	15	**100**
8. CBA	16	16	**100**

2.2   Catering to Diverse Needs of Students

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

        The campus has been made friendly for the use of such students. Differently-abled students are also provided financial aid and helped to apply for scholarships to Panjab University and government agencies. The college makes this assure that the classes of such students are held at ground floor only for the purpose of easy accessibility of books to them. During examinations such students are provided with help such as writers for the students having vision and functional disability. These students are encouraged at every level in the institution. Special Counseling sessions and lectures are also arranged for such category of students. Such students are also given half an hour extra time in the terminal and final examination.

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

The institution is very well aware about the needs of the students. Every class is a blend of intelligent and average students. Students are admitted with different calibers with the motto "Education for All". The college ensures the availability of efficient faculty to satisfy the queries of the students. A college is a ladder which can help the students climb up to the world of their aspirations. As the college is located on the border of Punjab, Haryana & Rajasthan, so before the commencement of the academic session, a team of teachers personally contact the Principal of the Sr. Sec Schools located in the areas interact with their students so as to assess their need in terms of skill and knowledge. In order to gauge how much students have learnt, it is not enough to assess their knowledge & skill, but need to find out what they know, so that we can identify more specifically the knowledge & skill they will gain during the course or program.

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

Since the college belongs to backward/rural area, as it is located about 40 kms away from city. There is no modern school in the nearby vicinity. Even the university to which our college is affiliated is about 300kms away from the college. This has led to an economic &psychological backwardness which lead to lack of confidence of the student as compared to the students of the colleges located in big cities. So, in order to bridge the parity, sometimes the college conducts remedial classes for SC/ST/BC students in different subjects.

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

To sensitize its staff and students on issues such as gender, inclusion, environment etc. the institution organizes activities like seminars, extension lectures, plays, debates, extension activities, writing competitions, awareness campaigns, outreach programmes etc. Drawing competition, Essay writing, Collage making, Poster making, skit and play competitions are held regarding environment issues to enliven the students. Apart from this the college, as stated earlier, offers the subject of Environmental Education as a compulsory subject.

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

The institute identifies and responds to the learning needs of the advance learner during the lecture of the teachers. For continuous monitoring and evaluation of the students, the advanced learners are continuously encouraged to strive for higher goals for providing them additional inputs for better career planning and growth like encouraging the students to be active members or office bearers of various activities. Students are identified as slow and advanced learners on the basis of their performance and they are supported in the best possible manner. Teachers take extra pain in helping and guiding them by taking extra classes with personal interests. They are provided with additional time and advanced learning materials. In order to channelize their potential to accomplish better success they are given motivational lecturer so that they can achieve top most career options. Special attention is paid to encourage the advanced learners to excel and achieve higher goals. At the time of admissions, brilliant students are guided to opt for more challenging courses/subjects. They are encouraged to go for career oriented courses i.e. CBA, PGDCA and Computer Application.

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

The college gathers data on the basics of the academic performance of the students at the risk of dropout through their lectures, class tests, house tests, discussions and face to face interaction. Such data is used to make strategies to improve the academic performance of the disadvantaged sections of society and minimize their dropout rate by taking the following measures:

- Teachers resort to regional language so that such students understand their lecture.
- Special tests are conducted for them.
- The college keeps in touch with the parents of such students and they are informed telephonically by the teachers especially in Commerce Department.
- A number of motivational lectures are organized to channel their potential.

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.)**

The college follows the academic calendar of affiliated university. The same academic calendar is published in the college Prospects before the beginning of the session every year. The academic calendar has been released by Panjab University, Chandigarh. Each department functions according to the teaching plan prepared at the department level. Timetable is prepared and displayed on the notice board. The departments also carry out internal assessment based on student test performance and punctuality. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.

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

The IQAC contribute to improve the teaching learning process the IQAC functions as an overall advisory body operating constantly for the betterment of the teaching learning process. The IQAC was formed in the college recently in August, 2014. IQAC conducts a meeting after every three months and tries to improve the quality of the teaching learning process. The IQAC monitors promotion implementation and continuous improvement in curriculum co-curricular & extracurricular activities of the college. It also works towards the enhancement of the learner's knowledge capacity & personality.

Following are the members of the IQAC Cell:

- Sh. Neeraj Jindal   Chairperson
- Dr.Indira Arora   Principal
- Dr. Bharat Bhushan   Co-ordinator
- Mrs.Usha Rani   Bursar
- Sh.RoopLal   Office Supt.
- Dr.K.S.Sandhu   Member
- Dr.Amarpal Kaur   Member
- Mrs. SurinderKapila   Member
- Mr. Amit Behal   Member
- Dr. Seema Rani   Member
- Dr. Priyatoash   Member
- Sh. Gurlal Singh   Member
- Sh.Gundeep Singh   Member

In the first meeting, certain areas were located which needed to be strengthened in

college. It was found that the students needed some help in communicative English & computer skills so as to make them eligible for jobs. The IQAC suggested for organizing more seminars in order to spread awareness on academic and social issues. The IQAC recommended that regular parent teacher meeting department wise be started. Even the meetings of the Alumni Association should be held regularly.

2.3.3 How learning is 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?

The teachers promote interactive learning by striving to bridge the gap between the teacher and the taught. Information technology has brought about a drastic change even in the field of education. Knowledge is no more confined to a teacher and the knowledge is now more freely accessible to all than it was even a decade back. The College encourages the students to access the areas of knowledge and shares the same with the teachers. This interactive learning is helpful both to the teachers as well as the students. The college provides a well stocked library which boasts of latest books and journals which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge. The college provides a seminar hall where students participate in group discussion, Debates and Seminars.

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

The college concentrates on making the students original thinkers. To encourage the artistic temper among the students, the college teachers motivate them to participate in various extra activities in youth festivals. The long list of prizes won by our students in Youth Festivals bears a testimony to it. To sharpen the critical thinking among students, various group discussions, debates and seminars are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals. The college library subscribes to newspapers, journals, periodicals and magazines. Students are advised not only to surf the net regularly and go through various magazines so as to update their knowledge.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: 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 use of modern multi-media teaching aids like multimedia projectors, Internet enabled computer systems are usually employed in class room instructions as well as other student learning experiences. The students are also encouraged to use computer software packages for meaningful analyses of the experimental data of college. It also works towards the enhancement of learners collected/acquired by them. The students are also advised to use power point presentations and use of Slide projectors. Seminars extension lecturers are organized by the different departments in their respective fields to share their knowledge with students.

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

The members of the faculty are exposed to advanced level of knowledge and skills by encouraging them to attend expert lectures, seminars, workshops, orientation course/refresher course etc. College conducts lectures and seminars by experts on various issues in which faculty members and students are encouraged to participate and reap benefits. The teachers go for refresher and orientation courses. Educational tours are also conducted. Over the past many years the faculty has been participating in the conferences and presenting papers in national and international level seminars. Prominent scholars are invited to exhibit their pedantry for the benefit of the students.

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

The institution provides academic, personal and psycho-social support and guidance services. Guidance and counselling is provided to the students, both at the academic and personal level by the faculty. The process begins much before the commencement of the new session as the faculty members move from door to door and try to convince the eligible candidates and their parents regarding the importance of higher education and the benefits there of. Motivated thus, the students seek admission. They are then further guided for the right choice of the programmes/courses/elective subjects, opting of one or the other Add on Course etc. Special emphasis is laid on personal interaction between the students and teachers outside the classroom. The teachers

who teach PG classes have been allotted individual/departmental rooms to meet the students for personal and academic counselling. The library to which the students have even greater access plays an important role in this endeavor of acquiring advanced level of knowledge. To add, the college teachers really act as a true friend, philosopher and a guide for the students.

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 innovated methods are adopted by the faculty during the last four years.

- Quiz Competitions, Debates and Writing Competitions are conducted in the class rooms.
- Group discussions are often held in the class rooms to discuss the pros& cons of a particular topic.
- In the Deptt. of Commerce mock conferences and interviews are held with students as board members.
- Effects are also made to improve the communication skills of the students.
- Students are allotted topic to prepare Power Point presentation and class seminars are held especially in Commerce.
- Students are shown movies based on course related novels.

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

The College library has a good collection of books, which are regularly upgraded. The library continues to provide the following current awareness services in order to alert users to latest information of their interest.

- List of new entries
- Useful articles
- News items

The catalogues from different publishers are filed. Heads of departments can order for books from these catalogues. The range of subjects represented by the library collection reflects our institution's ever growing zest for newer areas of study and

research. Majority of staff can efficiently use the internet and they liberally share their knowledge of innovative research topics, reviews, methodology, data gathering and information output with the learners. Students are also encouraged to make use of library services. They are provided with a student library card which enables them to get books issued from the library. Students are also taken to the library to instill reading habits among them.

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.

This type of situation has never happened that the faculty has not been able to complete the curriculum within the stipulated timeframe. The college teachers manage to successfully deliver their responsibilities. Sometimes because of bands declared by political parties, institution faces challenges in completing the curriculum but the college through extra classes tries to overcome these challenges. The IQAC keeps a check on the syllabus covered by the various departments on regular basis.

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

The institute monitors & evaluates the quality of teaching learning by the respective departments in the following ways:-

- Attendance
- Class room interaction
- Assignment evaluation
- Group discussion
- Seminar & Quiz
- Mid-term test
- Project work(in some subjects)

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?

The college strives to recruit and retain teachers who are competent, experienced and

experts in their respective field of study. The college is always ready to absorb the best teachers available. The college finds new and able teachers by way of references from other teachers and experts in the area. The college also advertises in the local newspapers and even National Newspapers in order to reach the best teachers available in the other states of Country. After getting applications in response to these from the eligible candidates, a merit list is prepared as per the guidelines issues by the Panjab University. Thereafter, the college applies to the affiliating university for a panel of experts to conduct the interview.

This expert panel consists of the following members:

- Two Subject Experts deputed by the Panjab University.

- One V.C Nominee

- Principal of the college

- President of the College Management Committee

The above said committee conducts the interview as per the guidelines issued by the Panjab University and selects the eligible and the most competent candidates. After giving them the appointment letters, the approval is sought from the DPI and the affiliating university.

To retain the available staff, they are paid salaries according to the grades specified by the PU. The staff is also provided other requisite facilities like, Medical leave, Casual Leave etc.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D.				1	4	1	6
M.Phil.				1	1	1	3
PG					3	2	5
Temporary Teachers							
Ph.D.							
M.Phil.						1	1
PG					3	4	7

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.

To attract the new faculty and to retain the existing teachers the college provides requisite facilities like housing for teachers coming from a distance, research facilities like library, internet etc.

To encourage the staff to participate in workshops and seminars, teachers are sent on duty leave to upgrade their knowledge by participating in state/national and international seminars. During the last four years, many of our teachers have participated in number of state level, national and international level seminars and workshops. All these facilities attract other teachers and best of the faculty from nearby area to join our college.

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) Nomination to staff development programmes

Academic Staff Development Programmes	Number of Faculty nominated
Refresher courses	**6**
HRD programmes	**-**
Orientation programmes	**1**
Staff training conducted by the university	**-**
Staff training conducted by other institutions	**-**
Summer / winter schools, workshops, etc.	**3**

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning Teaching learning methods/approaches

The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using soft ware's and other electronic tools. The

college has a lot of licensed software such as Windows, MS Office, Tally, Busy, Java, Linux, etc. The college also supports these endeavors by providing infrastructural support. Seminar presentations of the PG level students take place in the laboratory using computer and LCD projector.

Handling new curriculum

We have a lot of experienced and qualified staff to handle the new curriculum with ease. Two of our faculty members are members of BOARD of STUDIES in Panjab University, Chandigarh. They play an active role in designing the new curriculum. Whenever there is a change in the syllabus initiated by PU, the same is conveyed to the HODs by the Principal timely. The HODs then call meetings of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively.

Assessment

Feedback from the students and their results helps the college management as well as the teachers to evaluate their performance. College principal and management take verbal suggestions from teachers through meetings of the staff members. Suggestions to improve the academic system are also taken into account by the college. The Principal also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

Cross cutting issues

The students and the staff members take part in various cross cutting issues like gender sensitization, Environment and Women related problems. The college, at its own level and with the assistance from UGC make arrangements for seminars and conferences of national level where in the experts from various fields are invited to share and deliver their experiences and knowledge. The college has organized state level seminars on Higher Education and Human Rights. Some of our faculty members have delivered lectures and presented papers on the relevance of Human Rights and Public Interest and Litigation etc. The subject of environment education is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of environment. Similarly the college offers the certificate course of CBA i.e. Computer

Based Accounting to the students of the college whereby enabling them to learn the latest technology which can help them make a better future.

<u>Audio Visual Aids/multimedia</u>

The college has a seminar room well equipped with all the audio visual aids. Computer department is well equipped with the latest software. We have latest Computer aided packages, as per our requirement, which includes projectors, computers, sound system etc. Recently, the college has built a modern Conference hall which boasts of state of the art facilities like Projectors, Sound System and Computers etc.

<u>OER's (Open Educational Resources)</u>

The college provides open educational resources like, latest books, journals, Magazines, latest softwares, on line journal Delnet and reference books for the students.

<u>Teaching learning material development, selection and use</u>

College has a well-developed library which contains thousands of books of various subjects. Teaching learning material is developed with the help of various books, journals and magazines available in the college library. Teachers can also make use of the internet facility. They attend seminars and workshops and present papers. Teachers are also encouraged to take up various projects for their knowledge enhancement. Apart from this, college organizes seminars and conferences which help as a learning source for the faculty.

c) Academic achievements of Faculty in percentage (%)

Faculty invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	18.05%
Faculty participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	18.05%
Faculty presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	60.87%

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.)

The teachers of the College are encouraged to attend Refresher courses, Conferences, Seminars of the concerned subjects organized by the Academic Staff Colleges. The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M. Phil. and Ph. D. through faculty development schemes. Recently, three of our faculty members, namely, Dr.Kulwinder Sandhu, Dr. Priyatosh Sharma and Dr. Seema Rani have secured their Ph.D. degree. Four of our faculty members, namely, Mrs. Usha Rani, Ms. Rajni Sahota, Mr. Chamkaur Singh and Sh. Balraj Singh are actively pursuing their Ph.D.

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.**

The college provides necessary infrastructure and other required support to encourage teachers to excel in their teaching. The study centric environment and conducive atmosphere of the college encourages teachers to prove their mettle. Recently our faculty member Shri Amit Behal has been awarded Best Teacher Award by Citizen Welfare Association of Mandi Dabwali.

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 institution has introduced feedback proforma to be filled in by students for the evaluation of the teachers. The observations made by the students are submitted to the head of the institution. The observations made by the students are shared with the teachers and then these are discussed in general with faculty and some cases, senior faculty members are involved to help the teachers to improve. Besides feedback proforma, the students freely convey their opinions to the head of the institutions.

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?**

The College tries to ensure that all stakeholders of the institution –particularly the students and the teachers are made aware of the evaluation process:

- The teachers are sent all the regulations and circulars of the evaluation process issued by the University.
- Detailed information regarding curricular change, pattern of question papers and distribution of marks are made available to students by the teachers in the Classroom and by notices posted on the College notice board.
- Time to time staff meetings are also conducted concerning evaluation process.

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?

Fair marking and evaluation is done purely by sharing the students their answer sheets telling them their mistakes. More than this verbally the students are evaluated by group discussions, seminars and sometimes blackboard tests are also held for some interesting and short topics. It makes the evaluation more interesting for students. Faculty members also try new innovations in their teaching skill to make evaluation more interesting and beneficial for the students. The college is affiliated with Panjab University, Chandigarh. The university has initiated various evaluation reforms viz.

1. Introduction of internal assessment system.
2. Introduction of O.M.R Answer Sheets.
3. Introduction of table marking and evaluation through secret roll nos. so as to make each evaluation process more transparent.
4. Introduction of objective questions in the question papers. The college has adopted various university reforms concerning evaluation viz.
   - Same pattern of question papers is used in house examination.
   - Internal assessment is awarded to the students as per the university criteria.
   - Class tests and unit tests are conducted to evaluate the performance of students.

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 evaluation is all fair; the students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students. Record is maintained i.e. answer sheets, award lists etc. Whenever class tests

and term tests are taken the results of the students' performance/awards are shown to the students to encourage them or counsel them for better future performance.

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

The summative evaluation is carried out by the College in the form of class tests, assignments and mid-term house tests. Even if some students don't perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. The necessary feedback is shared with the students to enable them to overcome their weaknesses and to improve their performance.

Formative approach to evaluation includes measuring the students' achievement and performance through verbal tests, group discussions, seminars and weekly test. The evaluation through these approaches gives a lot of information about student achievement after teaching a particular unit. The concerned teacher may get some direction about the student and necessary steps regarding his/her improving can be pondered over. This is how the institution uses the formative and summative evolution approaches in the campus.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?
Provide an analysis of the student's 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 institution evaluates the students through two terminal tests as well as performance in the class, attendance, behavioral aspects, activities and performance in NCC, NSS, Sports, Cultural activities. The parents are informed through telephonically (for weak students). To monitor the students' performance during an academic year, a special examination is conducted. The record of the whole evaluation process is transparent. The answer books are shown to the students.

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

The College ensures complete transparency in internal assessment according to the instruction/guidelines issued by the affiliated University. The students are familiar about the internal assessment system.

The internal assessment is made by the faculty members keeping in mind the following aspects / factors of students' performance during the academic year:

1) Class attendance
2) Class assignments
3) Score in the term examination etc.

Inspite of all the above aspects of the students, their behavioral aspects, independent learning and communication skill etc. are also taken into consideration during the assessing of a student.

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

Yes, the institution & Teachers use assessment and evaluation as an indicator for evaluating students' performance. The students who excel in the academics, sports, extracurricular or extra mural activities are given due advantage in assessment. They are also given free books and study material. General classroom behavior, Regularity, subject performance of the students is also kept in mind when evaluation of a student is undertaken.

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

The institution has a transparent system of evaluation. 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 case of any discrepancy, the students have the right to appeal to the principal. The affiliating university has a provision of re-evaluation in the annual exam. In case of any discrepancy, the candidates can get their answer-sheets rechecked. The university has also a provision of re-evaluation in the annual exam in which marked questions are not re-marked by some other examiner. They can also get their answer-sheets and if there is any unmarked question, the same is marked again. The university has also devised an Examination Grievance Monitoring System. The

students can send their details and the grievance regarding examination system through an e-mail to the university.

2.6 Students Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes, give detail on how the students and staff are made aware of these?

Yes, the college has it clearly conveyed both to the teachers and the students that the Teaching-Learning programme should be such that it should contribute to the overall development of students' personality so that they can become responsible citizens. This is conveyed to the students and their parents in the very first meeting following orientation class which is held prior to the commencement of classes. The students are also made aware of this through the:

a) College prospectus

b) College website

c) Various notices and circulars

d) Interaction with the faculty members

The teachers are made aware of the clearly stated learning outcome through:

a) Staff meetings

b) Review meetings, where it is stressed that the college must achieve its outcome. They are also kept informed through the extension activities of the college such as NSS, NCC, Seminars and activities of the Department of Creativity.

2.6.2 How are the Teaching, Learning and Assessment Strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

After the admission process is over and before commencement of the new academic session (the classes etc.), a meeting of the Staff is convened by the Principal with all members of the faculty in order to frame strategies so as to facilitate the achievement of College objectives. The college is committed in creating an environment where students are supported to achieve their potential and working towards creating an inclusive learning community.

In the department of Commerce, every year, Ice Breaking session is conducted for the new students to interact with each other. Management games are also conducted for the learners to teach them how to implement management concept in real life. Students

are active partners with shared responsibilities for their own learning and achievement. Extension lecture-cum-workshop on Internet and Mobile Banking are conducted during the session to impart the students about the practical knowledge of Banking. This strategy recognizes the need to develop progressively self-directed and confident learners with the knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. It acknowledges that students learn most effectively if they are supported as individuals to achieve personal development.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship innovation and research aptitude) of the courses offered?

College understands its responsibility in the socio economic parameters. The institution at the time of the admission provides counseling regarding the choice of options the students wish to opt. They are guided regarding the future prospects of various options. Further they are sensitized on the societal responsibilities through guest lectures. They are given the lectures on quality jobs, Internet Banking and Right to Information Act. The students are motivated through personality development programmes. Students are encouraged to participate in activities for social and community service.

2.6.4 How does the institute collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The College collects and analyses the data on student learning outcomes through their attendance, performance in class tests, their participation in various co-curricular activities and finally their performance at the University examination. The data so collected are discussed at length in staff meetings and sincere efforts are made for overcoming the barriers. The students are given introduction of unit wise internal choice and objective and analytical type questions consisting of objective, short and descriptive and analytical answers. This ensures comprehensive study and understanding of the entire course contents by the student.

Institute has taken following steps to overcome barriers:
- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Timely Redressal of students' grievances.

- Extra classes for weak students to solve their problems.
- By providing writing material to the students.
- The periodic evaluations of teachers help in the improvement of learning outcome.

2.6.5   How does institution monitor and ensure the achievement of learning outcomes?

The college monitors the achievement of learning out comes in the following ways:-

- By holding class discussions.
- Conducting house tests.
- Finding out slow and advance learners and making policies to improve their   learning outcomes.
- Organizing seminars etc.
- Laying stress on written assignments.
- Performance in co-curricular and extra-curricular activities.

2.6.6   What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The aim of the College is to be an agent of change and development for the students and the society through education by inculcating qualities and skills as are the requirement of the times. The college believes that those graduating from the college should have the quality of the mind and soul, knowledge and skill, drive and confidence so that they can contribute to the well-being of the society. The college aims to make its students employable. The college endeavours that its students should become valuable global citizens. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work.

CRITERION IIIrd
RESEARCH, CONSULTANCY AND EXTENSION

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

The Institute does not have any University approved research center/s of the affiliating University or any other agency/organization.

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

Yes the institution does have a research committee to monitor and address the research issues, which has been constituted recently. It comprises of faculty members having Ph.D. Degrees or research experience and research aptitude. The composition of the Research Committee is as under:

Chairperson: Principal	Dr. Indira Arora
Convener	Senior faculty member Dr. Amarpal Kaur
Faculty member from Humanities	Dr. Priyataosh Sharma
Faculty member from Languages	Dr. Bharat Bhushan
Faculty member from Commerce	Dr. Seema Rani

A few recommendations made by the committee are:

- To organize State/National level seminars/workshops every year, by any one department.
- To sanction duty leave to the faculty for attending seminars, workshops and conferences.
- To promote research initiatives of the teachers of the college.
- To organize workshop on research methodology- both for teachers and students.

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

Institute encourages students and faculty to involve in research activities. College encourages faculty to involve in maximum number in research activities. In case any

project is sanctioned by UGC, then full support is provided to the principal investigator to implement the research scheme within the time frame work. The college encourages the teachers to attend conferences/workshops, national and international seminars. Currently there is no research project as such being implemented.

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

The classes are made interactive through multimedia seminar hall, management games, quiz competitions, group discussions, mock interviews and students are also encouraged to ask questions frankly. Efforts are made to initiate the students to logical thinking. This helps them develop their scientific temper. The institute motivates the students for higher education. In order to develop research culture and aptitude among students, extension lectures by eminent personalities are got conducted. Small projects are also allotted to the students based on primary data.

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.

One (1) faculty member is involved in guiding research scholars towards M. Phil. /Ph. D. programmes. One member has completed his minor research project. Three (3) members have completed their Ph.D. programme in service. Four (4) teachers are engaged in individual research activity towards Ph.D. programme.

The following faculty members have completed their Ph.D. /M. Phil. in service:-

- Dr .Kulwinder Sandhu   Physical Education.
- Dr.Priyatosh Sharma   History
- Dr.SeemaRani   Commerce

The following faculty members are currently pursuing their Ph.D. :-

- Ms.Rajni Sahota   History
- Sh.Chamkaur Singh   Hindi
- Mrs. Usha Rani   Commerce
- Mr.Balraj Singh   Punjabi

3.1.6 **The principal investigator has full freedom in deciding the research area, research methodology, choice of books and instruments/equipment's etc. for conducting the research projects. Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

The various departments of the College have conducted/organized seminars/workshops/sensitization programmes in order to build research culture among the staff and students. The detail is given below:

Sr. No.	Title of Event	Date	State/National level	Name of Organizing Department	Funding Agency
1.	Defining Human Rights-Perspective Challenges and opportunities	23/2/2011	National	Deptt of History	UGC
2.	Changing Paradigm of Higher Education in Punjab	10/3/2011	National	Deptt of Hindi	UGC
3.	National Conference on "Disability Act, 1995: Socio Legal Challenges"	24/3/2012	National	HEPSN(Higher Education for Persons with Special Needs	UGC
4.	Conference on Career Counselling	16/3/2011 17/3/2011 18/3/2011	National	Career Counelling Cell	UGC

3.1.7 **Provide details of prioritized research areas and the expertise availability the institution.**

As stated earlier, we do not have any research centre but our faculty members are involved in the research at individual/collaborative level. Following is the detail along with research areas and expertise of the different faculty members:

Subject	Specialization	Name of Faculty
Hindi	Poetry (Riti Kaal)	Dr. Indira Arora
Hindi	Hindi Literature	Dr.BharatBhushan
Punjabi	Poetry (Folklore)	Dr. Amarpal Kaur
Punjabi	Punjabi Kissa& Sufi Kavita	Dr. Raj Kirpal Singh
History	Indian Ocean and Indian sea Trade (Medieval Time)	Dr. Priyatoash Sharma
Commerce	Finance	Dr. Seema Rani
Phy.Edu	Sports Physiology	Dr. Kulwinder Sandhu

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

The college understands that research is an important aspect of quality teaching learning process these days. Hence it makes serious efforts to facilitate the interaction of the faculty members with researcher of eminence by arranging guest lecturers / seminars. The College has been organizing national level seminars, extension lectures etc. Many eminent professors / academicians who have national and international recognition in research activities visited the college at the time of these events. These events have thus paved the way for our faculty and students to have interaction with many scholars who have national and international recognition in research.

List of eminent academicians / researchers who visited the campus is as under:-

* Dr. Ashok Sabarwal Head Deptt. of Hindi, P.U.Chandigarh

* Dr. Sunil Deptt. of Hindi, G.N.D.U Amritsar

* Dr. Sumit Deptt. of Hindi, G.N.D.U Amritsar

* Dr. N.R.Sharma Principal, G.G.S. College of Education, Gidderbaha

* Dr. Mukesh Arora Deptt. of Hindi, Govt. College, Ludihana

* Dr. D.P. Warne Deptt. of Commerce, C.D.L.U, Sirsa

* Dr. Davinder Singh Deptt. of Law P.U.Chandigarh

* Dr. Gurmeet SinghDeptt. of Hindi P.U.Chandigarh

* Dr. Jeet Singh Joshi, Punjabi University, Regional Centre Bathinda

- Dr. Dinesh Chahal, Deptt. of Education, Central University of Haryana Mohindergarh
- Dr. Aditi Sharma Deptt. of Law P.U.R.C Ludhiana
- Prof. Satyadev Kaushik Faculty of Humanities, University of Aarhus Denmark
- Dr. Surinder Singh Deptt. of History P.U.Chandigarh
- Dr. Parminder Singh Deptt. of English G.N.D.U Amritsar

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?

The Sabbatical Leave for research activities has not been availed by any faculty member. The faculty members are permitted to pursue their research activities without hampering their normal duties in the College.

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

The institution takes initiatives in creating awareness/ advocating/transfer of relative findings of research of the institution and elsewhere to students and community. Some of the measures taken are as follows:

- Organize seminars/conferences where along with eminent researchers, students and teachers from other institutions, stakeholders/ Bankers, political activists, representatives of beneficiary sections of society and public are also invited.
- Publishes the proceedings of seminars/conferences.
- Publicize the findings/conclusion/views through press releases.

3.2 Resource Mobilization for Research

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

Due to constraints on the financial resources available, the college administration does not make a specific budget allocation for research. However, the College receives grants from UGC and Panjab University for organizing seminars and workshops, which also facilitate research. UGC also provides grant for purchase/up gradation of equipments. Over and above the grants, expenditure is borne by the college from its own resources as and when required.

In the recent past, grants received and the amount spent is given in the following table.

Sr.No.	Particulars of grant	Grant Received in Rs/-	Grant Utilized in Rs/-
1	National Seminar Defining Human Rights Perspective Challenges and opportunities	75000	87986
2	National Seminar Changing Paradigm of Higher Education in Punjab	7000	42167
3	National Conference on "Disability Act, 1995: Socio Legal Challenges" "Disability Day" on 3/12/2011under merger grant	120000(under merger grant)*	129430
4	Conference on Career Counselling.	60000(under merger grant)*	65690
Grants under XIth plan			
5	Add-on-Course (Computer Based Accounting)	700000	704496
6	Development Grant	277440	320335
7	*Merger Grant	1790000	2030159
8	Additional Grant	2070000	2234305

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?

Though the college doesn't have any provision for providing seed money to the faculty for research but the faculty is given duty leaves and other facilities as per their requirement to motivate them for research.

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

As per Panjab University syllabi or curriculum, small projects are allotted to commerce and post graduate students. For this purpose students are given the facilities like free downloading, free printing etc.

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.

The college organizes seminars/conferences mostly on inter disciplinary issues. The College had organized a **National Seminar on 'Defining Human Rights-Perspective Challenges and Opportunities', funded by UGC on 23/2/2011 focusing on the following inter-disciplinary sub-themes:**

- Role of Judicial in Protection of Human Rights.
- Female Foeticide.
- Human Dignity of disabled persons.
- LGBT Rights.
- Domestic Violence against Women.
- Rights of the Condemned- Prisoners of War.
- Women empowerment.
- Violation of Women's Human Rights.
- Developing Haryana and Women Rights.
- Human Rights in Indian Context.
- Human Right to Education and Gender Disparity.

National Seminar on 'Changing Paradigm of High Education in Punjab' was organized on 10/3/2011on the following inter-disciplinary themes:

- Higher Education and Government Accountability.
- Privatization of Education in Punjab.
- Value based education-Need of the hour.
- Higher Education in Punjab.
- Role of Teacher in Higher Education.
- Education scenario in Punjab.

- Role of Higher Education in developing knowledge Economyof Punjab.

National conference on Disability Act 1995: "Socio Legal Challenges".

Three days conference on career counselling 16ᵗʰ March, 2011 to 18ᵗʰ March, 2011

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

Facilities like books and journals, equipments and internet etc. are used to the optimum level by the faculty members and students for their project work/research work. Library facilities and its conducive environment encourage/ motivate the staff and students to take a forward step to pursue research in their relevant field/interests. The Institute has a well-stocked library which is Wi-Fi connected. We have also the facility of DELNET&INFLIBNET. As the college is 58 years old we have the blend of old and new books. Library has latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year.

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.

The institution has received grants from UGC and Panjab University, Chandigarh to develop research facilities and to hold seminars/conferences. The detail is as follows:

Sr. No.	Particulars of grant	Grant Received in Rs/-	Letter No
1	National Seminar-Defining Human Rights-Perspective Challenges and opportunities	75000	F-72/172/2010(Sem NRCB)Dated 23/11/2010
2	National Seminar-Changing Paradigm of Higher Education in Punjab	7000	61-82/DCDC/PS
3	National Conference on "Disability Act, 1995: Socio Legal Challenges" "Disability Day" on 3/12/2011under merger grant	120000 (under merger grant)*	129430
4	Conference on Career Counselling.	60000 (under merger grant)*	65690

	Grants under XIth plan		
1	Add-on-Course (Computer Based Accounting)	700000	FNo.4261/2010 (coc)March 2010
2	Development Grant	277400	F22(58/2007UG/ NRCB)31/03/2009
3	Merger Grant	1790000	F22(58/BMerger/NRC B) 24/08/2010
4	Additional Grant	2070000	F285(44)/2011 (Additional Grant NRCB) 07/08/2012

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.

One minor research project: Mapping Historical Plans from 2012-13 to 2013-14(17 months) has been submitted by Dr. Priyatosh Sharma. For this project grant received was of Rs.80000/- from UGC and the amount Utilized was Rs.103406/-

3.3 Infrastructure for Research

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

The college has a well-stocked library which is regularly updated. The library subscribes 20 Journals/Periodicals. It has also subscribed e-resources like N-LIST. The institution also has computer facility with Wi-Fi internet connection.

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?

As per the curriculum issued by the affiliating University i.e. Panjab University, Chandigarh, the basic infrastructure is available for the under graduate students. As the strength of students increases in the institution, management itself procures new equipments as per the requirements and also submits the proposal to the UGC under different available schemes. Apart from this, the institution has a Research Committee for planning and promotion of research. It motivates its faculty to seek grants under various schemes like Minor Research Projects, Faculty Improvement Programmes, Travel grants etc. from bodies like UGC and the affiliating University.

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.**

As the college is located in such an area which is industrially backward area mainly based on agriculture. As such there is not much association with the industry.

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

The college does not offer research degrees to its students. However, the teachers are allowed whenever they require conducting research, and participating in various research oriented events within and outside the State. Even one faculty member has given the guidance to 7 M.Phil. students and 2 students are doing research work of Ph.D.

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

The college library has facility of E-Shelf, DELNET and INFLIBNET. It also has a separate reference section for researchers in the library.

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

In the college campus the following infrastructure exists which can be utilized for teaching as well as research-

- Library
- Computers
- Multimedia Seminar Hall

Apart from this, the teachers, students and researchers are benefited as and when any guest lectures are arranged.

3.3 **Research Publications and Awards**

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

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

The research work done by the faculty in the form of dissertation of M.Phil/Ph.D can

be beneficial to the society and for new research. Published research papers in form of books and journals has also been benefiting the community and improving the services.

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

No, the college does not publish or partner a publication of any research journal.

3.4.3 **Give details of publications by the 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**

Required detail is given in the following table:

Sr.N	Name of Teachers.	Department Subject	In research journal.	In proceedings of seminars/conferences	Books.	Chapter in Books.
1	Dr. K.S. Sandhu	Phy Edu	2	-	1	-
2	Mrs.Surinder Kapila	English	-	2	-	2
3	Dr. Amarpal Kaur	Punjabi	-	5	-	2
4	Mr. Amit Behal	Pol Sci	5	1	-	-
5	Mrs.Usha Rani	Commerce	3	2	-	1
6	Dr.Seema Rani	Commerce	6	2	1	5
7	Dr. Priyatoash Sharma	History	4	10	1	1
8	Dr.Bharat Bhushan	Hindi	1	3	3	3
9	Mr. Chamkaur Singh	Hindi	2	2	-	-
10	Dr. RajKirpal Singh	Punjabi	1	-	-	-
11	Ms. Rajni Sahota	History	-	2	-	1
12	Mr.Sumit Goklenay	Commerce	4	-	1	--
13	Mr. Gurlal Singh	Computer	1	-	-	-
14	Ms Alisha Jindal	Computer	1	-	-	-

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.

No teacher of our college received any such award.

3.5 Consultancy

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

Being a general degree college, there is limited scope for institute-industry interface.

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

The admission committee of the college consisting of the experts of all the departments provides guidance to the new entrant to select appropriate stream in which they are having interest and bright future.

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

Based on the expertise and experience of the faculty members in different areas, the head of the institution recommends them as subject experts, resource persons. The college motivates the staff to utilize their expertise for consultancy services through extension activities undertaken by various clubs and societies.

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 Consultancy Services of the Institution benefit the universities, colleges and schools of the region. The university makes use of the expertise of our faculty in various areas such as members of the Board of Studies, paper setters, external examiners as well as resource persons at various seminars.

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?

As stated in the previous point 3.5.4, the Consultancy is provided by the college faculty only on non-remunerative basis and as such no revenue is generated from the

same. Most of the services are non-remunerative. In some cases, the faculty has received remuneration / honorarium which are retained by them.

3.6   Institutional Social Responsibility (ISR) and Extension Activities

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

The institution promotes college-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students through various activities carried out by NSS / NCC units and various clubs/societies like youth leadership club, Red Ribbon club as well as legal literacy cell. Such activities are carried out by the institution on its own as well asin collaboration with Government Organizations and Administration. The College has always felt concerned about the increasing access of students from various sections of the society to higher education. By providing reservations, financial aids, scholarships and relaxation in qualification for socially backward classes, the college has registered significant increase in students' social participation during last few years.

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

The institute is committed to make its students aware of their social responsibilities and groom them to become responsible citizens. The College encourages the students to involve in various social movements/activities through participation in numerous activities organized by NSS/NCC/legal literacy club/Red Ribbon Club/Youth Leadership Club. The activities are organized by the NSS unit wherein they learn to take up social responsibilities and become responsible citizen of the country. The NCC cadets are given basic military training in small arms and parades in to develop overall qualities among the students and to make them useful citizens. The institute has motivated the students to keep their surrounding neat and clean.

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

The College regularly solicits feedback from its stakeholders to improve quality of education and standard of services from students, parents, university inspection teams,

alumni, social workers of the area, members of the managing board of the institution etc. The perception of the students is solicited through feedback proforma, their interaction with the faculty, the head of the institution and management. A complaint box is installed in the college campus for the students to make their grievances. The parents of the students also express their views at the time of their visit to the institution. The inspection teams from the affiliating university often visit the college and give suggestions and views. The members of the alumni association also share their perception during alumni meet or whenever an old student visits the institution.

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 College has NSS unit, NCC wing, RRC and Youth leadership club for organizing its extension activities, Legal Literacy Club for outreach programmes, Career Counselling Cell and Higher Education for Persons with Special Needs (HEPSN) Cell. The college is also organizing a number of outreach activities which relate to academic, social, cultural, community service, adventure etc. and all culminating in building a healthy society contributing to nation building. The Red Ribbon Club works for generating awareness both in campus as well as in community about HIV/AIDS and its precautions. NSS unit has also organized lecture on traffic rules by Incharge Traffic Shiksha Cell Distt- Muktsar. A play "Anni Gali Da Maur" was organized to spread awareness about the evil of drug addiction directed by prominent Punjabi Dramatist Sh. Kewal Dhaliwal.101cadets of NCC got BEE certificate and47 cadets got CEE certificates. Apart from this, NCC camps were attended by the college cadets at different places such as Talwandi Sabo, Bathinda, Budladha, Ropar, Patiala and Malout. The NCC unit has conducted tree plantation camps. Awareness rallies of NCC cadets were organized at local level. A trip of NCC cadets was also organized to Quilla Mubarak Batinda in session 2010-11 and to Gurudwara Talwandi Sabo in session 2011-12.The associated NCC officer plans the regular activities and special camps. The expenditures for the same are generally borne by such organizations, but if need arises, it is reimbursed by college.

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?

In order to promote participation of students in NSS, NCC, Red Ribbon Club, Youth Leadership Club and Legal Literacy Club, the College Principal and Teachers-in-Charge of these wings address assemblies of students at the time of commencement of new sessions to make them aware of the availability of such activities as well as the desirability of joining them. Besides this, the detail of the program is displayed on the notice as well as on the college Website. Certification of participation in these activities/camps, Prizes and Medals are given to student volunteers time to time which act as incentives for them to join these activities. Two NCC cadets namely **Aman and Kinderjeet** Kaur were awarded for their startling performance in the NCC camps especially in cultural and sports activities for so many times. Awareness rallies were also organized by NCC cadets at Bathinda.

3.6.6. Give detail on social surveys, research or extension work (If any) undertaking by college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

Extension activities give wide exposure to students on societal challenges, environmental issues, learning difficulties and prevailing injustices towards the less privileged and the marginalized. Consequently, they become empathetic and learn to approach issues objectively. These activities widen their horizon and help them come out of their comfort zone and see the other side of life. The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they implement student's academic learning experience and specified the values and skill inculcated.

The main objective of Extension Activities is to sensitize the students to issues of civic and social responsibility so as to inculcate good moral values in them and to equip them with life skills. Values like honesty, dignity of labour, fairness, equal respect for all irrespective of caste creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through these activities. Extension activities conducted by the institute always imbibe academic learning experience, values

and skills not only in students but faculty too. These activities also refresh the environment of the institute as well. Participation in such extension activities is serious learning experience for the students which surely go on to complement their academic learning experience. They learn leadership skills and good social values, which make them good citizens of the 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 initiative of the institution that encourages community participation in its activities?

The institution is roping in communities to actively participate in all the extension activities. The College students organize rallies in the city for generating awareness among the larger community about important social issues such as AIDS, Need for Blood Donation, Female Foeticide, Drug Abuse, etc. This is how College tries to involve community in its outreach programmes.

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

The institution has constructive relationship with other institutions/organizations of the locality for working on various outreach extension activities such as tree plantation drive with the help of Forest Department as well as awareness rallies were held for making the people aware about AIDS as well as drug abuse.NSS unit has also organized lecture on traffic rules by Incharge Traffic Shiksha Cell Distt- Muktsar. A play "Anni Gali Da Maur" was organized to spread awareness about the evil of drug addiction directed by prominent Punjabi Dramatist Sh. Kewal Dhaliwal.

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

No such award has been received by our institution during the last four years.

3.7 Collaborations

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.

Since, our college has been running under graduation level since long. However, in the recent years only that the college has started Post Graduation level courses. Hence

the research activities at the students' level are not undertaken because the research is not a part of the curriculum.

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.**

Our institute has not signed any MoU/Collaborative arrangements with institutions of national importance/other universities/industries/Corporate etc.

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.**

NIL

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.**

During seminars/workshops, our college invites eminent scholars and resource persons to visit the campus for interacting with teachers and students. During the last four years, following eminent scholars have delivered lectures:-

- Dr. Ashok Sabarwal Head Deptt. of Hindi, P.U.Chandigarh
- Dr. Sunil Deptt. of Hindi, G.N.D.U Amritsar
- Dr. Sunita Deptt. of Hindi, G.N.D.U Amritsar
- Dr. N.R.Sharma Principal, G.G.S. College of Education, Gidderbaha
- Dr. Mukesh Arora Deptt. of Hindi, Govt. College, Ludihana
- Dr. D.P. Warne C.D.L.U, Sirsa
- Dr. Davinder Singh Deptt. of Law P.U.Chandigarh
- Dr. Gurmeet SinghDeptt. of Hindi P.U.Chandigarh
- Dr. Jeet Singh Josh, Punjabi University, Regional Centre Bathinda
- Dr. Dinesh Chahal, Deptt. of Education, Central University of Haryana Mohindergarh
- Dr. Aditi SharmaDeptt. of Law P.U.R.C Ludhiana
- Prof. Satyadev Kaushik Faculty of Humanities, University of Aarhus Denmark
- Dr. Surinder Singh Deptt. of History P.U.Chandigarh
- Dr. Parminder Singh Deptt. of English G.N.D.U Amritsar

3.7.5 **How many of the linkages/collaborations have actually resulted in formMoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -Curriculum development/enrichment, Internship/ On-the-job training, Summer placement, Faculty exchange and professional development , Research, Consultancy, Extension, Publication , Student Placement, Twinning programmes, Introduction of new courses, Student exchange, Any other.**

As stated earlier in 3.7.1 that our college has been running Under Graduation since long. It is only in the recent years that our college has started Post Graduation level courses. Since as per affiliated university, research is not the part of curriculum in UG level and as such the research activities at the students' level are not undertaken. Due to this, the college has not been involved in the signing of any MoUs or formal agreements that could help facilitate any of the above mentioned requirements.

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

Not Applicable**.**

CRITERION IVth INFRASTRUCTURE AND LEARNING

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1   What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college has got a perspective plan and policy regarding creation and enhancement of infrastructure. During the 58 years of its existence, a number of new buildings have been constructed in order to facilitate existing and opening of new departments (courses). The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Academic Council in consultation with the Building Committee, Purchase Committee and Managing Committee. The management actively offers help as and when any infrastructural change is required. The infrastructural enhancement is liberally funded on need base and on the availability of the funds.

4.1.2   Detail the facilities available for

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

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

The college has a magnificent campus with its infrastructure improving constantly keeping pace with the changing needs. The campus is spread over 11 acres of land. It is situated on main Delhi-Ferozepur highway. The college has separate block for administration. College has spacious class rooms with proper lighting and ventilation. There is a common room for girls. There is a big swimming pool and gymnasium in the college. The library is in adequate space and full of large number of books and journals, internet and other facilities. It has two spacious grounds for sports activities. College has two computer labs. Besides this, the college has Principal office, conference room, staff room, auditorium, canteen and separate space for students and staff parking. There are residential accommodations for the Principal and teaching faculty in the college campus.

(A)   For curricular and co-curricular activities:

The college has sufficient infrastructure for the conduct of curricular and co-curricular activities.

1	Total Number of Class Rooms	:	22
2	Seminar Hall	:	One
3	Computer Labs	:	Two
4	Auditorium	:	One
5	Library.	:	One

The following infrastructure exists in the College Library:

1.	Total Number of Books	:	18650
2.	Number of Newspaper subscribed	:	7
3.	Number of Journals /Magazines	:	26
4.	Number of E-Books (CDs)	:	7064
5.	Number of E-Journals	:	8
6.	Book Bank Facility	:	Yes
7.	Number of Computers	:	7
8.	Xerox Machine	:	Yes(one)
9.	Television.	:	Yes (One)
10.	Open Shelf, Semi-open and close	:	Semi Open
11.	INFLIBNET	:	Yes

Besides the above infrastructure, the college has developed the following:

Facilities that aid teaching learning process

1.	Number of Computers	:	50
2.	Number of Printers	:	03
3.	Number of printers with scanners	:	04
4.	Number of Interactive Boards	:	01
5.	Fax Machine	:	01
6.	LCD Projectors	:	02
7.	Laptop	:	02
8.	Camera(Digital Camera)	:	2(still)

(B) For extra curricular activities:

In order to facilitate extra-curricular activities, the college has developed the following infrastructure:

National Cadet Corps (NCC):

The college has an NCC unit, which is working under the guidelines of Ministry of Defence /Indian Armed Forces. The main aim of NCC is to inculcate qualities of discipline, sacrifice and love for nation and service to humanity. The students are enrolled for BEE and CEE certificates.

National Service Scheme (NSS):-

The aim of NSS is to develop among the students a sense of participation in nation building by providing a creative outlet to their energies. The NSS department of the college provides opportunities to the students to gain valuable practical experience in community service through various programmes.

Cultural activities:

The college has been regularly participating in the zonal and inter-zonal youth festivals. The students have been participating with zeal in all the activities, academic, theatrical, fine arts and musical and proved their mettle in all the fields. The college has secured many positions/prizes during the last five years.

Sports:

The college has well maintained and irrigated grounds with sports facilities for Athletics, Handball, Football, Kabbadi, Basketball, Volleyball, Kho-Kho, Badminton, Cricket etc. Besides this, the college has a Gymnasium for students and staff. College celebrates every year Annual Athletic meet and awards with trophy to the best athlete both Boy and a Girl.

Health and Hygiene:

The college has a concern for the health and hygiene of the students, staff and other members of the college. College takes care of the hygienic atmosphere in the college. Proper arrangement of drinking water is available in the college campus. The college has facilities of water cooler with Reverse Osmosis (R.Os.) installed in the college campus at different locations.

4.1.3   How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the

facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

Since its inception in 1956, the college has been keeping pace with the changing needs and requirements to meet its academic growth. To keep pace with the needs and requirements, additional infrastructure is being added from time to time. In the last four years, many buildings have been constructed/ renovated. The details of the facilities which have been added are as under:

Sr.No.	Infrastructure	Amount Spent in Rs.	Comments
		2010-11	
1	Building repair & Renovation(Construction)	622781	
2	Computer Deptt.	565600	
		2011-12	
1	Building repair & Renovation(Construction)	1684563/-	
2	Computer Deptt.	109450/-	
3	Swimming pool Grant (UGC Grant) Pass 5090000/- received 2545000/-	Spent-3401951/-	FNo.2-31-1(29)/2011(sports/ NRCB)10/6/2011
		2012-13	
1	Building repair & Renovation(Construction)	1374586	
2	Computer Deptt.	267081	
		2013-14	
1	Building repair & Renovation(Construction)	1119229	

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

Special care is provided to physically Challenged Students in the college by taking the following steps:

- The classes of such students are arranged on the ground floor so that they can easily reach the classes.
- They are provided classes with ramp facility.
- Such students are given special attention during the college terminal examinations as well as in the final examination.
- During university examination, a student who is blind is provided with a writer (a student from lower class)

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

- Available residential facility for the staff and principal
- Constant supply of safe drinking water.
- Internet and Wi-Fi facility.
- Security

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?

There is proper medical facility available in town nearby. In case of any emergency, the students as well as the staff members are provided prompt medical aid. 108 ambulance facility is available for 24 hours. The institution is having a tie up with Raj Hospital, located with nearby area, in case of any emergency.

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

Some of the common facilities available with the institution are as follows:

a)   Staff Room
b)   Seminar/Audio-Visual room
c)   Canteen for boys and girls
d)   Girls common room
e)   Adequate drinking water facilities

f) Separate toilets for male staff, female staff, girls, boys and disabled persons.

g) Telephone facility

h) Computer facility with internet

I) Multipurpose Hall

j) Well-equipped Gymnasium

k) Open Stage

The meetings of various cells are conducted either in the office of Principal or in the conference room.

4.2 Library as a Learning Resource

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

Yes, the college Library has an Advisory Committee which is formed recently consisting of the following members with the Librarian as its convener:-

1. Sh. Gundeep Singh, Librarian

2. Sh. Amit Behal

3. Dr. SeemaRani

4. Sh. Chamkaur Singh

5. Ms. Rajni Sahota

6. Sh. Balraj Singh

The Committee has given various recommendations after its formation regarding the improvement of library. The following significant recommendations have been made by the committee to render the library, student/user friendly:

* Library should be bar coded and it should provide OPAC for better research facility.

* E-Library should be online.

* Proper renovation in the context of sitting arrangement should be there.

* Library should be open shelved.

* Library should have contact with local public around.

* Books spoiled should be identified.

* Library should conduct programmes for the support staff to render useful service to the students / staff members and maintenance of reading sections.

Following facilities already exist in the college library.

* A Book Bank has been functioning in the college, providing books to underprivileged students.
* Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
* Library is opened even during summer and winter holidays.
* The library staff keeps the faculty and the students updated regarding its latest acquisitions.
* The new titles are displayed on the display boards at the entrance of the library.
* The library functions from 9.00 a.m. to 4.00 p.m. on every working day.
* The students can also take notes from the reference books while sitting in the reading room.
* Monitoring of utilization of the allocated funds
* Purchase of books / magazines/ periodicals

4.2.2 **Provide 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.):		304.89
Total seating capacity	:	50
Working days	:	7 hrs. (9.00 AM to 4.00 PM)
Holidays	:	Closed
During vacations	:	5 hrs. (8.00 AM to 2 PM)
During exam days	:	7 hrs. (9.00 AM to 4.00 PM)

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

There are tables in the reading hall which are partitioned so that individuals can study without interruptions from the adjoining students. There is a separate reading room for staff. Books are open for easy access to all. There is a reference section in the library where reference books are kept. These books are not issued, but students or staff can use these books in this reference room. There is an e-resource centre in the library which is

equipped with 6 systems where staff and students can access internet. There is a separate section for 'Book Bank'. From Book Bank, books are issued to the poor and needy students for the whole session. Old magazines and newspapers are put in store room for later access.

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

Text books, General books, and reference books are purchased every year on the recommendation of College teachers which are duly rectified by the Library Advisory Committee. Magazines, Newspapers, Journals are also added to the Library following the same process. In addition to this individual teacher can recommend the books for library and they can also buy the books and present the bill along with the books to the librarian. A purchase committee is also constituted in this regard. Whenever any book fair is held, the college makes necessary arrangements for the purchasing of the books. The detail of the amount spent on the purchase of current titles, important journals and other reading materials for the library during the last five years is as follows:

Library Holdings	Year 2010-11		Year 2011-12		Year 2012-13		Year 2013-14	
	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost in Rs.
Text Books	851	48186	1036	187910	353	136751	761	141490
Reference Books	5	2660	4	1200	7	4695	2	1200
Journals / Periodicals	18	30724	20	8900	20	6850	20	6715
e-resources	-	-	-	-	8	17260	Delnet	16500
Newspapers	7	9435	7	9550	6	9058	8	11400

4.2.4 **Provide details on the ICT and other tools deployed to provide maximum access to the library collection? OPAC, Electronic Resource Management package for e-journals, Federated searching tools to search articles in multiple databases, Library Website, In-house/remote access to e-publications, Library automation, Total**

number of computers for public access, Total numbers of printers for public access, Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB), Institutional Repository, Content management system for e-learning, Participation in Resource sharing networks/consortia (like Inflibnet)

Required detail is given below in the table**;**

Sr. No.	Tools	Comment (if any)
1	OPAC (ONLINE PUBLIC ACCESS CATALOG)	NO
2	Electronic Resource Management package for e-journals	YES
3	Federated searching tools to search articles in multiple databases	YES
4	Library Website	YES
5	In-house/remote access to e-publications	YES
6	Library automation	NO
7	Total number of computers for public access	6
8	Total numbers of printers for public access	NO
9	Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)	2mbps
10	Participation in Resource sharing networks/consortia(like Inflibnet)	N-LIST

4.2.5   Provide details on the following items:

- **Average number of walk-ins**
- **Average number of books issued/returned**
- **Ratio of library books to students enrolled**
- **Average number of books added during last three years**
- **Average number of login to opac (OPAC)**
- **Average number of login to e-resources**
- **Average number of e-resources downloaded/printed**
- **Number of information literacy trainings organized**
- **Details of "weeding out" of books and other materials**

Sr.No.	Item	Comments (if any)
1	Average number of walk-ins	80
2	Average number of books issued/returned	20 Per Day
3	Ratio of library books to students enrolled	25:1
4	Average number of books added during last three years	2100
5	Average number of login to OPAC	NO
6	Average number of login to e-resources	5 Per Day
7	Average number of e-resources downloaded/printed	3
8	Number of information literacy trainings organized	NO
9	Details of "weeding out" of books and other materials	1668BooksNews Paper &Magazines

4.2.6 Give details of the specialized services provided by the library

* **Manuscripts**
* **Reference**
* **Reprography**
* **ILL (Inter Library Loan Service)**
* **Information deployment and notification (Information Deployment and Notification)**
* **Download**
* **Printing**
* **Reading list/ Bibliography compilation**
* **In-house/remote access to e-resources**
* **User Orientation and awareness**
* **Assistance in searching Databases**
* **INFLIBNET/IUC facilities**

Sr. No.	Specialized	Comment
1	Manuscripts	**NO**
2	Reference	**YES**

3	Reprography	NO
4	ILL (Inter Service) Library Loan	NO
5	Information Deployment and notification	NO
6	Download	NO
7	Printing	NO
8	Reading list/ Bibliography compilation	NO
9	In-house/remote access to e-resources	YES
10	User Orientation and awareness	NO
11	Assistance in searching Databases	YES
12	INFLIBNET	YES

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

The library staff provides support to the students and teachers in the following ways:

* It helps the students to locate and access the books needed by them.
* It provides information regarding new purchases.
* It provides information and study material to old students also.
* It provides help to the students regarding use of INFLIBNET
* It provides help to search the information from e-resources
* It helps to check the availability of books or to search particular document from the shelves.

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

For handicapped students, there are ramps in the library at the entrance. Library attendants help such students to locate the books and they are given top priority in issuing the 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?)**

Yes, the library has installed a suggestion box.

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-student ratio, Stand alone facility, LAN facility, Licensed software, Number of nodes/ computers with Internet facility, any other.

1	Number of computers with Configuration (provide actual number with exact configuration of each available system)	50
2	Computer-student ratio	4:5
3	Stand alone facility	YES
4	LAN facility	YES
5	Licensed software	YES(61)
6	Number of nodes/ computers with Internet facility	30

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

Internet service is available in the campus for faculty members as well as for the students. There are 30 computers with the facility of Internet in each. The Principal Office, Administrative Block, Library, Computer Lab having facility of internet. The ratio of computer and the students is approximately **4:5.** The college has a computerized lab. Any latest information can be accessed through college website, www.gnckillianwali.com.

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

The institution has planned to computerize all the operations of the office and the library and also to provide such facility in the teaching departments. Institution has also planned to Wi-Fi the campus and online UPS for computer lab & library It is also planned to add more computer based courses and infrastructure accordingly. The college intends to upgrade the PCs with latest configuration available in the market. The Department of Computer intends to replace the non-functional parts with new parts. Non-working computer hardware components are used as models to demonstrate in the classes.

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)**

The institution does not make any formal budgetary provision. However, funds are provided for procurement, up-gradation, deployment and maintenance of the computers and their accessories, as and when required.

The amount spent on maintenance and up gradations of computers as well as on the labs in the last four years is as under:-

Sr. No.	Year.	Amount in Rs/-
1.	2012-13	100550/-

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?**

LCD projectors, smart Board & Laptops are available within the college for the faculty& students' benefit. The college has seminar hall equipped with projectors. The college also has a fully air-conditioned multimedia seminar hall and are available as and when required by particular teacher. Internet facility and Library is thrown open to faculty members and students for learning materials. Also the faculty is provided with Audio-Visual aids which facilitate multimedia teaching.

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. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. College has sufficient infrastructure i.e. computers, printers, scanners, and LCD Projectors which the staff can utilize any time to prepare their course material/lectures. Students of the college are at liberty to prepare their assignments and

term papers given by teachers. Students can also use internet to search study material and latest developments of their relevant topics as well as to watch online video lectures to understand their topics. The computer faculty is 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 college does not avail the National Knowledge Network Connectivity.

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)? Building, Furniture, Equipment, Computers, Vehicles, Any other.

Expenditure incurred for maintenance of various facilitates developed for the last Four years is as follows:

Sr. No.	Infrastructure	2010-11	2011-12	2012-13	2013-14	Total
1	Furniture&	46593	17153	41874	7060	112680
2	Equipment	-	856	-	-	856
3	Computers	-	4950	-	-	4950
4	Sanitations	-	-	-	2140	2140

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

The institution regularly maintains and renovates its infrastructure, facilities and equipment. Almost every year, one or the other part of the infrastructure is renovated/ upgraded. During the last four years the following facilities / infrastructure were expanded / renovated:

1. Computer Renovation
2. Building/Staff Quarters

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

The college does not have any scientific instrument that needs regular calibration. However, the equipment like computers, electronic devices, generators, inverters/UPS, water purifiers, etc. are regularly serviced and maintained.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college has two generator sets for uninterrupted power supply. In addition to this, inverters/UPS have also been installed. All precautions are taken to protect the precision equipments by providing voltage stabilizers and individual MCB's. Covers are provided where-ever needed to keep the sensitive equipment in dust free environment. Continuous water supply is ensured through 38000Ltr. capacity Water tank available in the college and two RO systems at different segments of the college. The institution has a tie up with the company from which the RO purifiers were purchased and the institution pays AMC to the company for the regular and routine check up and upkeep of the purifiers.

There is a caretaker in the College who is responsible for the upkeep and maintenances of the building and electricians. The computers in the computer department are maintained by the computer staff or help is sought from external agencies.

CRITERION Vth STUDENT SUPPORT AND PROGRESSION

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 institution publishes its updated prospectus annually. The college prospectus and the website of the college i.e. www.gnckillianwali.com provide complete information about the institution, its aims and objectives, academic calendar, dates and admission rules, courses offered and eligibility conditions for each course, options/subjects available, fee structure, the details of the college working days and the rules and regulations which the students need to observe during their stay in the college. It also contains the list of the facilities being provided to the students. Besides this, the college prospectus contains the information regarding the college teaching as well as the non teaching faculty. Thus the college ensures that the students know about the college staff and its mechanism in comprehensively. In this regard, both college prospectus and website are meticulously prepared and updated regularly.

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?

In year 2010-11 73 SC students were given the benefit of post matric scholarship amounting to Rs.151289/- and 5 Minority scholarship amounting to Rs. 21250/- was given by Centre Govt.

From year 2011 onwards scholarships/ Free Ships have been deposited to students' bank account by state Govt. and Centre Govt. 319 SC students, 103 BC Students and 102 Minority students were given the benefits of scholarship during last three years. The college also provides fee concession to the students of Economically Weaker Section.

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

The college provides substantial financial aid to the students to the extent that no student is denied admission due to economic reasons. There are lots of students who belong to SC/ST, OBC &Minority Classes. The college provides financial assistance to

these students, which is received from the Central Govt., State Govt. Approximately 20-25% students of the college get benefit from these scholarships.

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

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

· **Students with physical disabilities**

· **Overseas students**

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

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

· **Organizing coaching classes for competitive exams**

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

· **Support for "slow learners"**

· **Exposures of students to other institution of higher learning/ corporate/business house etc.**

· **Publication of student magazines**

<u>Students from SC/ST, OBC and economically weaker sections:</u>

Reservation policy of the state government is extended to the students belonging to SC/ST/OBC. Relaxation of 5% marks is given to students of SC category in the minimum marks required for admissions to all courses, wherever applicable. Every possible help is extended to these students. Besides this, such students are also provided scholarship/concessions sponsored by the state government, central government and the university. Albeit, remedial classes for the improvement of SC/ST/OBC students are also conducted.

<u>Students with physical disabilities:</u>

The College is very considerate towards differently-abled category/physically challenged students. Their requirements and needs are given a special care and attention and their fees is also remitted to some extent. The college has ramps for unhindered movement of such students. The college ensures that students with physical disabilities are allotted

classrooms on the ground floor. These students are given extra attention during the college terminal examinations as well as the final examinations.

Overseas students:

At present there are no overseas students in the college

Students to participate in various competitions/National and International/ Organizing coaching classes for competitive exams:

The college encourages its students to participate in various inter-college/ inter-university/ state/national/ international competitions. Apart from this, the career counseling cell of the college provides guidance to the students to participate in various competitions.

Medical assistance to students: health center, health insurance etc.:

The College is very much concerned for the health and hygiene of the college students, staff and other members. All the students are covered under General Insurance Policy. Medical aid is provided whenever needed. There is a proper arrangement of drinking water in the college campus. The students are given immediate medical assistance in case of any emergency. 108 Ambulance is available for 24 hours. The college has a tie up with Raj Hospital nearby in case of any emergency.

Skill development (Spoken English, Computer Literacy, etc.)

Add-On Course i.e. Computer Based Accountancy (CBA) is offered to the students of the college. College also conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. The college also invites Guest speakers from different spheres/colleges/institutions/professions to provide knowledge and guidance to the students.

Support for "slow learners"

The college offers remedial classes for slow-learners upon the recommendations of the class coordinators and heads of the departments, if any. Many motivational lectures are organized for the students. Individual counseling by the teachers is carried out.

Exposures of students to other institution of higher learning/ corporate/business house etc.

The College also provides exposure to the students to professional institutions. The students of the Computer Based Accountancy are made to undergo 150 hours of training

with profession Charted Accountants and the records of the same is being kept by the coordinator of the course.

Year	No. of Students
2010-11	17
2011-12	18
2012-13	22
2013-14	16

Publication of student magazines

The college publishes its college Magazine '**Nanakjot**' and current issue of the magazine is under print. The college plans to publish the magazine annually. The magazine has Punjabi, English and Hindi sections under their Head of the Departments. The students and the faculty of the college are encouraged to contribute with their articles in the Magazine. The current issue of the magazine is to be printed under the supervision of Chief Editor Dr. Amarpal Kaur.

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

Entrepreneurship is an important component of the curriculum in B.Com. In B.Com mock interviews are conducted under their respective Teachers. The college encourages students in finding better job opportunities and better enterprises to work in. B.Com students are also motivated to pursue C.A and C.S courses. Resource persons are invited from various institutions/colleges to facilitate the entrepreneurship skills of students.

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 believes that sports and cultural activities are important not only for competitive purpose but also for building the character and personality of the individuals.

Participation in these activities is necessary for keeping good health, channelizing the energies of the youth and keeping the youth away from the menace of drug addiction. Cultural activities also help the students to hone their skills in performing arts like music, dances and theatrical items. For this we encourage mass participation of the students in such activities. The institution is committed to attract students for participating in various extracurricular activities by ensuring consistent encouragement and motivation. Various facilities are being provided to them, e.g. there is a big playground where all the facilities are being provided by the college for games like Football, Volleyball, Basket Ball, Discuss Throw, High Jump, Long Jump, and Kabaddi etc. Two Days Annual Athletic Meet has been an annual feature to motivate each of the students for meaningful involvement in sports. It is open for all students to participate in the said event. It is compulsory for all the college students to attend the Annual Athletic Meet which encourages students' participation in sports. The necessary facilities are provided. Diet to the sportsmen is borne by the institution as per the norms laid down by the State Govt./ Panjab University from time to time. Our students participate in a big way in the Zonal Youth and Heritage Festivals of Panjab University Chandigarh and bag outstanding positions reaching out for more brilliant positions at Inter-Zonal levels.

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 student appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET,ATE/GRE/TOFFL/GMAT/Central/State Services, Defence, Civil Services, etc.**

Personalized guidance as and when required by the students is given to them by the College teaching faculty. Students who are interested and willing to appear in various competitive examinations are helped by the teachers in matters of study materials and counseling for the right strategies. The students appearing in various competitive examinations are also extended all possible help in the form of various books in the college library. The career counseling cell also provides information regarding jobs, vacancies and competitions. The career counseling cell has sufficient learning resources in the form of books for preparation of competitive Examination etc.

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

The college has a career counseling and guidance cell. The teacher in charge provides all necessary information to the students about various state and central jobs. Notices board is specially kept for such notices. The counseling cell makes adequate arrangement for the guidance of the students during the time of the admissions. The students seeking admission are counseled in the choice making matters during the admission. The choice of the career and the doubts of the students are listened to very carefully and the solutions of the problems are provided. The girl students are also counseled through their senior teachers in case of socio-psychological need.

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 programs).

The college has a Career Counselling Cell. The staff members are readily available to guide the students regarding the job opportunities. The students are informed regarding the various vacancies and a notice of the advertisement is put up on the notice board. The students are helped to identify job opportunities and are also given guidance by the teachers for making preparations for interviews. The students are given training for interview with the help of group discussion and Mock interviews.

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.

A complaint box is placed in the College campus in which students can drop their grievances. Students are also free to share their grievances with the class teachers and the Principal. The necessary action in the matter is taken by the Principal of the College on the recommendation of teachers concerned and records are being kept in the office of the Principal for further references.

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

The college has constituted a Women Cell under the Chairmanship of Dr. Indira Arora with the following members as per the guidelines of Honorable Supreme Court: -

Name of the members	Designation
Sh. Neeraj Jindal	President
Dr.Indira Arora	Convener
Sh. Mahinder Singh Hayer	Advocate
Sh. Subhash Gupta	Advocate
Mrs. Surinder Kapila	Member
Dr. Seema Rani	Member

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?

Ragging is totally banned in the college. The college has adopted the UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions and has constituted an Anti-Ragging Committee. However, till date, no instance of ragging has been reported in the college. Still warning against Ragging is being displayed at different places in the college. The Disciplinary and Advisory committees conduct surprise checks to ensure that no such incidents occur in the college.

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

Besides financial help like fee concessions, scholarships, free ships are given to the meritorious and needy students. The following welfare schemes are made available to the students:

- Scholarship to SC/ST/OBC students by Punjab Govt. / Central Govt. / other National Agencies.
- Refreshment/diet money during rehearsals of cultural activities, practice of sports events etc.
- Sports kits and dresses to participate in sports and cultural activities.
- Coaching facility for participation in cultural activities
- Guidance and Counselling.
- Book bank facility.
- Concessional bus passes, issued by the state transport department, to facilitate easy access for students.
- Canteen facility for staff and students.

- The admission committee counsels the students regarding the choice of subjects and careers.

- Seminars on career counseling

- Women Cell

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?

The institution has an alumni association which is not registered. It may be registered in future. It was established in the year 2006. It meets annually in the college and actively participates in formulating the welfare scheme of the students.

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.

Student progression	*%*age
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
Campus selection	

Student progression to higher studies: The data showing students progression to higher education is as follows:

Student Progression	% UG to PG
2010-11	6
2011-12	12
2012-13	23
2013-14	30

Many of our students join Post Graduation in the University or other institutions. Some of them join professional courses also such as M.B.A. Programme, Chartered Accountant, Cost Accountant, Company Secretary ship, LL.B., B.Ed. etc. Since there is no mechanism to maintain the record of the students after they leave the college, it is difficult to figure out the percentage of the students progressing to higher education or to professional education or employment.

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.

Required programme wise detail is given below in the following tables:-

S.No.	Classes	College Result 2010-11	Uni. Result 2010-11	College Result 2011-12	Uni. Result 2011-12	College Result 2012-13	Uni. Result 2012-13	College Result 2013-14	Uni. Result 2013-14
1	B.A-1	65.45	46.9	54.7	55.59	71.5	49.7	62.5	45.6
2	B.A-II	97.6	78.4	83.3	67.3	94.6	71.6	81.9	64.9
3	B.A-III	96.08	60.6	88.29	58.82	96.42	66.8	81.5	69.2
4	B.COM-I	62.2	63.7	72.4	63.63	50.7	61.7	68.7	55.5
5	B.COM-II	75	72.7	86.11	69.31	87.5	75.93	96.8	74.3
6	B.COM-III	100	93.7	93.1	91.71	90.3	91.3	100	96.66
7	PGDCA	100	63.88	0	59.69	83.3	58.24	86.6	64.5

Sr No	Classes	College Result 2012-13				University Result 2012-13			
		Ist Sem	2nd Sem	3rd Sem	4th Sem	Ist Sem	2nd Sem	3rd Sem	4th Sem
	M.A(Punjabi)	100	100	--	--	57.07	72.72	--	--
Sr No	Classes	College Result 2013-14				University Result 2013-14			
		Ist Sem	2nd Sem	3rd Sem	4th Sem	Ist Sem	2n Sem	3rd Sem	4th Sem
	M.A(Punjabi)	100	97.5	100	100	58.6	61.61	71.08	79.70

Sr No	Classes	College Result 2012-13				University Result 2012-13			
		Ist Sem	2nd Sem	3rd Sem	4th Sem	Ist Sem	2nd Sem	3rd Sem	4th Sem
	M.A(History)	100	100	--	--	63.16	76.59	--	--
Sr No	Classes	College Result 2013-14				University Result 2013-14			
		Ist Sem	2nd Sem	3rd Sem	4th Sem	Ist Sem	2nd Sem	3rd Sem	4th Sem
	M.A(History)	100	97.5	100	100	58.6	61.61	71.08	79.70

Sr No	Classes	College Result 2010-11		University Result 2010-11	
1	M.A(Hindi)	Ist Year	2nd Year	Ist Year	2nd Year
		100	100	36.50	95.88
Sr No	Classes	College Result 2011-12		University Result 2011-12	
1	M.A(Hindi)	Ist Year	2nd Year	Ist Year	2nd Year
		100	100	89.99	57.25
Sr No	Classes	College Result 2012-13		University Result 2012-13	
		Ist Sem	2nd Sem	3rd Sem	4th Sem

1	M.A(Hindi)	91.6	100	100	100	61.69	82.53	84.85	90.88
Sr No	Classes	College Result 2013-14				University Result 2013-14			
		Ist Sem	2ndSem	3rd Sem	4th Sem	Ist Sem	2ndSem	3rd Sem	4th Sem
	M.A(Hindi)	73.09	95.23	100	100	58.01	66.50	81.93	93.6

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

The Institution is constantly engaged in encouraging the students towards successful completion of their courses and progression to higher level of education. The institute from time to time makes arrangement of various guest lectures. Eminent personalities from diverse field of education are invited to interact with the students. Career Counselling Cell of the college is imparting guidance to the students regarding various competitive entrance exams. They are also provided necessary information regarding various competitive exams. This step of college might have facilitated the students in earning better job opportunities.

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

The institution has constituted Advisory Committee with the following members who are entrusted with the responsibility to provide special support to the students who are at risk of failure and drop out.

Members of Advisory Committee:-

Dr. K.S Sandhu,

Dr. Amarpal Kaur

Mrs. Surinder Kapila

Sh Amit Behl

Mrs. Usha Rani

Dropout due to financial reasons is prevented by providing liberal financial aid to needy students and allowing payment of fees in easy installments. The following members are appointed members of Academic Council to provide fee concessions to economically weaker students in order to curb the dropout rate and encourage them to pursue their

studies:-

Dr. Indira Arora

Dr K.S. Sandhu

Dr Amarpal Kaur

Dr Seema Rani

Sh Amit Behal

The institution is committed to bring down the dropout rate. The College teachers identify students who are at risk of failure on the basis of their performance in class tests and house exams. They are motivated to work hard so that they can get good marks. They are provided remedial coaching in the form of special attention paid to them in solving their problems

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.

As sports / games, cultural / extra-curricular activities form an integral part of learning and personality development of any educational institution, the college adopts very pro-active policies and strategies to promote sports / extra-curricular activities.

The college has a wide range of sports, games, cultural and extra-curricular activities that are available to the students. The college has Red Ribbon Club, NSS unit, NCC male and female wing and Youth Leadership club.

The students participate in various sports competitions organized in the campus as well as off campus. Every year athletic meet is organized in the college for students of all the streams. The different committees of the college also give training/guidance to the students for participating in these activities organized by other institutions. The college has a Physical Education department to guide and motivate sports students. In sports, the college provides indoor and outdoor games to students. A spacious play ground is available for outdoor games i.e. handball, basketball, volleyball, athletics, Kabaddi, Kho-Kho, Cricket etc. in college campus. The college has well equipped Gymnasium with all modern infrastructures for health.

The students of the college every year participate in a number of cultural and extra-curricular activities such as folk dance, play, ladies traditional songs, group songs,

rangoli, collage making, skit, poster making, spot painting, photography, poem recitation, quiz and other literary items. The institution follows the programme calendar provided by the affiliating university for inter college sports competitions.

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.

Various college teams are participating in different extracurricular sports and cultural activities and bringing in laurels to the college.

- Jaipal Singh a student of our college secured Gold medal in Punjab University Athletic Championship in hammer throw event in session 2012-13.
- Ameerpal Singh got silver medal in Punjab Athletic Championship at Ferozpur in javelin throw event and also awarded best athlete trophy in District Athletic Championship in session 2013-14
- Jai pal Singh secured silver medal in hammer throw event in Panjab University Athletic Championship in 2013-14
- Every year the students of our college participate inter zonal youth festival and get prizes.

5.3.2 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 is taking feedback from the outgoing students about the quality of curriculum, class room teaching, library facility and the like. The Advisory Committee is constituted for the purpose and entrusted with the duty to maintain record of such feed backs. This information is helpful in improving the performance and quality of the institutional provisions. The College is making efforts to improvements in canteen facility, library and infrastructure on the basis of the suggestions/feedback of the students.

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 institution brings out the college news magazine 'Nanakjot'. Current issue of the magazine is under publication and this magazine is going to be published annually.

Dr. Amarpal Kaur is appointed Chief Editor and other teachers are appointed as Editors of different sections like English Section, Punjabi Section, and Hindi Section etc. The teachers and the students' editors motivate the students to bring out the creative genius in them and to contribute for the college magazine. The college magazine provides them with a platform to express them.

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

The college used to have a student council up to 1983 which was later banned by the state Govt. during the days of disturbance in the state.

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

The institute believes in giving the equal opportunity to the students. The college understands that the students are the most important stakeholders in any educational institution. As such in order to provide equal opportunity to the students in supporting the authorities and the college faculty in running the affairs of the college, they are nominated as sub-editors to various sections of the college magazine. They are also made members of various committees of the institution such as Legal Literacy Club and Red Ribbon Club. Amalgamat Fund Committee is constituted as per Panjab University Calendar under the chairmanship of Principal, Two Senior Teachers (Physical Education Instructor & Teacher of cultural activities) and Students (Two)

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The institution has an Alumni Association. It annually organizes alumni meets. The old students keep visiting the college and interact with the head of the institution and the faculty. Some of our alumni give cash awards to outstanding sports persons and meritorious students. The Alumni committee is constituted to encourage more active participation of Alumni in near future.

CRITERION VIth
GOVERNANCE, LEADERSHIP AND MANAGEMENT

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.?

Vision:

The institution was set up with a broad vision to open the doors of higher education to the common people living in this small town and the rural interior for the mental, physical, moral and healthy growth of the masses. The founders of this prestigious institution wanted the people of this area to have an open access to learning, irrespective of caste, colour or creed.

Mission:

The institution was set up with a mission to uplift the downtrodden, providing equal opportunities to all irrespective of caste, colour or creed, promoting and achieving excellence in education in terms of quality and to groom the students into worthy citizens as well as to make all round development of students thereby making them capable of being better employed and at par with the highly competitive world. The vision and mission of the institution is a reflection of the objectives of the National policies of higher education, in moulding human resources to meet contemporary challenges. The institution strives to shoulder the responsibility of making the nation's dream come true as well as for spreading the light of knowledge, preparing and guiding the youth for the global job market. The institution's missionary zeal is to serve the society, through the doors of higher education.

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

The institution is governed by Guru Nanak College Trust and Management Society. All major policy decisions such as introducing of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/step ups of

teaching and non-teaching staff etc. are taken by the Managing Committee of the college. The Management, Principal and the Faculty often interact with each other.

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. The Principal ensures the implementation of the policy decisions of the management. She also convenes meetings of the faculty and performs all such acts as may be necessary to carry out and give effect to the decisions of the said bodies. She also puts before the management any new Communication/decision of the government/university and matters related with the college for approval wherever needed. The Principal often holds meetings with the teaching and non-teaching staff for sharing policy and plans and their implementations. She also gets feedback and suggestions from them.

The members of the Managing Committee keep on meeting the college staff to discuss various policy matters and their application and adjudication. Two faculty members, in the capacity of teacher representatives, are members of the Managing Committee. Hence they are actively involved in the decision-making process to sustain and enhance quality of education imparted by the institution.

6.1.3 **What is the involvement of the leadership in ensuring:**
- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The authorities gather information about the various aspects of College functioning through a number of ways. The Managing Committee of the institution takes policy decisions such as starting of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/step ups of teaching and non-teaching staff etc. The managing committee keeps a close watch on the developments in the institution and imparts guidance through the head of the institution. Managing Committee receives

information from the Principal and other stakeholders about the performance of the institution and the staff and often interacts with the principal, staff and the students. The College has constituted several committees of Teachers and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning. The personal interaction of the Principal with various stakeholders, faculty members, and members of non-teaching staff, students and parents/guardians play an important role.

As the Head of the Institution, the Principal is responsible for both the academic and administrative functioning of the College. She prepares the agenda for the meetings of the governing body. She places before the Body, academic and administrative matters requiring the Body's approval and she is responsible for executing its decisions. Principal is also responsible for all correspondence with the Governing Body, Government of Punjab, Central Government, University Grants Commission, the Panjab University and different stake holders of the College.

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?

In order to monitor and evaluate policies and plans of the institution, the Principal and the faculty members hold discussions in Academic Council and meetings of Staff members from time to time. They analyze the problems encountered and try to explore all the possibilities to improve and expedite the effective implementation of the quality policies and plans of the institution. The faculty is informed of their duties and responsibilities by the head of the institution in the staff meetings. The administrative staff is also made aware about their roles and responsibilities.

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

The top management motivates and encourages the faculty members to update, sharpen and hone up their academic expertise by attending orientation and refresher courses, focusing on intensive study and research projects and going in for doctoral programmes. The representatives of the top management often interact and hold meetings with the faculty.

The Management of the college is in constant touch with head of the institution and has an amicable rapport with the head of the institution. In the institution the members of the Management Committee meets frequently and the problems and issues related to college development, administration, appointment and infrastructural needs and student disciplines are discussed. In the Management committee meeting, head of the institute and some staff members nominated by the management committee are also present to provide information and suggestions if any. In the meetings responsibilities are defined and communicated to the staff through the head of the institution. If the situation demands, the President of the Management Committee holds meeting with the teachers to communicate their duties and responsibilities. The teaching as well as the non-teaching and supporting staff follows the instructions and obey the order.

6.1.6 How does the college groom leadership at various levels?

The college strives to groom leadership among its staff as well as students. It promotes active participation of the faculty in all its academic and administrative planning and execution. Some of our students are on various dignified posts of central and state government at present (detail given below):

➢ Vivek Aggarwal – IAS-Principal Secretary to C.M. Madhya Pardesh
➢ Manvesh Sidhu- IAS- Chief Adm. Special Secretary to Dy.C.M. Punjab
➢ H.S.Midha- IAS Special Home Secretary Haryana.
➢ ParamjeetSekhon- PCS- Dy. Excise & Taxation Commissioner, Patiala
➢ Nitin Garg-IRS- Assistant Commissioner of Income Tax, Faridabad
➢ Baljit Singh – HCS- Additional Session Judge, Rewari
➢ J.S.Khushdil- Additional District Session Judge, Jalandhar
➢ S. Janmeja Singh Sekhon- Ex. Minister Punajb Govt.
➢ Harmander Singh Jassi-Chairman Markfed Punjab
➢ Sh. Sukhpal Singh Bhatti- Sarpanch Mandi Killianwali

The management is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved by way of constitution of various committees such as Building Committee, Advisory Committee, Academic council committee, career counselling committee, library

committee etc. The teachers are given independent responsibilities and are involved in planning and execution of various tasks under the guidance of the head of the institution. Members of the faculty are also encouraged to participate in decision making at the level of the affiliating university by seeking membership of its bodies like Board of Studies, Faculties, and Academic Council and Senate.

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 components, departments, clubs and societies and delegates authority to their heads, to work independently and chalk out all programmes consulting other faculty members. Within the departments, clubs and societies, the teachers, and students work in a co-operative spirit, helping and motivating each other and encouraging every individual to grow.

The teaching departments decide about the distribution of work and purchase of books/equipment required for their respective subjects. The heads of the departments coordinate the activities of the departments to organize seminars, extension lectures, co-curricular activities, tours, trips, field work etc. They make their own teaching plans and unitization of syllabus. They are responsible for the internal assessment, organizing remedial classes, extra classes etc.

The office superintendent allocates work to the non-teaching staff with information to the head of the institution. He also monitors and supervises the working of the non-teaching class four employees.

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

Yes, the college does promote a culture of participative management. The entire teaching faculty and members of the non-teaching faculty are made members of various committees for the all round development of the College. Students are also involved as volunteers in all functions the College organizes.

6.2 Strategy Development and Deployment

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

Though there is no formally stated quality policy of the institution in black and white, but the pursuit of excellence is what drives all that the College undertakes to do. The focus is on teaching and learning as well as on developing the overall personality of the learners. This is possible only by way of self-evaluation and improvements in the academic atmosphere through introspection.

- The Management holds formal and informal dialogues with the staff, from time to time, to redress any grievances.
- In the academic units, teachers are encouraged to participate in seminars, conferences, workshops and refresher and orientation courses to update their knowledge and skill base.

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

The institution has a perspective plan for development. Both short term and long term objectives have been taken into consideration while preparing it.

The various schemes of UGC, University Curriculum, and Instructions from DPI, Punjab and Ministry of Higher Education and requirement of job are studied thoroughly and followed meticulously to chalk out all academic plans. As per the schemes and instructions, the expert teachers prepare detailed proposals with the help of other faculty members. Each individual teacher handles a specific area in this regard. Institution has been prepared keeping in view the introduction of new courses, expected increase in enrollment, further expansion of existing infrastructure like class rooms, seminar rooms etc., development of modern sports infrastructure; improving learning resources like developing a new modern library to cater to future needs and enhancing the use of technology in teaching learning process etc.

In order to formulate the strategy of development and deployment, the committees are constituted for each and every developmental work. Teachers have to participate in all the institutional plans and wherever the situation demands, students and members of Management Committee are involved.

6.2.3 Describe the internal organizational structure and decision making processes.

Managing Committee of the College.

1. Sardar (Major) B.S.DhillonBadal   President
2. Sardar Gurdial Singh Sidhu, Singhewala   Vice-President

3. Sh. V.P.Jindal, Mandi Dabwali		Secretary
4. Sh. Neeraj Jindal, Mandi Dabwali		Joint Secretary
5. Hon'ble Sardar Parkash Singh, Badal		Member
6. Sardar Jagroop Singh Sidhu, Mandi Killianwali		Member
7. Sarpanch, Village Doomwali		Member
8. SardarRajinder Singh Sidhu, Ganga		Member
9 . SardarAmrik Singh Sidhu, Ganga		Member
10. Sarpanch Village, Dabwali		Member
11. Gurkirpal Singh Gurki (Abohar)		Member
12. Sh. HarbansLal Gupta, M.Dabwaili		Member
13. Sh. ArunJindal,MandiDabwali		Member
14. Sh. Harinder Singh Dhillon, Badal		Member
15. Sh. Amarbir Singh Dhillon, Badal		Member
16. Mrs. Pushpa Jindal, M.Dabwali		Member
17. Sh.Karmjit Singh Khular,MidduKhera		Member
18. Sh. Davinderjit Singh Bhati, Killianwali		Member
19. Major Pritpal Singh, Singhewala		Member
20. S.Dilraj Singh Brar, Village Deon Khera		Member
21. S.Mohinder Singh Hayer Advocate, M.Dabwali		Member
22. S. KulbirinderjitBnati, Killianwali		Member

Principal= Dr.Indira Arora

Registrar= Dr.K.S.Sandhu

College Bursar= Mrs.Usha Rani

 Department Members of all faculties (UG& PG)

Sr No	Deptt.	Name of the
1	English	Mrs. SurinderKapila
2		Ms. Archana Grover
3	Hindi	Dr.BharatBhushan
4		Sh.Chamkaur Singh
5		Sh.Balender Kumar

6	Punjabi	Dr. Amarpal Kaur
7		Dr. Raj Kirpal Singh
8		Mrs.GurminderJeet Kaur
9		Mr. Balraj Singh
10	Commerce	Mrs. Usha Rani
11		Ms. Seema Rani
12		Mr. Sumit Goklenay
13		Ms. Jyoti
14	History	Dr.Priytoash Sharma
15		Ms. Ranjni Sahota
16		Mr.Gurmeet Singh
17	Pol Sci	Mr. Amit Behal
18	Computers	Mr. Gurlal Singh
		Ms. Alisha Jindal
19	Economics	Ms. Deepika
20	Maths	Ms. Shilpa
21	Phy.Edu	Dr. K.S. Sandhu

Names of various committees=

➢ IQAC
➢ Advisory Committee
➢ Library Committee
➢ Academic Council
➢ Alumni Association
➢ Legal Literacy Cell
➢ Women Cell
➢ Red-Ribbon Cell
➢ Career Counselling Cell
➢ Youth Leadership Club
➢ Literary Society
➢ Thinker's Society

Office Superintendent and Staff=

- Sh. Roop Lal (Office Supdt.)
- Sh. Kimti Lal (Account Clerk)
- Mr. Davinder Singh (Fee Clerk)
- Mr. Amit Chopra (Clerk)

Librarian and other Staff

- Sh.Gundeep Singh
- Sh. Jagnandan (Lab Attendant)

6.2.4 **Give a broad description of the quality improvement strategies of the institution for each of the following: Teaching & L earning, Research & Development, Community engagement, Human resource management, Industry interaction**

Teaching & Learning:

1. The review of the academic results and the mutual sharing among the faculty enable the teachers to keep improving their teaching strategies. New methods are developed to make the learning experience for the students very interesting and stimulating.
2. Teachers are encouraged to improve their qualifications.
3. Consistent efforts are being made to make teaching learning student centric by involving them in projects, seminars, debates, writing competitions, presentations etc.
4. New courses are introduced from time to time.
5. Emphasis is laid on faculty improvement by organizing seminars, conferences, workshops, extension lectures and encouraging teachers to attend such programmes.
6. Library and learning resources are being updated. The college plans to construct a new spacious modern library.

Research & Development

The spirit of innovation and experiment imbibed by the institution propels research and development. To add to it, the alertness of the faculty to avail financial aid available in this regard from UGC, CSIR and other bodies boost the research activity and seek development. Teachers are encouraged to attend seminars/ conferences/workshops.

They are also encouraged to submit proposals for research projects. Eminent scholars/researchers are invited to deliver extension lectures for the benefit of students

and teachers. Library and learning resources are regularly updated. Computer facility with internet has been provided.

Community Engagement

The institute believes in strengthening ties with the community, be it parents, professionals, general public or the less privileged citizens. College engages many organizations such as NCC, NSS, Red Ribbon Society, and Youth Leadership Club for holding extension lectures to develop the relationship with the community.

Human Resource Management

The faculty undergoes various training and development programmes in terms of seminars/ workshops/ interaction as resource persons, orientation and refresher courses. The poor and needy students are helped by faculty, given concession in fee structure. College has facility of Book Bank for the needy students.

The meritorious students are guided to avail various scholarships & other benefits. They are also given fee concession. Some of our meritorious students were honored by Aggarwal Sabha Mandi Dabwali in 2011. The student of our college Priyanka Goyal B.Com III was conferred the award 'Meri Beti Mera Gourav' in March, 2014 in the function organized by famous daily Newspaper Danik Bhaskar.

Industry Interaction

The institute interacts with various institutes and consults them on various issues for the improvement of education system. Youth festivals are being held by college to interact with other colleges. College has also participated in various cultural programmes held at various places. Seminars, workshops, conferences on various subjects are conducted in the college premises. The students of Commerce department prepare project report related to entrepreneurship. The students of our college interact with some of the members of our Alumni Association who are well known industrialists namely Sh. Arun Jindal, Neeraj Jindal and so on.

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

The Managing Committee is regularly in touch with the faculty and students in order to get views from teachers, students and the public with regard to the teaching quality, co-curriculum, extracurricular activities and infrastructure demands. After

thorough discussion, the existing facilities and activities of the institution are reviewed and further advise the faculty for further improvements in the teaching learning process.

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

The management always encourages and supports the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The faculty members are given charge for various committees by rotation to ensure transparency, effective functioning and effective use of intellectual resources.

The management recognizes the services rendered and contribution made by the staff towards the development of the college. Farewell parties are arranged on the day of the superannuation of the members of the staff.

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

The specific dates and the resolutions passed by the Management Council in the last year are as follows:

Sr. No.	Date	Resolutions Passed
1	13/1/2011	New revised grades sanctioned to the several staff members, Advance increments to two staff members after completion of Ph.D., Revised the grades of Non-Teaching staff w.e.f 1/1/2006.
2	10/5/2011	Selection scale to Dr. K. S. Sandhu
3	15/8/2011	Unanimously resolved the starting of new courses in 2012-13 that are M.A (Punjabi, History) Ist Year.
4	11/7/2012	Sanction the revised pay grade to the teaching staff w.e.f 1/1/2006., Advance increment and enhancement of AGP to some staff members.
5	7/11/2012	The pay of Dr. K. S. Sandhu has been fixed. Approved a building be constructed followed by the Late Sh. Rajinder Singh Bhatti (Treasurer of society) or existing building's name will be changed.
6	8/11/2013	AGP of one staff member enhanced.

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?

So far, no institution affiliated with Panjab University has been allowed autonomous status by the university.

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?

Suggestion/grievance boxes have been placed in the college campus for the students to drop any of their suggestions/grievances into them. Further, the students are free to approach their teachers and the head of the institution to convey their grievances, if any, which are promptly resolved by the head of the institute. The issues of academic nature are dealt by the principal or the senior teachers. Such issues are also discussed in the meetings of the advisory committee/specific committees and staff. The college has a women cell which was formed in the year 2004 to deal with the evil of sexual harassment of women at the work place.

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

Session	Case No.	Content	Decision
2011-12	9945 of 2011	House Rent Allowance	HRA granted to the employee of the college and case disposed off
2014-15	17086 of 2014	Deduction of PF on total Salary against Govt. of Punjab	First hearing of the case scheduled to be 23rd Feb 2014
2014-15	15360 of 2014	Grant of Gratuity & leave in encashment against Govt of Punjab	Decision in favor of employee and case disposed off.

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 college collects student's feedback on institutional performance subject-wise. Efforts are made to overcome the weaknesses, if any, pointed out by the students/parents. Recently an Advisory Committee of the college has been constituted for the purpose of collecting teachers' feedback from the Graduate &Post Graduates regarding learning process.

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?

The institution allows the faculty members to go for training in terms of various courses organized by UGC-ASC's at different universities. The teachers are free to attend/ organize various seminars or workshops. The non-teaching staff members are also encouraged to attend workshops.

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 institution has adopted strategies for faculty empowerment through training, retraining and motivating the employees. The College has organized seminars and workshops in various disciplines for its staff as well as for the faculty of other institutions in the state. The strategies adopted by the Government of Punjab for faculty welfare include monetary and Career Advancement benefits for those with higher qualifications such as M.Phil. and Ph.D. as well as opportunities for those who wish to improve their qualifications. Teachers attend orientation/ refresher courses, workshops, seminars, participate as resource persons and also invite eminent scholars for extension lectures and the institution supports/ motivates and guides them for all these activities. The employees are motivated for their roles and responsibilities by appreciating them during staff meetings and ensuring their co-operation in various committees. Teachers are given roles as per their interests. Besides this, many awareness programmes on Legal Rights, Human Rights, Right to Information Act, Internet Banking, Environment Education etc., are conducted in the college for the benefit of the 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.

There are mechanisms for performance appraisal system of the staff to evaluate them. They are evaluated on the basis of their performance while teaching, learning evaluation. They are assessed on basis of following points.

a) Contribution to various committees of the college.

b) Co-curricular activities.

c) Participation in conferences, seminars etc.

d) Examination duties performed.

e) Updating of Subject content.

f) Innovation in teaching learning methodologies.

g) Use of Multimedia like power point etc.

h) Books/Articles/Paper published (if any).

i) Research guidance (if any). **Dr. Bharat Bhushan P.G. Deptt. of Hindi** gave guidance to 7 M.Phil. students and 2 Ph.D. students, who have been awarded degrees and one Ph.D. student's research work is going on under his guidance

Other means to evaluate the performance of the teachers is through the results of their students in the university examinations, feedback from the passing out students, parents, and heads of the departments and conveners of committees.

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?

The teachers are appraised by the head of the institution about the feedback received through different sources wherever needed and necessary counselling is provided.

The management always plays an active role in the performance of the staff. The management keeps a keen vigil on the working behavior of the members of the teaching as well as the non teaching faculty. While granting increments, placements in higher grades etc., due consideration is given to the performance of the teacher. The performance appraisal reports are reviewed by the principal and the cases for career advancement/step ups are recommended by him/her to the management. The management takes decisions accordingly as per rules.

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?

Various welfare schemes are as follows:

- 240 days medical leave is given to the employees during his/her job period.
- There is a provision of maternity leave to the staff.
- Retrial benefits such as leave encashment, gratuity and Provident Fund to the staff as per rules.
- Loan facility from Provident Fund for different purposes.
- Residential facility is provided to the head of the institution as well as some of the teaching staff.
- Duty leave is given, if applicable.
- Advance increments to the faculty members possessing higher qualification such as M.Phil and Ph.D.

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

The college provides pay scales as per UGC rules and security of service to the faculty and other staff who have desired qualifications, knowledge and skills. The academic and administrative atmosphere is such that people enjoy working here. The management and the staff have a very cordial relationship. Those who are employed on adhoc and contractual basis are offered better pay scales according to their experience and qualification and assurance of job. In some cases additional increment is also paid to a candidate with good skills and qualification. Most of the contractual staff prefers to continue year after year.

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?

The institution has evolved a mechanism to monitor effective and efficient use of available resources. A senior teacher from commerce department of the college has been appointed as Bursar. She authenticates all the financial transactions of the institution. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The financial resources of the college are managed in a very effective and

foolproof manner. The Principal in consultation with Bursar monitor the financial flows by formation of different committees like purchase committee, for managing functions/activities organized by the college. The regular expenditure in any head is monitored at various levels like staff member committees, college bursar, the College Principal and the Managing Committee of the college.

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.

The accounts of the institution are regularly audited. The bursar scrutinizes and authenticates all the bills/vouchers and cash books. She ensures that the proper purchase procedures are followed before every payment. The college appointed a Chartered Accountant, who regularly audited the college accounts. In addition to this, the pre-audit cell of the Punjab Government admits the claims for grants receivable under the grant in aid scheme every year. The Government also gets the post-audit done by its department as well as the Accountant General, Punjab. The last audit was done by the Audit Department of Punjab upto31/10/2014 and there was one objection, which was removed by the college.

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.

The college's major sources of funding are as follows:

1.   Grant-in-aid from the Punjab Government.
2.   Fee collected from the students.
3.   Discretionary grants for infrastructural development from Ministers/MPs/MLAs.
4.   Grants received from the Central Government agencies like UGC/ICSSR etc.

Deficit Management:

The deficit left even after the receipt of the grant in-aid from the Punjab Government is borne by the management

Reserve Funds:

The following reserve funds have been available with the college in the last four years:

Financial Year	Reserve Fund Available
2010-11	1892712
2011-12	6160118
2012-13	9929083
2013-14	13801547

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

College Administration along with faculty members continuously pursues political leaders for raising funds. Various steps are being taken by the institute to generate additional funds. College is governed by a registered society. The principal, staff & society make efforts to collect the donations from the general public to raise the funds. The institution organizes seminars and conferences; the expenditure for the same is met by the grants received from the affiliating university and ICSSR.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

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

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented? Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

c. How do students and alumni contribute to the effective functioning of the IQAC?

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

a) Yes, the college has established an Internal Quality Assurance Cell (IQAC) on 29/8/2014. The college has formed an IQAC with a view to planning, guiding and monitoring quality assurance of the institution. The IQAC will also monitor the quality enhancement activities of the College so as to achieve optimum results vis-à-vis the

mission and objectives of the college. Some of the decisions taken by IQAC are as under:-

- Al least, one presentation of faculty members be organized every month in the college.
- There will be a meeting of IQAC after every 3months.
- The record of seminar/workshop/research work attended by faculty members during three months be submitted to I.Q.A.C.

b) All academic decisions are taken and implemented by the Principal and the staff. The management is informed about the activities carried out and policies being planned and implemented in the college.

c) The IQAC does not have external members on its committee.

d) The students play the role of active learners who help in creating systems according to their needs and requirements. They make suggestions regarding improvement in teaching-learning process, day-to-day facilities like library services etc. The feedback provided by the alumni is helpful in organizing extension activities.

e) The Joint Secretary Managing committee, Sh. Neeraj Jindal Ji is the Chairperson of IQAC; he engages staff from different constituents according to their potential.

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.

Since the IQAC has been formed recently, an integrated framework for quality assurance of the academic and administrative activities may take some time to evolve. However the college is keen to have an integrated framework like that.

The advisory committee and other committees coordinate the functioning of academic and administrative activities of the college.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution ensures that the decisions based on the findings of the IQAC are fully adhered to. The college proposes to provide training to the staff for effective implementation of the quality assurance procedures in future.

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?

The academic activities of the college are monitored and analyzed in the staff meeting. The result of the various examinations are analyzed and discussed at length in the staff meetings. The weaknesses are identified and steps are initiated to outcome those. Though no formal Academic Audit Committee has been formed, but the institution reviews its performance, activities and procedures from time to time. As and when any new course is introduced, Panjab University sends a team of experts for conducting the academic audit. They minutely observe the infrastructural facilities, teaching facilities and the number of hours set for study for that particular course. The committee then comments on the performance and also made suggestions for its betterments. All the major recommendations of the inspection committee are taken into consideration.

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

Our college is affiliated to the Panjab University and follows all university rules, guidelines issued by UGC as well as the instructions of DPI. College maintains standards in teaching-learning process, conduct of examination and evaluation.

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?**

To review the teaching learning process the faculty members attend/participate in orientation and refresher courses, short term courses, workshops, seminars and presentations in order to update their knowledge. Senior teachers usually guide the new comers in our staff. Some teachers of our staff have done B.Ed. and M.Ed. in which the teaching learning process was basically in their curriculum. Mainly the feedback from the students provides us a great chance to improve ourselves. Even parents of the students suggest teachers to improve our teaching methods for the betterment of pupils. Above-all our Alumni association is a perfect mirror which presents the actual picture of whole staff in a very bold way before the Principal and all faculty members during their meetings held after regular intervals.

The outcome of the whole process is the rising strength of the students in our institution and increasing prestige of our faculty members in the society as one of our staff member Sh. Amit Behal was conferred 'The Best Teacher Award' on the Teachers' Day in September 2014 by Senior Citizen Welfare Association, M. Dabwali.

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

The Principal discusses the problems with the various committees which render their help through their valuable time and suggestions which could take the institution to newer heights. Instructions regarding the quality assurance are communicated to the faculty members, especially the newly appointed ones, in the beginning of the session through meetings with the Principal. The students are also made aware of such policies by the teachers in the classes as well as by the Principal during various functions in the college.

CRITERIA VIIth INNOVATIONS AND BEST PRACTICES

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?

The college does not undertake the exercise of formal Green Audit done in its campus and facilities. However, a campaign is regularly going on to keep the Campus Clean and Green by the faculty and students.

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

* **Energy conservation**
* **Use of renewable energy**
* **Water harvesting**
* **Check dam construction**
* **Efforts for Carbon neutrality**
* **Plantation**
* **Hazardous waste management**
* **e-waste management**

The college is undertaking many steps for making the campus and its surroundings eco-friendly. So far following measures have been taken in this regard:

Energy Conservation:

The college class rooms are well ventilated with glass windows to allow maximized natural lighting. Still the College has installed CFLs. The non-teaching staff members have been deputed for the purpose of ensuring that all the lights, computers and other electric equipment are switched off when not needed or when the classes are over. This has helped a lot in conservation of electricity.

Use of renewable energy:

The institution intends to install a Solar Power Plant of **30 KW capacity**. Its power supply will be used in the office during day time and for security cameras and lights at night.

Water harvesting:

Since there is a little amount of rain in the area, so the water harvesting is not practicable in the institution. The college is having water storage tanks having 38000 Ltrs capacity.

Check Dam Construction.

Not applicable.

Efforts for Carbon neutrality:

For Carbon Neutrality the institution has taken the following initiatives:

- Plantation of trees has been increased to sequester CO2 emitted in the atmosphere.
- The generators are properly tuned and service.
- The college intends to install solar power plant of **30KV** to reduce the carbon.

Plantation

The institution has a lush green campus. About 600 trees and shrubs have been planted in the campus:

- In the last four years, the college has planted about 175 ornamental and shady plants in the camps.
- A new garden for girls students of the college has been developed in the campus.
- NSS unit of the college carries out plantation derives

Hazardous waste management / e-waste management:

E-waste is disposed off by selling it to vendors.

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.

The institution always introspects and introduces innovations to achieve the aims and objectives of the college The following innovations have been introduced during the last four years, which are meant to go in a long way in quality enhancement:-

- Introduction of add-on course such as Computer Based Accountancy.
- P.G.D.C.A.
- Post Graduations in Hindi, Punjabi and History.
- Formation of Internal Quality Assurance Cell (IQAC).
- Formation of Advisory Committee.
- The faculty is encouraged to attend the seminars/ conferences/workshops and other faculty development programmes by the university and other institution of the region.
- During the last four years, ten faculty members have attended national seminars/conferences, workshops, training programme etc.
- During the last four years, four seminars have been organized in the college.
- Computerization of Administrative Block.

- Computerization of Library.

These innovations have created a positive impact on the functioning of the college.

7.3 Best Practices

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

The College has adopted various practices for improvement in its quality and to equip the students with the ability to face the challenges of modern life. They are sensitized about the society in general and certain segments in particular. Education is not confined to class room only but to make the students aware of various dimensions and benefits of knowledge. College provides a platform to the students to understand and evolve in a better way as well as to train the future intellectuals and citizen of society. To achieve this, the college has formulated the institutional goal i.e. **STRIVE, SEEK, SERVE.**

To realise the goal, the college conducts various activities under the supervision /guidance of various faculty members. The idea behind these activities is to make the students aware that attaining degrees and securing marks in the academic field do not form a good and wholesome education; rather theoretical learning must always be combined with practice.

The concept of Best Practice therefore is implied to attain the above mentioned goal.

<div align="center">Best Practice-I</div>

Title: Increasing Environment Sensitivity; Environment Protection Cleanliness and plantation:

Institutional Goal:

The institution not only imparts the learning but also makes its learners value their own potential to bring change in society. It is possible only when the students are provided with a wide platform to test and nurture their skills in order to explore them. The wisdom of Vedas and the philosophy of ancient scriptures constantly remind the actions which if performed with positive intentions always produce positive results for the society. As the global warming is the major concern for the world today, climate change is posing the biggest threat to the human life. The atmosphere of earth is loaded with heat trapping

carbon dioxide which endanger the future of mankind and it also calls for a world wide effort to contribute in minimizing the damage to earth's environment. The college therefore contributes towards the conservation of natural resources and imparting knowledge regarding healthy environment. The College is very much aware about environment concern therefore the students are made aware of the conservation of Electricity & Water. The college has great thrust on plantation and regularly organizes plantation drives in the college & surrounding areas to reduce carbon prints.

Context:

In order to achieve this goal attempts have been made in creating a hygienic and plastic free campus. Colleges and schools are the enormous sources of plastic pollution. This practice aimed at restricting and finally eliminating the use of plastic bottles, bags, utensils, straw and food packaging. The institution encourages the students to understand the gravity of the use of plastic footprints; college organizes activities such as campaign, peer education, lectures and seminars to help creating awareness in this regard. College also attempts to provide healthy environment for studying, with the aim of making the institution speckless as far as cleanliness is concerned. The plantation of trees and plants is another objective of the institution to stop the spread of carbon prints. Arousing the feeling of self-responsibility among staff and students to take a step forward towards conservation of natural resources and spreading the importance of the same to their near and dear ones.

The Practice and Evidence of Success:

The college unit of NSS is active for the constraining of plastic pollution. They regularly organize drives to prevent the use of plastic in the college campus. With the help of students the NSS unit organizes camps not only in college but also in the surrounding areas. It also organizes lectures, and awareness rallies for making the students aware how the plastic usage endangers the environment. The college administration also contributes by restricting the sale of plastic bottles and other stuff, in various camps and rallies the students pledged themselves to minimize the use of plastic and to help in the prevention of its use by others as well. These drives have met with great success as the college campus is heading towards a more greener and plastic free zone. Similarly the practice of plantation of tree has also achieved huge success, one of the evidence being supply of plants by the Forest Department since 2012. Waste baskets and trash bins have been placed at every

nook and corner of the college for maintaining hygienic conditions. Swimming pool is also regularly cleaned to maintain a healthy environment. The college intends the installation of a solar power system of 30 KW capacities to tap this renewable source of energy and to reduce the carbon footprints.

The College through its NSS & NCC units plant a large number of trees on the campus as well as at the adopted sites during regular camps and the local people are motivated to take care of these plants and protect them. This also helps to create a sense of belongingness among the younger generation and their concerns for a clean environment. Tree plantation is a regular feature of the college to maintain the eco-system. They have planted a variety of trees in the college, which have contributed to the beauty and greenery of the campus besides effecting carbon neutrality in the campus fulfilling the motto "one person one tree"- if this mission and message can get through, India can regain its lost grandeur in Nature's grand show. Plantation of trees is one of the most altruistic of actions. One generation plants them and the second or third reaps its fruits so the planting of trees is a divinely altruistic gesture.

Problems encountered and resources required:

Resources required:

- Impressive and enthusiastic speakers.
- Willingness and active participation of students in the campaign.
- Funds for making the aforesaid campaign a success.
- Help of administration in devising methods to enhance the level of student participation in the campaign.

Problems encountered:

- No grant or outside help to run the campaign.
- Difficulty in creating interest of students in the campaign due to location of the college in remote area.
- Problems in spreading awareness among illiterate and rural people of this area.
- Illiteracy and lack of awareness among the population along with the student is the biggest challenge.

- Paucity of funds as compared to the other agencies who take profits out of plastic sale and cutting of trees.

Best Practice-II

Title: Drug Awareness Drive and Anti-Drugs Campaigns

Institutional Goal:

The college is aware of the fact that youth is always in the need to be guided in the right direction. Unfortunately the area is disturbed with the evil of drug addiction, with the unemployed and teenagers falling in the trap of drugs and other intoxicants. The college is sensitive towards the issue and therefore makes vigorous attempts to eradicate this evil and to safeguard its students from its harms. College and its various societies and clubs join hands in generating a drug free atmosphere in the college and create awareness for the same. In order to make students enlightened and responsible citizens of the society, college has created a drug free zone and the same notice has been placed in different places.

Context:

The college makes the students aware about the insidious influence of drug addiction which leaves their future utterly dark and destructive. Motivating students for a drug free environment is conducted through a variety of activities. Drug education is imparted to the students relating to various psychological and health issues.

The Anti-drug campaigns are organized with the help of Red Ribbon Club, NSS and Legal Literacy Club. The students in the college are taught various lessons against the use of drugs by the staff members and members of the Red Ribbon Club periodically.

The Practice and Evidence of Success:

Legal literacy club and Red Ribbon Club have been formed for this campaign. Various workshops, seminars, guest lectures are being organized. The principal of the college has been appointed as Nodal Officer by the Deputy Commissioner of the district for generating awareness among students and staff. Various banners and hoardings have been placed at appropriate places in and around the institution. The members of Legal

literacy Club run anti-drug drives periodically. Facilities like gymnasium and swimming pool have been provided to the students with nominal charges to hold their attention towards health and fitness so that all the students live a healthy life. Play named "Anni Gali Da Maur" was also organized to spread awareness about the evil of drug addiction directed by prominent Punjabi Dramatist Sh. Kewal Dhaliwal by the Red Ribbon Club in the college premises in August 2014 which gave the message of a drug free environment. As India's future depends on the strength and dynamism of its youth. In a fast changing world accelerated by new advances in electronic technology only a dynamic exuberant generation can put India on a strong footing so our motto is "**Save Youth from Drugs, Save India"** Extension activities were organized by NCC & NSS wings of our college in this regard.

Problems encountered and resources required:

Resources required:

- Funds required for running anti-drug drives and campaigns.
- Administrative cooperation in enhancing the level of communication with the surrounding areas.
- Resource persons and scholar who shed light on the structure and tools to encounter this problem.

Problems encountered:

- Regular campaigns need to be held due to location of the college in high drug supply area.
- Difficulty in creating interest of students in the campaign due to location of the college in remote area.
- Lack of involvement of local population in the campaign
- Lack of cooperation from the authorities.

EVALUATIVE REPORTS

EVALUATIVE REPORT OF THE BACHELOR OF ARTS

1. **Name of the department** : BACHELOR OF ARTS

2. **Year of Establishment** : 1956

3. **Name of Courses offered** : Bachelor of Arts(B.A.)

4. **Name of Interdisciplinary courses and the departments involved**: Nil

5. **Annual/semester/choice based credit system** :
   Presently, in B.A 1st Semester System and in 2nd & 3rd Year of B.A. there is Annual System.

6. **Participation of the department in the courses offered by other department**s:

   i) Departments of English and Punjabi/History Culture of Punjab are involved in teaching these languages as compulsory subjects in all UG programmes like B.Com.

   ii) Department of Economics is involved in teaching the subject in B.Com.

7. **Courses in collaboration with other universities, industries, foreign institutes**:N.A

8. **Details of courses/programmes discontinued (if any) with reasons**: N.A.

9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	2	2
Assistant Professors	20	12Regualr 8 Temporary

10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Department of English:					
Mrs. Surinder Kapila	M.A.(English) M.Phil	Associate Professor	Indian Poetry	20Years	N.A.
Mrs. Archana Grover	M.A. (English) M.Phil.	Assistant Professor	Shakespearean Age	6Years	N.A.
Department of Hindi:					

Dr.Bharat Bhushan	M.A., Ph.D.	Assistant Professor	Medieval Hindi Literature	10 Years	7 M.Phil & 2 Ph.D.
Mr. Chamkaur Singh	M.A, NET	Assistant Professor	Audhunic GadyaSahitya	4.3	N.A.
Mr. Balender Kumar	M.A, NET	Assistant Professor	Madyakalin & BhashaVigiyan	1.6	N.A.

Department of History:

Dr.Priytoash Sharma	M.A. Ph.D.	Assistant Professor	Medieval India	10	N.A.
Ms. Rajni Sahota	M.A Net	Assistant Professor	Medieval India (Devotional Mystical	2.6	N.A.
Mr.Gurmeet Singh	M.A	Assistant Professor	Modern India	1	N.A.

Department of Political Science:

Sh. Amit Behal	B.A (Hons)& PG Gold	Assistant Professor	Foreign Policy of India and	17Years	N.A

Department of Punjabi:

Dr.Amarpal Kaur	M.A. Ph.D.	Associate Professor	Poetry, Culture & Folklore	21	N.A.
Dr.RajKirpal Singh	M.A, Ph.D.	Assistant Professor	Punjabi Sufi & Kissa Kavita	3	N.A.
Ms. GurminderJeet Kaur	M.A, Net	Assistant Professor	Punjabi Drama	1.6	N.A.
Mr. Balraj Singh	M.A, Net	Assistant Professor	Punjabi Culture	5	N.A.

Department of Physical Education:

Dr. K.S. Sandhu	M.PED, Ph.D.	Assistant Professor	Sports Psychology	24	N.A.

Department of Economics:

Ms. Deepika	PG	Assistant Professor	Micro Economics	One Month	N.A.
Department of Computer Science:					
Sh. Gurlal Singh	M.Sc PGDCA	Assistant Professor	C Language	3.5	N.A.
Ms. Alisha	M.Tech Gate Qualified	Assistant Professor	C++ Language	Three Months	N.A.
Department of Math:					
Ms. Shilpa Arora	PG	Assistant Professor	Pure Mathematics	1.6year	N.A.

11. List of Senior visiting faculty : Nil

12. Percentage of lectures delivered/practical classes handled by temporary faculty:

Economics: 100%   English : 50%; Hindi : Nil

History : Nil   Political Science: Nil Punjabi : Nil.

Physical Education: Nil Maths : 100% CAS : 100%

13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
English	115:1
Punjabi	113:1
Economics	13:1
English(Elective)	11:1
Hindi	28:1
History	100:1
Math	11:1
Political Science	180:1
Punjabi(Elective)	137:1
Physical Education	80:1
Computer Application	20:1

The subject of History Cultural of Punjab is collectively taught with B.Com students.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Technical Staff	One Ground man in Physical education (Temporary)
Administrative Staff	15 sanctioned
	7 filled

15. Qualification of teaching faculty : Ph.D.–6, M.Phil.-4, PG-12

16. Number of Faculty with ongoing projects from

    a)   National   :   Nil

    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: N.A.

19. Publications :

Table showing number of publications by faculty:

Sr	Name ofTeachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Dr. K.S.Sandhu	Phy Edu	2	-	1	-
2	Mrs.Surinder Kapila	English	-	2	-	2
3	Dr. Amarpal Kaur	Punjabi	-	5	-	2
4	Mr.Amit Behal	Pol Sci	5	1	-	-
5	Dr. Priyatoash Sharma	History	4	10	1	1
6	Dr. Bharat Bhushan	Hindi	1	3	3	3

7	Mr. Chamkaur Singh	Hindi	2	2	-	-
8	Dr.RajKirpal Singh	Punjabi	1	-	-	-
9	Ms.Rajni Sahota	History	-	2	-	1
10	Mr. Gurlal Singh	Computer	1	-	-	-
11	Ms Alisha Jindal	Computer	1	-	-	-

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board: NO

22. Student projects:
- Percentage of students who have done in-house projects including inter departmental/program : Nil
- Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students :
- Sh. Amit Behal Assistant Prof. Political Science has been awarded Best Teacher Award by Senior Citizen Welfare Association of Mandi Dabwali.
- Jai Pal Singh (Student) secured Gold Medal in Panjab University Athletic Championship in Hammer Throw event in 2012-13.

24. List of eminent academicians and scientists / visitors to the department:

The college has organized seminars/conferences on issues like Human Rights, Higher Education, and Disability: Socio Legal Challenges and Conference on Career Counselling Many eminent academicians and visitors participated in these deliberations. It has also organized extension lectures by inviting eminent academicians and experts.

Refer 3.7.4 of the Criteria Wise Input for details.

25. Seminars / Conferences /Workshops organized & the source of funding:
a) National= Refer 3.1.6 of the criteria.
b) International= Nil

26. Student profile programme / course wise:

Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
B.A.I	205	205	184	21	62.5
B.A.II	140	140	114	26	81.9
B.A.III	93	93	62	31	81.5

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. -I	97%	3%	0
B.A. -II	99%	1%	0
B.A. -III	99	1%	0

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: NIL

29. Student progression:

Student progression	%				
	Session 2010-11	Session 2011-12	Session 2012-13	Session 2013-14	Average of 4years
UG to PG	Approximate 5-8% of the admitted students in all the departments except Punjabi Department in which there is 33% progression of students from UG to PG.				

30. Details of Infrastructural facilities:

Library: The Library has 18650 books 7 Newspapers (Hindi, Punjabi, and English), 26 journals and magazines. Library has Book-Bank facility for the needy students.

Internet facility for staff and students: College campus is Wi-Fi Connected

Classrooms with ICT facility: The departments use the facility available in the Seminar room as well as LCD projectors.

Laboratories: Two Computer Labs

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.

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Refer 3.7.4 of Criteria Wise Input.

33. Teaching methods adopted to improve student learning:

- Students are encouraged to prepare power point presentations and assignments.
- Organizing Declamation Contests, Quiz Competitions, Essay Writing Competitions, Spelling Competitions etc.
- Movies related to works of fiction or drama, which form apart of syllabus, is shown.
- Use of charts and maps etc.
- The students of Physical Education are given assignments to prepare Practical files

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The teachers work as NSS Programme Officers and carry out extension activities through NSS, NCC, Red Ribbon Club and Legal Literacy Cell. Teachers are involved in guidance and counseling of students.

35. SWOC analysis of the department and Future plans:

STRENGTHS

i. Highly qualified, experienced and dedicated faculty

ii. Participating in NCC/NSS Programme.

iii.IQAC has been formed for quality management

iv.Fee concession to the needy and meritorious students.

v. Students employed as teachers, Govt. Employees, Political post and Police Department

WEAKNESS

i. Lack of Proper Transport facility from the surrounding areas/villages

ii. Most of the students are from rural background.

iii. Lack of opportunity to invite companies for campus placement.

OPPORTUNITIES

i. Making people conscious about their rights and duties.

ii.   Vast scope of improvement

CHALLENGES

i. Teaching rural students is a major challenge in itself.

ii.   Limited job opportunities in private sector for arts students.

iii. Socially and economically backward students have lack of basic knowledge of English and communication skills.

FUTURE PLANS

To introduce post-graduation and honours in English, and Economics.

EVALUATIVE REPORT OF THE COMMERCE DEPARTMENT

   1. **Name of the department**   :   Commerce

   2. **Year of Establishment**   :   1967

   3. **Name of Courses offered**   :   B.Com

   4. **Name of Interdisciplinary courses and the departments involved**:

            The Departments of English, Punjabi/History Cultural & Punjab and Mathematics are involved in teaching these subjects in B.Com. Economics and Computer Deptt. are involved in teaching B.Com

      Add-on-Course: Computer Based Accounting.

   5. **Annual/semester/choice based credit system**   **:**

      Presently, in B.Com 1st Semester System and in 2nd & 3rd Year of B.Com.there is Annual System.

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

7. Courses in collaboration with other universities, industries, foreign institutes:N.A

   8. **Details of courses/programmes discontinued (if any) with reasons**:   N.A.

   9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Assistant Professors	4	2 Regular 2 Temporary

   10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 year
Mrs. Usha Rani	M.Com	Assistant Professor	Finance	18	N.A
Dr. Seema Rani	M.Com, Ph.D	Assistant Professor	Banking &Finance	16	N.A
Mr.Sumit Goklaney	M.Com,NET	Assistant Professor	Taxation & Law	2	N.A
Ms. Jyoti	M.Com	Assistant Professor	Finance	1	N.A

  11. List of senior visiting faculty   :   **Nil**

12. Percentage of lectures delivered/practical classes handled by temporary faculty: 50

13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
Commerce	14:1

The subject of History Cultural and is collectively taught with B.Com students.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Common staff in college given in evaluative report of B.A

15. Qualification of teaching faculty   : Ph.D.–1, PG-3

16. Number of Faculty with ongoing projects from

c) National   :   Nil

d) 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: N.A.

19. Publications :

Table showing number of publications by faculty:

Sr	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Mrs. Usha Rani	Commerce	3	2	-	3
2	Dr. Seema Rani	Commerce	6	2	1*	7
3	Mr. Sumit Goklaney	Commerce	4	-	1*	--

*978-81-7625-838-8 Published by Srup books Publishers, Ltd. New Delhi
*978-93-8206-833-4 Published by Mohindra Publishing house, Chandigarh.

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board:
Mrs. Usha Rani & Dr. Seema Rani are the members of :

- Punjab Commerce and Management Association
- Indian Accounting Association
- Economic Growth and Research Association

22. Student projects:

- Percentage of students who have done in-house projects including inter departmental/program : 100%
- Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies : 14%

23. Awards / Recognition received by faculty and students :

- One student Priyanka Goyal of B.Com IIIrd awarded " Meri Beti Mera Gourav"

24. List of eminent academicians and scientists / visitors to the department:

1 Mr. Manish Bansal (C.A)

2 Sh. K.K Malik (Manager SBBJ)

3 Mr. Amit Sagar(Asstt.Manager SBBJ)

4 Sh. Surinder Kumar Garg (Advocate)

5 Sh. Jas Arora (Area Manager CMC Ltd.)

25. Seminars / Conferences /Workshops organized & the source of funding:

c) National= Nil

d) International= Nil

26. Student profile programme / course wise:

Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
B.Com.I	50	50	38	12	68.7%
B. Com.II	32	32	15	17	97%
B. Com.III	36	36	27	9	100%
Computer Based Accounting(Add-on-Course)	16	16	12	04	87.5%

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com-I	38%	62%	Nil
B.Com-II	30%	70%	Nil
B.Com-III	18	82%	Nil

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: NIL

29. Student progression:

Student progression	Against % Enrolled
Entrepreneurship/ Self- employment	**25%**

30. Details of Infrastructural facilities:

   Library: Yes

   Internet facility for staff and students: Yes

   Classrooms with ICT facility: One Multimedia Seminar Hall

   Laboratories: Computer Labs

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.

   Assistance from College= 26

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

- Lecture on opportunities in commerce by Manish Bansal (C.A)2/9/2013.
- Counselling and placement activity by Jai Arora (Area Manager CMC Ltd.) Tata Enterprises 1/9/2013.
- Lecture cum workshop on "Internet and Mobile Banking" by Sh.K.K Malik (Manager, SBBJ) & Sh.Amit Sagar(Asstt.Manager, SBBJ) M.Dabwali on 17/12/2013.
- Extension lecture on 'Right to Information Act' by Sh. Surinder Kumar Garg' (Advocate) on 31/1/2014

33. Teaching methods adopted to improve student learning:

- i   Management Games
- ii   Role Play
- iii   Lecture Method
- iv   Quiz Competition
- v   Power point presentations by students as well as teachers

34. Participation in Institutional Social Responsibility (ISR) and Extension   activities:

Participate in NSS, NCC, Youth festival, Republic day, Independence day activities.

35. SWOC analysis of the department and Future plans:

STRENGTHS

Permanent, well qualified and experienced staff, strong teacher student relationship, parent   teacher meetings are conducted. CBA (an interdisciplinary course) is also going, on. Latest techniques are used for teaching, extension lecturers and workshops

WEAKNESS

Language problems due to location of college in remote are.

OPPORTUNITIES

Placement drive, more vocational courses/add on course for employment purpose.

CHALLENGES

Rural, remote and border area.

EVALUATIVE REPORT OF THE POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

1. **Name of the department** : PGDCA

2. **Year of Establishment** : 2009

3. **Name of Courses offered** : PGDCA

   Computer Based Accounting as an Add-on-Courses

   Elective Subject of Computer Application is taught to the students of undergraduate courses like B.A

4. **Name of Interdisciplinary courses and the departments involved**: NO

5. **Annual/semester/choice based credit system** :

   Annual System in PGDCA & B.A2nd & 3rd

   B.A 1st year semester

6. **Participation of the department in the courses offered by other department**s:N.A

7. **Courses in collaboration with other universities, industries, foreign institutes**:

   BCA Course discontinued due to non-availability of students in this area.

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

   BCA Course discontinued due to non-availability of students in this area.

9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Assistant Professors		2 Temporary

10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Mr. Gurlal Singh	M.Sc PGDCA	Assistant Professor	3.5	1	NA
Ms. Alisha Jindal	M.Tech	Assistant Professor	Three Months	2	NA

11. **List of senior visiting faculty** : Nil

12. **Percentage of lectures delivered/practical classes handled by temporary faculty: 100**

13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
PGDCA	5:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Common staff in college given in evaluative report of B.A

15. Qualification of teaching faculty   : PG-2

16. Number of Faculty with ongoing projects from
   e)   National   :   Nil

   f)   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: N.A.

19. Publications   :
Table showing number of publications by faculty:

Sr	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Mr. Gurlal Singh	Computer	1	-	-	-
2	Ms Alisha Jindal	Computer	1	-	-	-

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board: NO

22. Student projects:

   • Percentage of students who have done in-house projects including inter departmental/program   :   100%

   • Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies   : Nil

23. Awards / Recognition 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:
   e) National=   Nil

   f) International= Nil

26. Student profile programme / course wise:

Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
PGDCA	15	15	9	6	86.6

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
PGDCA	100	Nil	Nil

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: NIL

29. Student progression:

Student progression	Against % Enrolled
Entrepreneurship/ Self- employment	**30%**

30. Details of Infrastructural facilities:

   Library: Yes

   Internet facility for staff and students: Wi-Fi Campus

   Classrooms with ICT facility: Yes

   Laboratories: Computer Labs

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.

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts: N i l

33. Teaching methods adopted to improve student learning:

   Practical Assignments, Presentations, Class tests, Projects, Audio-Visual Aids

34. Participation in Institutional Social Responsibility (ISR) and Extension   activities:

   Participate in NSS, NCC, activities.

35. SWOC analysis of the department and Future plans:

   STRENGTHS

* Computer Literacy to Rural Students
* Audio/Video equipment for teaching aids
* Emphasis on practical work

   WEAKNESS

   Slow speed of internet access due to rural area, old version of software.

   OPPORTUNITIES

   Open access to internet and provides job oriented courses to students

   CHALLENGES

   Mostly students are from Punjabi medium in pervi0ous classes. They feel difficulty in understanding technical concepts of computer in English.

EVALUATIVE REPORT OF THE POSTGRADUATE DEPARTMENT OF PUNJABI

1. **Name of the department** : Punjabi

2. **Year of Establishment** : UG-1956 PG-2012

3. **Name of Courses offered** :
   M.A and as an Elective subject in B.A. Punjabi is taught as a compulsory subject in all the UG probrammes.

4. **Name of Interdisciplinary courses and the departments involved**: NO

5. **Annual/semester/choice based credit system** :
   Semester system is being followed in MA. and B.A 1st.
   Annual system in B.A 2nd and 3rd year UG courses

6. **Participation of the department in the courses offered by other department**s:
   The subject is taught as a compulsory subject in B.Com

7. **Courses in collaboration with other universities, industries, foreign institutes**: NA

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

9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Associate Professors	1	1
Assistant Professors	3	3

10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4years
Dr. Amarpal Kaur	M.A.(Punjabi M.Phil.,Ph.D.	Associate Professor	Poetry Culture & Folklore	21	N.A.
Dr. RajKirpal SIngh	M.A.,M. Phil., Ph.D. NET	Assistant Professor	Punjabi Sufi and Kisa Kavita	3	N.A.
Sh.GurminderJeet Kaur	M.A.,M.Phil NET	Assistant Professor	Punjabi Drama	1.6	N.A.
Mr. Balraj Singh	M.A.,M.Phil. Net	Assistant Professor	Punjabi Culture	5	N.A.

11. List of senior visiting faculty : **Nil**

12. Percentage of lectures delivered/practical classes handled by temporary faculty: Nil

13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
MA (Punjabi)	26:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Common staff in college given in evaluative report of B.A

15. Qualification of teaching faculty : Ph.D-2. M.Phil-2.

16. Number of Faculty with ongoing projects from

g) National : Nil

h) 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: N.A.

19. Publications :
Table showing number of publications by faculty:

Sr	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Dr. Amarpal Kaur	Punjabi	-	5	-	2
2	Dr.RajKirpal Singh	Punjabi	1	-	-	-

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board: NO

22. Student projects:

- Percentage of students who have done in-house projects including inter departmental/program : Nil
- Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department:
Dr. Jeet Singh Joshi. Prof. Regional Centre Punajbi University, Bathinda

25. Seminars / Conferences /Workshops organized & the source of funding:
  g) National= Nil
  h) International= Nil

26. Student profile programme / course wise:
Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. 1stSemester	55	55	27	28	100
M.A. 3rd Semester	22	22	07	15	100

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A. (Punjabi)	99%	1%	

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: Two Students

29. Student progression:

Student progression	Against % Enrolled
UG to PG	**33%**

30. Details of Infrastructural facilities:

  Library: The department does not have its independent library. The main library has sufficient books related to the subject.

  Internet facility for staff and students: Wi-Fi Campus

  Classrooms with ICT facility: Campus Wi Fi

  Laboratories: Nil

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.

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Dr. Jeet Singh Joshi. Prof. Regional Centre Punjabi University, Bathinda

33. Teaching methods adopted to improve student learning: Lecture Method

34. Participation in Institutional Social Responsibility (ISR) and Extension   activities:

Participate in NSS, NCC, Independence Day, Republic Day activities.

35. SWOC analysis of the department and Future plans:

STRENGTHS

- Mother Tongue of the state, language of cultural and folklore
- Well qualified, dedicated and diversified faculty with specialization in different areas.
- Sufficient stock of books related to syllabus and general literature in the college library.

WEAKNESS

- Lack of separately Library for faculty and PG students.

OPPORTUNITIES

- To motivate student to develop deeper level study of literature and cultivate in the man endeavoring passion to pursue higher education.
- Developing creativity among students.
- Encouraging Research aptitude among the Faculty and students.

CHALLENGES

- It is a challenge to inculcate the habit of reading literature among the present day youth.

EVALUATIVE REPORT OF THE POSTGRADUATE DEPARTMENT OF HISTORY

1. **Name of the department** : History

2. **Year of Establishment** : UG-1956 PG-2012

3. **Name of Courses offered** :
   M.A and History as optional subject in B.A. Programmes.

4. **Name of Interdisciplinary courses and the departments involved**: NO

5. **Annual/semester/choice based credit system** :

   Semester system is being followed in MA. and B.A 1st.

   Annual system in B.A 2nd and 3rd year UG courses

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

   The subject is taught as optional subject in B.Com 1st.

7. **Courses in collaboration with other universities, industries, foreign institutes**: NA

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

9. **Number of Teaching posts:**

Teaching posts	Sanction	Filled
Assistant Professors	3	2 Regular, 1 Temporary

10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Dr.Priyatoash Sharma	M.A.Ph.D.	Assistant Professor	Medieval India	10Years	N.A.
Ms. Rajni Sahota	M.A., M.Phil.	Assistant Professor	Medieval India(Denotation moments)	2.6 Years	N.A.
Mr. Gurmeet Singh	M.A.,	Assistant Professor	Modern India	2Years	N.A.

11. **List of senior visiting faculty** : Prof. Surinder Singh

12. **Percentage of lectures delivered/practical classes handled by temporary faculty:** 25%

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13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
MA (History)	28:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Common staff in college given in evaluative report of B.A

15. Qualification of teaching faculty   : Ph.D-1. PG-2.

16. Number of Faculty with ongoing projects from

   i)   National   :   Nil

   j)   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: N.A.

19. Publications   :

   Table showing number of publications by faculty:

Sr	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Dr.Priyatoash Sharma	History	4	10	1	1
2	Ms.Rajni Sahota	History	-	2	-	1

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board: NO

22. Student projects:

   • Percentage of students who have done in-house projects including inter departmental/program   :   Nil

   • Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies   : Nil

23. Awards / Recognition received by faculty and students   : Nil

24. List of eminent academicians and scientists / visitors to the department:

Refer 3.7.4 of the Criteria Wise Input.

25. Seminars / Conferences /Workshops organized & the source of funding:

i) National=   Nil

j) International= Nil

26. Student profile programme / course wise:

Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. 1stSemester	65	65	36	29	83.6
M.A. 3rd Semester	33	33	12	19	85.45

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A. (History)	99%	1%	

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: NIL

29. Student progression:

Student progression	Against % Enrolled
UG to PG	**5%**

30. Details of Infrastructural facilities:

Library: The department does not have its independent library. The main library has sufficient books related to the subject.

Internet facility for staff and students: Wi-Fi Campus

Classrooms with ICT facility: The department uses the facility available in the seminar room and LCD Projectors.

Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 consolidated record of the college.

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

- Dr. Surinder Singh, Panjab University Chanidgarh
- I.D Gaur, Panjab University Chandigarh

33. Teaching methods adopted to improve student learning:

Interactive, Analytical and Evaluative

34. Participation in Institutional Social Responsibility (ISR) and Extension   activities:

Participate in NSS, NCC, Independence Day, Republic Day activities.

35. SWOC analysis of the department and Future plans:

STRENGTHS

- Well educated faculty

WEAKNESS

- Financial constraint and rural area

.   **OPPORTUNITIES**

- Vast Scope of improvement
- Local support and interesting History

CHALLENGES

- To involve all the stake holders in the department.

EVALUATIVE REPORT OF THE POSTGRADUATE DEPARTMENT OF HINDI

1. **Name of the department**   : Hindi

2. **Year of Establishment**   : UG-1956 PG-2009

3. **Name of Courses offered**   :

   M.A and Hindi as Elective subject in B.A. Programmes.

4. **Name of Interdisciplinary courses and the departments involved**: NO

5. **Annual/semester/choice based credit system** **:**

   Semester system is being followed in MA. and B.A 1st.

   Annual system in B.A 2nd and 3rd year UG courses

6. **Participation of the department in the courses offered by other department**s: NA

7. **Courses in collaboration with other universities, industries, foreign institutes**: NA

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

9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Assistant Professors	3	3

10. **Faculty Profile with name, qualification, designation, specialization**:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Dr.Bharat Bhushan	M.A., Ph.D	Assistant Professor	Medieval Hindi Literature	10 Years	7M.Phil & 2Ph.D
Mr. Chamkaur Singh	M.A, NET	Assistant Professor	Audhunic Gadya Sahitya	4.3	N.A.
Mr. Balender Kumar	M.A, NET	Assistant Professor	Madyakalin & Bhasha Vigiyan	1.6	N.A.

11. **List of senior visiting faculty** **:**   **Nil**

12. **Percentage of lectures delivered/practical classes handled by temporary faculty: Nil**

13. Student- Teacher Ratio: 2 0 1 4 - 1 5

Subject	Student - Teacher
MA (Hindi)	11:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Common staff in college given in evaluative report of B.A

15. Qualification of teaching faculty : Ph.D-1. PG-2.

16. Number of Faculty with ongoing projects from

k) National : Nil

l) 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: N.A.

19. Publications :

Table showing number of publications by faculty:

Sr	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1	Dr.BharatBhushan	Hindi	1	3	3	3
2	Mr. Chamkaur Singh	Hindi	2	2	-	-

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board:

Member: UG Board of Studies (Hindi) Panjab University Chandigarh

22. Student projects:

- Percentage of students who have done in-house projects including inter departmental/program : Nil

- Percentage of students placed for projects in organizations outside the

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Institution i.e.in research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department:
Refer 3.7.4 of the Criteria Wise Input.

25. Seminars / Conferences /Workshops organized & the source of funding:

k) National= One (Changing Paradigm of Higher Education in Punjab)

l) International= Nil

26. Student profile programme / course wise:

Session 2013-14:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. 1st Semester	36	36	17	19	73.9
M.A. 3rd Semester	30	30	12	18	100

27. Diversity of Students: 2014-15

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A. (History)	98%	2%	

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: NIL

29. Student progression:

Student progression	Against % Enrolled
UG to PG	5%

30. Details of Infrastructural facilities:

Library: The department does not have its independent library. The main library has sufficient books related to the subject.

Internet facility for staff and students: Wi-Fi Campus

Classrooms with ICT facility: The department uses the facility available in the seminar room and LCD Projectors.

Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 consolidated record of the college.

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

- Dr. Ashok Sabarwal Head Deptt. of Hindi, P.U.Chandigarh
- Dr. Sunil Deptt. of Hindi, G.N.D.U Amritsar
- Dr. SunitaDeptt. of Hindi, G.N.D.U Amritsar
- Dr. N.R.Sharma Principal, G.G.S. College of Education, Gidderbaha
- Dr. Mukesh Arora Deptt. of Hindi, Govt. College, Ludihana
- Dr. Gurmeet SinghDeptt. of Hindi P.U.Chandigarh
-

33. Teaching methods adopted to improve student learning:

Interactive, Analytical and Evaluative, Audio-Visual method

34. Participation in Institutional Social Responsibility (ISR) and Extension   activities:

Participate in NSS, NCC, Independence Day, Republic Day, Red Ribbon Club activities.

35. SWOC analysis of the department and Future plans:

STRENGTHS

- Well educated faculty

WEAKNESS

- Financial constraint and rural area

. **OPPORTUNITIES**

- Vast Scope of improvement
- Exposure to Hindi Patrkarita

CHALLENGES

- To provide Hindi language as the status of national language in the right sense of the term.

Ref. No. 525/NAAC/2015

Dated 3.01.15

Declaration by the Head of the Institution

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

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

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

Signature of the Head of Institution

With seal

Principal
Guru Nanak College
Killianwali (Muktsar)

Place: Killianwali

Date: 3-01-2015