KABLI MAL RAMJI DASS
JAIN COLLEGE FOR WOMEN
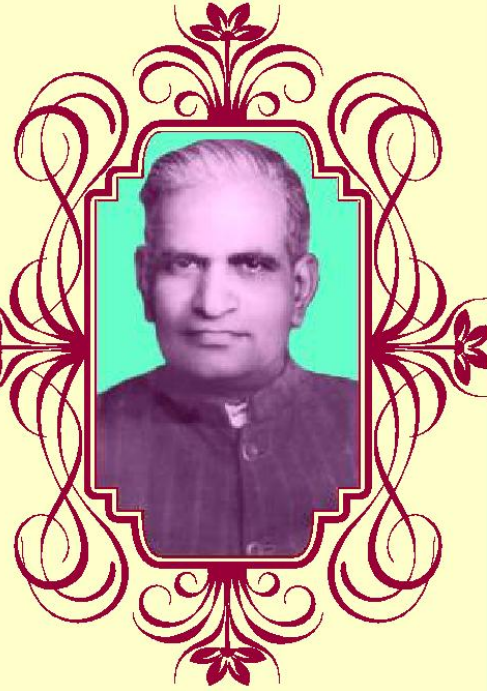## MALERKOTLA

Self Study Report

Submitted to

National Assesment & Accreditation Council
Bangalore

FOUNDERS OF
THE COLLEGE

SH. KABLI MAL JAIN

SH. RAMJI DASS JAIN

KABLI MAL RAMJI DASS JAIN
COLLEGE FOR WOMEN, MALERKOTLA

Ref. No. …………………………..   Dated: ………………………

To
The Director,
National Assessment and Accreditation Council,
P.O. Box No. 1075, Nagarbhavi,
Bangalore – 560072, Karnatka,
India.

Subject: Submission of Self Study Report for Accreditation Cycle-I

Respected Sir,

        It is a matter of great satisfaction for us to submit the Self Study Report of our College for Accreditation cycle-I. This SSR has been prepared as per the guidelines of the NAAC. Preparing the SSR gave us, a wonderful opportunity to assess our strengths, got to know certain grey areas where we need to work hard in the times to come.

        The seven criteria laid down by the NAAC have been thoroughly looked into and our staff has taken all the pains to make honest inputs. I also ensure you my further support and co-operation in any matter that might need my assistance.

        Kindly inform us about the tentative dates of visit of worthy Peer Team well in advance. May I share with your good office that the next session commences in July-August. So kindly adjust accordingly for a healthy interaction.

                                                            With Warm regards

                                                                Principal
Place: Malerkotla   K.M.R.D. Jain College for Women
Date: Malerkotla (Punjab)

DECLARATION

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

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

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

Place: Malerkotla   Dr. (Mrs.) Meena Kumari

Date: Principal

CERTIFICATE OF COMPLIANCE

(Affiliated/ Constituent/ Autonomous Colleges and Recognized Institutions)

This is to certify that **K.M.R.D. Jain College for Women, Malerkotla** fulfills all norms.

1. Stipulated by the affiliating university and/ or
2. Regulatory Council/ Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI etc.] and
3. The Affiliation and Recognition [if applicable] is valid as on date.

In case the affiliation/ recognition is conditional, then a detailed enclosure with regard to compliance of condition by the Institution will be sent.

It is noted that NAAC's accreditation, if granted shall stand cancelled automatically, once the Institution loses its University Affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the Institution is found to be false then the Accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the College Website.

Place: Malerkotla   Dr. (Mrs.) Meena Kumari
Date: (Principal/ Head of the Institution)

Punjabi University, Patiala

(Established Under Punjab Act No. 35 of 1961)
(College Section)

Regd.

No............................/College/S-4

Date....................17|2...../2016

TO WHOM IT MAY CONCERN

This is to certify that **Kabli Mal Ramji Dass Jain College For Women, Malerkotla** is affiliated to Punjabi University Patiala (Punjab) since 1981 and recognized under section 2(F) & 12(B) of the UGC ACT, 1956 and the following courses are taught in the college as per approval:

S. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three year B.A, B.C.A, B,Com	Permanent		Till date
2.	One year P.G.D.C.A	Permanent		Till date
3.	Two year MA (Punjabi , Hindi, English), M.Sc (I.T), M.Sc (I.T) (Lateral Entry) , M.Com	Permanent		Till date

Dean, College Development Council

seen file

24/2/16

iv

From the Chairman's Desk

I feel immense pleasure and pride to know that our esteemed K.M.R.D. Jain College for Women, Malerkotla is going to submit its Self Study Report 2015 before the highly esteemed National Assessment and Accreditation Council of India which is the Premier Agency of assessing and evaluating Higher Education Institutes of the country.

The founder Philanthropists Late Lala Kabli Mal Jain and Ram Ji Das Jain were fully devoted from their heart and soul for the cause of education, and keeping in mind the general good of the people of this area, they brought this Educational Institution to its benign existence with their untiring efforts. They left no stone unturned for uplifting the cause of education for bringing relief to the young rural and urban girls of this backward Malwa belt of Punjab State. I feel myself highly privileged and honored to be the Chairman of this esteemed Educational Institution. Since the inception of this Institution in 1970, it has been the endeavor of the benevolent Managing Committee comprised of visionary educationalists of this area for feeding the educational needs of the students of this area. Under the able guidance and leadership of Dr. Meena Kumari, our Principal and worthy members of the college staff, the institution is up starting the ladder of progress in every field concerning the students. I have my praise and admiration for their consolidated effort to uplift the educational standards of the institution.

I am happy and feel confident that the institution will live up fully to the expectations of the esteemed NAAC Peer Team when it obliges us with its auspicious arrival to this Institution. On the behalf of the Trust and the Managing Committee I am keen to extend a warm welcome to the forthcoming Peer Team for the Accreditation of the Institution.

Sh. Anil Kumar Jain
President
Managing Committee

From the Principal's desk

It is a matter of immense pleasure and great privilege for me and for our esteemed K.M.R.D. Jain College for Women, Malerkotla to present its Self Study Report 2015 for its National Assessment & Accreditation Council (NAAC), an autonomous body of University Grants Commission (UGC) of India.

In this age of changing socio-economic situation, fueled by dynamic globalization, the focus has to be on learning by inquiry, exploration and experience rather than rote. The very purpose of education is to kindle lofty aims and ideals in the life of our students and the youth in general, making them beautiful and responsible citizens of society. They are expected to act as the crusaders to bring about new healthy changes in the present set-up to our society. I feel immense pleasure and pride to mention here that under the benign guidance and leadership of the benevolent Managing Committee and both the teaching & non-teaching staff, our institution is feeding the educational needs of the students as well as the people of this area in its best way possible. Keeping in view the present needs and the educational interests of the students, many new courses have been introduced in the College.

Malerkotla is a small town richly inhabited by the Muslim community where the parents generally don't like to send their daughters to the co-educational institutions. So, keeping in mind the dire needs and interests of the girl students, this Institution provides its best educational services, and the Management deserves all the praise for their efforts in this concern.

Our teaching & non-teaching staff has tried their level best to prepare this report for bringing it out to the SSR. We can well understand that this Self-appraisal will give us an opportunity for making up our educational deficiencies and will also provide us necessary strength for improving our present mechanism; for education is an ever going process. I feel deeply indebted to the staff and the Management for their help & co-operation.

I shall be feel extremely happy and excited for receiving and extending my heartily welcome with all my co-operation to the learned members of the worthy NAAC-Peer Team at the time of their auspicious arrival.

Dr. (Mrs.) Meena Kumari
(Principal)

Acknowledgement

With invaluable inputs received from all the Departments,

Committees & Cells,

Faculty Members and Office Staff,

K.M.R.D. Jain College for Women, Malerkotla

Self Study Report (SSR)-2015

Dr. (Mrs.) Meena Kumari
(Chairperson)

Associate Prof. (Mrs.) Seema Suri
(Vice-Principal, Co-coordinator)

Associate Prof. (Mrs.) Sukhvinder Kaur
(Co-ordinator)

CONTENTS

SECTION B: PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated/Constituent College

1. Name and Address of the College:

Name :	**K.M.R.D. JAIN COLLEGE FOR WOMEN**	
Address :	Dewan Khanna Road, Malerkotla	
City : Malerkotla	Pin : 148023	State : Punjab
Website :	**kmrdjaincollege.org**	

2. for communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Meena Kumari	O: 01675-252437	9955321703	01675-253437	kmrd_jain@yahoo.co.in
Vice Principal	Mrs. Seema Suri	O: 01675-252437	9814200236	01675-253437	Kmrd_jain@yahoo.co.in
Steering Committee Coordinator	Mrs. Sukhwinder Kaur(Associate Prof.)	O : 01675-252437 R: 01765-221016	9988092016	01675-253437	sukhsvinder1961@gmail.com

3. **Status of the Institution:**

    (i)   **Affiliated College**   ✓

    (ii)   Constituent College

    (iii)   Any other (specify)

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   ✓

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

6. Sources of funding:

Government

✓   **Grant-in-aid**

✓   **Self-financing**

Any other

Grant-in-aid
Self Financing

7.

   a) Date of establishment of the college   **01/07/1981**   (dd/mm/yyyy)

   b) University to which the college is affiliated/or which governs the college (If it is a constituent College.)   **Punjabi University Patiala**

Annexure I

   c) Details of UGC recognition:

Under Section	Date, Month& Year (dd/mm/yyyy)	Remarks(if any)
i 2(f)	31-03-2004	
ii 12(B)	31-03-2004	

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of UGC Act)   **Annexure II**

2

d) Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)   **N.A.**

Under Section/Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd/mm/yyyy)	Validity	Remarks
i.				
Ii				
iii				
iv				

(Enclose the recognition/approval letter)

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

Yes [ ]   **No** [✓]

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

Yes [ ]   **No** [✓]

9. Is the college recognized?

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

Yes [ ]   **No** [✓]

If yes, date of recognition: ------------------------ (dd/mm/yyyy)

b) For its performance by any other governmental agency?

Yes [ ]   **No** [✓]

If yes, Name of agency: --------------------------------------and

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

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

Location	Urban
Campus area in sq.mts.	2987 + 4620 (Area of Playground)
Built up area in sq.mts	1652 + 1652 + 413 = 3717 (GF) (FF) (SF) (Total)

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

3

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 as agreement With other agencies in using any of the listed facilities provide information on the Facilities covered under the agreement.

✓

• Auditorium/**Seminar Complex**

• Sports facilities

    ✓ **Playground**   (Outside Campus)

    Swimming pool

    ✓ **Gymnasium**

    Hostel   **NO**

    * Boy's hostel

            (i) Number of hostels
            (ii) Number of inmates
            (iii)Facilities(mention available facilities)

    * Girl's hostel

            (i) Number of hostels
            (ii) Number of inmates
            (iii)Facilities(mention available facilities)

    * Working women's hostel

            (i) Number of inmates
            (ii) Facilities(mention available facilities)

• Residential facilities for teaching and non teaching staff (give numbers Available __cadre wise) **No**

    o Cafeteria   **Yes**
    o Health center   **No**

First aid Inpatient, Outpatient, Emergency care facility, Ambulance **No (But College Van is used in Emergency to take students to Civil Hospital, Malerkotla)**

Health center staff—   **No**

    Qualified doctor   Full Time ☐   Part-time ☐

    Qualified Nurse   Full Time ☐   Part time ☐

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

12. Details of programmes offered by the college (Give data for current academic Year (2014-15))

S. No.	Programme Level	Name of Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / approved Student strength	No. of students admitted
1	UG	B.C.A. I	1 Year	10+2 pass without re-appear in any stream	English	40	10
2	UG	B.C.A. II	1 Year	B.C.A.- I pass or passed 50% of total papers of the two semesters of B.C.A. - I	English	40	14
3	UG	B.C.A. III	1 Year	B.C.A.-II pass or passed 50% of total papers of four semesters of the previous two years	English	40	23
4	UG	B.A. I	1 Year	+2 pass or Equivalent examination or Reappear in 10+2 as per Punjabi University, Patiala rules.	Hindi/English /Punjabi	-	108

5	UG	B.A. II	1 Year	B.A. I pass or Reappear in B.A.-I which has to be cleared in two consecutive chances as per Punjabi University rules.	Hindi/English /Punjabi	-	145
6	UG	B.A. III	1 Year	B.A. II pass or Reappear in B.A.-II which has to be cleared in two consecutive chances as per Punjabi University rules.	Hindi/English /Punjabi	-	88
7	UG	B.Com. I	1 Year	10+2 with 40% marks in aggregate in commerce group or 45% marks in the aggregate with at least two out of these subjects: Commerce/ Accounts/ Mathematics/ Economics/ Management Paper or 50% marks in aggregate as per Punjabi University, Patiala rules.	Hindi/English /Punjabi	60	43
8	UG	B.Com. II	1 Year	B.Com. I pass or passed 50% of total papers of the two semesters of the first year.	Hindi/English /Punjabi	60	36
9	UG	B.Com. III	1 Year	B.Com. II pass or passed 50% of total papers of the four semesters of the earlier two years.	Hindi/English /Punjabi	60	23

10	PG	M.Sc.(IT) I	1 Year	BCA passed with 50% marks in aggregate or PGDCA with 50% marks (with 3 yrs. Graduation) or bachelor degree in any faculty with 50 % in aggregate or bachelors degree with 50%with one of the following elective subjects: Computer Science/ Information Technology/ Computer Application or equivalent examination with 50% marks in aggregate.	English	30	29
11	PG	M.Sc. (IT) II	1 Year	M.Sc. (IT) I pass or passed at least 50% of the papers of the first year.	English	30	12
12	PG	M.Sc.(IT) Lateral	1 Year	P.G.D.C.A. pass or equivalent examination	English	30	03
13	PG	M.A.(Hindi) I	1 Year	Bachelor degree in any faculty with 50% marks in aggregate	Hindi	30	08
14	PG	M.A. (Hindi) II	1 Year	MA (Hindi) I pass or passed with 50% total papers of two semesters of the first year or equivalent examination.	Hindi	30	14

15	PG	M.A.(Eng.) I	1 Year	Bachelor degree in any faculty with 50% marks in aggregate	English	30	17
16	PG	M.A. (Eng.) II	1 Year	MA (Eng.) I pass or passed with 50% total papers of two semesters of the first year or equivalent examination.	English	30	17
17	PG	M.A. (Pbi.) I	1 Year	Bachelor degree in any faculty with 50% marks in aggregate	Punjabi	30	15
18	PG	M.A. (Pbi.) II	1 Year	MA (Pbi.) I pass or passed with 50% total papers of two semesters of the first year or equivalent examination.	Punjabi	30	09
19	Integrated Programmes PG	-	-	-	-	-	-
20	Ph.D.	-	-	-	-	-	-
21	M. Phil.	-	-	-	-	-	-
22	Ph.D.	-	-	-	-	-	-
23	Certificate courses	-	-	-	-	-	-
24	UG Diploma	-	-	-	-	-	-
25	PG Diploma	P.G.D.C.A.	1 Year	Bachelor Degree in any faculty or equivalent examination.	English	60	22

26	Any other (specify and provide details)	Add on Courses (Cosmetology)	1 Year for Certificate	B.A. & B.Com. students can opt.	English	30 each	17
			1 Year for Diploma				19
			1 Year for Advance Diploma				05
		Add on Courses (Data Care Management)	1 Year for Certificate	B.A. & B.Com. Students can opt.	English	30 each	-
			1 Year for Diploma				03
			1 Year for Advance Diploma				04
		Add on Courses (Fashion Designing)	1 Year for Certificate	B.A. & B.Com. Students can opt.	English	30 each	04
			1 Year for Diploma				05
			1 Year for Advance Diploma				-

1**3. Does the college offer self financed Programme?**

Yes ☐ ✓   No ☐

If yes, how many?   **9**   **(B.Com. M.Com. B.C.A. M.Sc. (IT) P.G.D.C.A. M.Sc. Lateral Entry M.A. (Eng.) M.A. (Hindi) M.A. (Pbi.))**

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

Yes	✓	No		Number	4 (M.A. (Eng. Hindi Pbi.) M.Com.)

9

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes Similarly, do not list the departments offering common compulsory subjects for all the Programmes like English, regional languages etc.)

Faculty	Departments (e.g. Physics, Botany, History etc.)	UG	PG	Research
Science	-	-	-	-
Arts	Punjabi Lit., English Lit., Hindi lit., Sanskrit Lit., Urdu Lit., Physical Education, Psychology, Political Science, Computer Application, Music (Inst.), History, Mathematics, Home Science, Economics	B.A.	M.A. Hindi M.A. Punjabi M.A. English	-
Commerce	Commerce	B.Com.	M.Com.(started on July 2015)	-
Any Other(Specify)	Computer	B.C.A.	P.G.D.C.A. M.Sc. (IT) M.Sc.(IT) Lateral	-

16.   Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A., and M.Com………..)

a.   Annual System   B.A. II, B.A. III

b.   Semester System

10   (B.A.I, B.C.A., B.Com, M.Com, M.Sc. (IT), M.Sc. (IT) Lateral, P.G.D.C.A., M.A. (Eng., Hindi, Pbi.)

10

c.   Trimester System

17.   **Number of Programme with**

a. Choice Based Credit System

4
M.A. (Eng., Hindi, Pbi.), P.G.D.C.A.

b. Inter/Multidisciplinary Approach

c. Any other (specifies and provides details)

1**8.**   **Does the college offer UG and /or PG programmes in Teacher Education?**

    Yes   **No**   ✓

If yes,

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

And number of batches that completed the programme

b.   NCTE recognition details (if applicable)   **N.A.**

Notification No: ………………………………………………………………….
Date: ………………………………………………………………………..
Validity: ……………………………………………………………………

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

    Yes   **No**   ✓

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

    Yes   **No**   ✓

If yes,

a)   Year of Introduction of the programme(s)

……………………………….. (Dd/mm/yyyy)

And number of batches that completed the programme

b)   NCTE recognition details (if Applicable)   **No**
Notification No: …………………………………………….
Date: ……………………………………………………………… (Dd/mm/yyyy)
Validity: ……………………………………………………..

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

Yes [ ]   **No** [ ]

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

Positions	Teaching Faculty						Non-teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	* F	*M	* F	* M	* F	* M	* F
Sanctioned by the State Government	-	-	-	-	-	10	-	10	-	-
Recruited	-	-	-	06	-	-	02	04	-	-
Yet to recruit	-	-	-	04(These posts have been filled by the Management)	-	-	-	04	-	-
Sanctioned by the Management/society or other authorized bodies	-	-	-	-	-	29	03	03	-	-
Recruited						29	03	03 H.Sc. Lab Attendant & Physical Education Lab Attendant		
Yet to recruit	-	-	-	-	-	-	-	-	-	-

*M-Male   *F-Female

21.   Qualifications of teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	02	-	03	05
M.Phil.	-	-	-	03	-	02	05
PG	-	-	-	-	01	12	13
Temporary Teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	01	11	12
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

22.   Number of Visiting Faculty/Guest Faculty engaged with the College. | No |

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

Categories	Year 1(2014-15)		Year 2(2013-14)		Year 3(2012-13)		Year 4(2011-12)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	91	-	46	-	45	-	37
ST	-	-	-	-	-	-	-	-
OBC	-	153	-	61	-	50	-	66
General	-	388	-	567	-	533	-	548
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year (2014-15):

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	490	142	-	-	632
Students from other state of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	490	142	-	-	632

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

UG   17   **PG**   7.5

26. Unit Cost of Education (2014-15)

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

(a) Including the salary component   24809.00

(b) Excluding the salary component   10374.00

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

Yes [ ]   **No** [✓]

If Yes,

a) Is it registered center for offering distance education programmes of another University

Yes [ ]   **No** [ ]

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

[ ]

c) Number of programmes offered [ ]

d) Programmes carry the recognition of Distance Education Council

Yes [ ]   **No** [ ]

28. Provide Student teacher ratio for each of the Programme/Course offered

	Eng. Comp	Pbi. Comp	Eng. Lit.	Pbi. Lit.	Skt Lit.	Urdu Lit.	Hindi Lit.	Eco.	Math	Hist	Music	Psy	Pol Sci	Comp App.	Home Sci.
B.A I	51 : 1	51:1	20:1	44:1	3:1	8:1	18:1	8:1	8:1	31:1	11:1	52:1	61:1	5:1	13:1
B.A II	53 : 1	53:1	25:1	40:1	3:1	9:1	21:1	11:1	14:1	25:1	9:1	75:1	56:1	4:1	20:1
B.A III	43 : 1	43:1	14:1	36:1	6:1	9:1	19:1	10:1	13:1	33:1	16:1	34:1	42;1	6:1	10:1

Course	Ratio
B.Com.	29 : 1
B.C.A.	15 : 1
P.G.D.C.A.	20 : 1
M.Sc.(IT)	17 : 1
M.Com. I	8 : 1
M.A.(Eng.) I	15 : 1
M.A.(Eng.) II	17 : 1
M.A. (Pbi.) I	9 : 1
M.A. (Pbi.) II	9 : 1
M.A.(Hindi) I	8 : 1
M.A.(Hindi) II	13 : 1

29. Is the college applying for[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Accreditation: Cycle 1 [✓]   Cycle 2 [   ]   Cycle 3 [   ]

Re-Assessment: [   ]

(Cycle1 refers to first accreditation and Cycle2, Cycle 3 and cycle 4 refers to re-Accreditation)

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

Cycle 1: ------------------------ (dd/mm/yyyy) Accreditation Outcome/Result ------------------

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

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

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

31. Number of working days during the last academic year (2014-15).

235

32. Number of teaching days during the last academic year (2014-15).

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

169

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

IQAC **26/01/2014**   (dd/mm/yyyy)

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

   No

CURRICULAR ASPECTS

CRITERIA I: CURRICULUM PLANNING AND IMPLEMENTATION

1.1   ENLIGHTEN TO ABOLISH DARKNESS

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.

Kabli Mal Ramji Das Jain College for Women, Malerkotla, was established in July 1971 and affiliated to Punjabi University in July 1981 with a mission to educate girls. Malerkotla being Muslim populated city, burqa clad girls were not allowed to read or write .They were confined to the four walls of their house. The founders of the college felt that girls' education means the real upliftment of society. Woman human resource is the best resource of the society .The visionary founders started with degree course in humanities and they went on changing and progressing with the passage of time. To meet the demands of the society, they introduced PGDCA, MSC (IT), BCA, B.Com, M.A. Hindi, M.A. Punjabi, M.A. English and M.Com. this very year. They have also added six add on courses for all round personality development of pupils. It also aims to provide the students basic skills for their career enhancement and personal lives. Moral values and activities are also inculcated in the students.
N.S.S, Red Cross, Red Ribbon Club, Legal Literacy Club, Youth Activities, Sports etc. are to assist students in   their social, vocational & academic pursuits.

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 examples(s).

The curriculum development process is determined by the University .We enrich our curriculum with the feedback from the various concerned groups. As staff members are the members of board of studies or faculty of languages etc. The meetings are attended by the staff and their contribution is there. Before going to these meetings, feedback is received from the students at regular intervals as well as academic experts, industry professionals etc. The faculty interacts with different classes and even the worthy Principal interacts with the toppers of each course. She guides the teachers and allows them to attend the meetings of the Board of Studies & Faculty of Languages. Even the worthy Principal herself is the member of Academic Council.

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?

So far as curriculum is concerned, teachers if find any difficulty or problem, make contacts with Board of studies. Sometimes, before going to attend the meeting of Board of studies or Faculty of languages, members from the college discuss the problems or difficulties with their own staff members as well as surrounding colleges. College is always there to support them in any way.

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 in effective operationalization of the curriculum?**

Institution conducts Seminars, Workshops in which the eminent scholars, academicians from concerned field are invited. Even the staff members are allowed to participate in workshops, seminars & conferences etc.

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?**

Faculty members, who go for workshops seminars and meetings of Board of Studies and Faculty Meetings, get feedback from Staff & Students. Further so far as industry is concerned Commerce Department and Computer Department keep in touch with them.

1.1.6 **What are the contributions of 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 institution provides facilities to the staff members to attend the meetings of the Board of Studies, Faculty of Languages & Faculty of Different Departments. Before attending the meetings staff gets feedback not only from its own staff members but also from surrounding colleges.

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.**

Sometimes the institution develops curriculum which is assigned by the University. When Add on courses were started by U.G.C., Curriculums in Cosmetology, Fashion Designing & Interior Decoration were designed by the staff members, Md. Pooja & Md. Ashima Bansal.

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1.1.8 **How does institution analyze/ensure that the stated objective of Curriculum is achieved in the course of implementation?**

The Institution takes class tests both written and verbal, House tests and Assignments; conducts seminars of the Students to ensure stated objectives of curriculum. If any discrepancy is found, extra attention and time is paid to the weak students.

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.**

With the objective of providing education in various fields to keep win the ever evolution economic, social& technological spheres of the world, College is offering courses in Humanities, Commerce, & Computer Science both at UG and PG level. There is wide range of elective subjects at UG level in Humanities.
Core /Elective subjects are provided in UG Humanities Programmes where students have to opt three subjects as per policy of Punjabi University, Patiala along with two compulsory subjects. In B.A. we are offering 14 elective subjects including Urdu literature which is very rare in Punjab. There are also six Add on courses for B.A. and B.Com. students of three levels; Certificate, Diploma & Advance Diploma level to enhance their vocational skills.

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

Yes, College allows twinning programmes. There are six Add-on Courses, certificate, Diploma & Advance Diploma Courses which Students can do while doing their main course study at undergraduate level. B.A. and B.Com. Students can opt any of the Course.

1.2.3 **Give details on the various institutional provisions with reference to Academic flexibility and how it has been helpful to students in terms of skills development. Academic mobility, progression to higher studies and improved potential for employability Issues may cover the following and beyond:**
  ➢ **Range of Core/Elective options offered by the University and that Opted by the college.**
  ➢ **Choice based Credit System and range of subject options**
  ➢ **Courses offered in modular form**
  ➢ **Lateral any vertical mobility within and across programmers' and courses**
  ➢ **Enrichment courses**

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1. Range of core Option for B.A. is 14.College is offering 14 optional subjects, out of which students have to opt any three subjects. College is also offering add on Courses for Skill Development to B.A. and B.Com. Students.
2. Choice based Credit System has been introduced by Punjabi University, Patiala for M.A. classes from the Session 2014-15.
3. College offers different modules in B.A. English Literature, Hindi Literature and Sanskrit Literature etc.
4. College has the provision of lateral entry like M.Sc. IT (Lateral Entry) where students can seek admission into M.Sc. (IT) second year after completing one year study under the course of Post Graduate Diploma in Computer Application (P.G.D.C.A.) or equivalent course. Every student is given the option of changing the stream within the given period. In B.A. course students are allowed to change their elective subjects in fifteen days. Students are allowed to change their one subject in II year of their degree course on the condition that they will have to qualify 1st year exam of the opted subject but the subject should not a Practical Subject as per Punjabi University, Patiala rules.
5. College provides Add on Courses in form of Enrichment Courses.
   ➢ Cosmetology
   ➢ Spoken English for Communication Skills
   ➢ Data Care Management
   ➢ Fashion Designing
   ➢ Interior Decoration
   ➢ Early childhood care and Education. These are introduced for the enrichment of Skills with the main Course of B.A. / B.Com. students These courses are provided at three levels i.e. Certificate course, Diploma course, Advance Diploma course.

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

Yes, keeping in view the demands of students & Society, College has introduced following different self financing courses in the college:
➢ P.G.D.C.A.
➢ M.Sc. IT
➢ M.Sc. IT (LATERAL ENTRY)
➢ B.C.A.
➢ B.Com.
➢ M.A. HINDI, PBI., ENG.
➢ M.Com.

These programs are at par with the aided programs. The policies regarding admission are adopted as per Punjabi University rules & regulations. Qualification of the staff is fixed as per U.G.C./Punjab Government guidelines.

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, College provides (six add on courses) skill oriented programmes relevant to regional and global employment markets. Early childhood care and Education, Spoken English & Data Care Management etc. are very helpful for globalization of students.

1.3 CURRICULUM ENRICHMENT

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

College was established to provide quality education to the girls of this backward area. Malerkotla is Muslim populated area. Girls were compelled to wear burqas and they were not allowed to acquire any education. So the founders of the Institution decided to establish this college for the education of girls of under privileged sections of society. The basic goal of the college is to provide educational opportunities that emphasize skills and through a life time of social and technological changes. The founders of the college recognized that education plays an important role in developing skills which are needed for a productive society and essential in promoting the individual`s sense of worth, value and high ethical standards. The college is committed to educate girls to establish a healthy society and discover leadership qualities in them.

With this idea college offers wide range of options in U.G. program. It is also offering and adding new courses as per demands of the time.

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

The college organizes Extensions Lectures, Educational Trips & Tours, students are awakened through N.S.S., Red Cross, Red Ribbon Club and Youth Activities to the needs of the society. They get chances to interact with the pupils of different colleges and develop educational skills.

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 college has organized Legal Literacy Club to awaken the girls about their legal human rights. Career & Counseling Cell is established to make students aware about various fields of studies & jobs they go for. The college also organizes lectures on equal opportunity to Women SC, BC & Minorities, and awakens them about various government schemes. The lectures on Environmental Education & Human Rights are also delivered by eminent scholars.

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 and ethical values**

The College is dedicated to the holistic development of students. So different programmes, lectures are conducted for the development of students, better career options and employable & life skills

1. Different festival days, birth days & contributions of eminent scholars are celebrated e.g. Swami Vivekanand's birthday, Guru Nanak Dev birthday, Communal Harmony day, Eid, Rakhi and Women's Day etc.
2. Add on courses have been introduced for the employability and life skills. Courses like Cosmetology, Early childhood care and Education, Spoken English for Communication skills, Fashion Designing etc. These courses were introduced with an idea that girls can run their own Business while performing their domestic duties.
3. The Institution recognizes the needs of the time and introduces new courses. The college was established only with B.A. Now it is running B.A., B.C.A., B.Com, M.Sc. (IT), M.Sc. (IT), (Lateral Entry), P.G.D.C.A, M.As (English, Punjabi, and Hindi) & M.Com.
4. N.S.S., Red Cross, Red Ribbon Club etc. are community oriented programs Even Legal Literacy Club also organizes Programme for the awareness of women & offers them help to fight against injustice.

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

Feedback is achieved from the students and their parents through the alumni &PTA meetings. Even the teaching staff themselves gets the feedback from the students in the class room.

1.3.6 **How does the institution monitor and evaluate the quality of its Enrichment programmers?**

Students are given Assignments and Seminars, Class Test, House Test to evaluate the quality of its enrichment programmes. Extension Lectures etc. are also conducted.

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?**

Relevance of course contents are discussed in the alumni meetings and suggestions are considered while revising the course curriculum. We get feedback forms filled from the outgoing students of the college. They are free to express their views regarding curriculum. Through PTA meetings, regular feedback is obtained from Parents outgoing students as well as passed out students at convocation.

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 programmers?**

The feedback mechanism has been stated above and it is communicated to the university by attending the meetings of BOS (Board of studies) & AC (Academic Council). Staff members attend these meetings.

1.4.3 **How many new programmers/courses were introduced by the Institution during the last four years? What was the rationale for introducing new courses/   programmers?**

M.A. (Hindi, English and Punjabi) & M.Com. have been started during the last four years. These were started on the demand of students and their parents and the area.

CRITERIA II: TEACHING LEARNING & EVALUATION

2.1   STUDENT ENROLLMENT AND PROFILE

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

Admission Process: - the college faculty visits different schools, surrounding villages to enlighten the students and their parents regarding the courses taught in the college. A bird's eye view of campus and infrastructure is shown in the prospectus which the teaching staff carries with them. Afterwards arrangements are made for the students to visit college and see themselves for the courses and infrastructure; students who fulfill the basic eligibility are given admission. Government College is there in Malerkotla where girls' education is free. So students who are allowed to go there get admission there. The best publicity is made by the alumni and present students by the medium of mouth to mouth. Besides this wide publicity and transparency is ensured in the admission process

1. The College prospectus is updated every year. It provides detailed information regarding courses, eligibility conditions and infrastructure of the College.
2. The College has an informative website to guide & provide useful information to the public.
3. Pamphlets & flairs are distributed.
4. Our results are also medium of publicity.

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

The College offers courses in UG, PG & PG diploma. Admission committees are formed & published in the prospectus to facilitate the students. These committees monitor the admissions. They also provide Counseling to the students for their best courses. Admission is made according to the interest and aptitude of the students. The minimum eligibility for all PG courses as per Punjabi University, Patiala eligibility criteria. In UG classes students too are given admission as per the eligibility criteria of Punjabi University, Patiala and on the basis of academic records & personal interviews with the admission committee.

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.**

In UG classes students are given admission on the basis of eligibility as specified by Punjabi University, Patiala. For PG classes minimum eligibility is 50% in graduation of any stream as per Punjabi University, Patiala rules.

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?**

The senior faculty members review the profile of the students. If they find that the demand for any subject/course has increased; changes are made in the selection of the students.

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 able**
  - ➢ **Economically weaker sections**
  - ➢ **Minority community**
  - ➢ **Any other**

1. **Women: -** The College was established with mission to educate girls so every possible effort is made to promote women education.
2. **SC /OBC /Minority: -** SC students are given full fee concession and scholarship as per Govt. rules. Even OBC & minority community are given scholarships as per Punjab Govt. Policy. College is a secular one. Though it is named Jain College and is run by the Jain community, there is no discrimination of color, caste or creed. Minority community also gets scholarships from Central/State govt.
3. **Economically Weaker section: -** College extends support to economically & socially backward students by giving them fee concession and free books from the Book Bank for the whole academic session. Some teachers bear the fee of economically weaker students. Retired Punjab & Haryana High Court Judge Mr. Gian Chand Aggarwal adopts 2 students for full fee every year. LIC also provides scholarship to weaker sections under LIC Golden Jubilee Scholarship scheme Sri Rakesh Jain Advocate donates 11000 /- per year for two students.

- ➤ College also gives the facility of paying fees in installments which is also a healthy Practice for economically weaker students who are unable to pay the whole amount in one installment.
- ➤ Financial Assistance is also given from the Poor students Relief Fund which is supported by the faculty.
- ➤ Toppers are given special Concession in fee. Roll of Honor & College Color is awarded to outstanding students. Sports girls are given special attention and many facilities & preference is given to them in admission.
- ➤ Sanskrit students are awarded scholarships given by Bhartiya Rashtriya Sansthan.
- ➤ Tapa Bradari & Aggarwal Sabha also help the economically weaker students.
- ➤ Even Students get Merit Scholarship from Punjabi University, Patiala.

4. **Differently Abled: -**Differently abled students are provided all the facilities required by them as per their need.
5. Students are encouraged to participate in extra co-curricular activities.

The following list reflects the commitment of the college to Diversity & Inclusion:-

Categories	2014-15	2013-14	2012-13	2011-12
SC/ST	91	46	45	37
OBC	153	61	50	66
Sikh	283	291	228	189
Muslim	185	156	95	85
Rural	250	266	252	199
Urban	369	183	162	171

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.**

The College conducts an analysis of demand for various programmes from time to time. The number of students seeking admission to a particular Programme over past few years clearly indicates the popularity of the course. It has been analyzed that there has been an increased demand for professional and vocational courses. But the demand for the traditional courses like Humanities has not decreased. They are still popular as there are wide openings after doing graduation in these traditional courses.

Session (2014-15)

Classes	Students admitted	Left	Appeared
BA I	108	07	101
BA II	144	01	143
BA III	88	03	85
BCA I	10	-	10
BCA II	14	-	14
BCA III	23	-	23
B.Com I	42	03	39
B.Com II	37	02	35
B.Com III	24	01	23
M.Sc. (IT) I	25	01	24
M.Sc. (IT) II	12	-	12
M.Sc. (IT) Lateral	03	-	03
PGDCA	20	02	18

MA Hindi I	08	-	08
MA Hindi II	15	-	15
MA Punjabi I	15	-	15
MA Punjabi II	09	-	09
MA Eng I	17	02	15
MA Eng II	18	01	17

2.2   CATERING TO STUDENT DIVERSITY

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 College is well aware of the requirements of differently abled students. We have very negligible number of differently abled students. But whenever there is any such student, the Institution caters to her needs as per requirement.

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

The admission committee by making analysis of marks sheet of students at   entry   point identifies slow and advanced learners. The institution is well aware of the needs of students. The college is like a ladder which can help them to climb up the world of their dreams. Every class contains mixture of intelligent, average and slow students. We admit students of all calibers on tune with our objective "Education for All." In order to satisfy their queries, the College ensures the readiness of teachers to answer their doubts.

The students are awakened regarding the Examination marking pattern in the interactive session on the very first day of their academic session. The principal of the college addresses the students and motivates & guides them regarding their studies and different activities of the college. The convener of discipline committee guides the students regarding college discipline rules. College House exam controller awakens students about house exam rules and youth coordinator about youth activities of the college. The Physical Education teacher motivates students to participate in games. In nutshell students are made aware of all the activities, rules & regulations of the college.

Even the subject teachers acquaint the students with their course and its pattern, examination and marking pattern on the very first day of their class. Tutorials are organized for the students to get feedback and remove their problems and grievances.

The UG students can change their course within the given period; change their subject within fifteen days. Even they can change their one elective subject in 2nd year but they have to appear in 1st year exam of the opted subject.

The subject teacher assesses the students by personal contacts in the classes and identifies the problems of slow learners as well as the need of advance learners to acquire latest knowledge and guides them properly. If she finds any guidance for anything is required from the Principal and the Management, she goes to them and gets her purpose solved.

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

These are the strategies drawn and deployed by the institution:-
1. The students who require additional knowledge in any subject are given special Lectures.
2. Remedial classes are arranged for weaker students.
3. Extension lectures, seminars etc. are arranged to bridge the knowledge gap of enrolled students and enable them to cope up with the Programme of their choice. They are motivated for an innovative and creative mindset. Even teachers pay attention to weak learners. They are counseled and motivated by the teacher.
4. The College is running six Add-on-courses for skill development.
   ➢ Spoken English for communication skills
   ➢ Cosmetology
   ➢ Interior Decoration
   ➢ Fashion Designing
   ➢ Early Childhood Care and Education
   ➢ Data Care Management

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

The college has the tradition of holistic approach to education with emphasis on moral and ethical values. The college sensitizes its staff and students on issues such as gender, inclusion, environment etc. by holding seminars on relevant topics like Women Empowerment, Female Foeticide etc. Celebration of Women's Day is also a part of the same tradition. The college has NSS unit approved by the Punjabi University and offers various community services and environment issues to enlighten students. Environment Education is a compulsory subject for

students in which awakening regarding environment and planting of trees is emphasized. Students are awakened to Save Water, Electricity also.

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

The advanced learners are identified with the help of information related to academic and extracurricular activities. Further advanced learners are detected by the teachers in their classrooms by their participation in class room, with their problems brought to teacher, class test, verbal or written. Their active participation in seminars and interest in reading extra books show their learning aptitude. Learning process within the classroom shows their ambience and teachers play a significant role in creating such an ambience. Various methods are adopted by the teachers to assess the students such as through presence of mind in class, vocal responses and performance in class test, House / Final Examinations etc. They are supported in the best possible manner by the teachers. Teachers pay special attention to students with extra work, references &guidance. They are provided with the additional time, advance learning material. They are also motivated for better career options; motivational books and lectures are also organized to channelize their potential to better results. Students are motivated with special Prizes by the college. Even Roll of Honor and College Colors are awarded to deserving students for encouragement and motivation to other students too.

They are also encouraged to participate in different competitions written or oral. They are provided opportunities to participate in various competitions. This Year a PG student Rimsha who had never went to stage was given chance to participate in youth festival and scored 1st position in poetical recitation at zonal level. Even she was honored by the alumni of old students. She scored 75% marks in first year of PG (Hindi). Such students are motivated in every possible way. The creative ability of students is given vent through wall magazines; newsletter and college magazine. A friendly atmosphere is created to improve the communication skills of the Learner.

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. who may discontinue their studies if some sort of support is not provided)?

The college collects and analyzes the data with regard to academic history, attendance record, developing a mechanism to inculcate academic tastes among the students by way of organizing classroom seminars, debates, quiz programs, conducting tests, assigning project works, classroom and laboratory involvement, arranging remedial classes and extension lectures. Academic performance of the slow learners, economically weaker sections etc. is

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detected by the teachers during their lectures in classrooms. We use marks as index for identifying. Slow learner students are subjected to various methods of evaluation, vocal responses, sample individual responses & written test after each unit of syllabus. Those students who do not seem to be coping with the pace of learning are advised and counseled by teachers by assisting them in their study material. They are specially advised and counseled to improve themselves. Based on their performance, students are identified as slow and advanced learners. The morale of the slow learner is boosted by counseling sessions, remedial classes and providing additional learning material such as text books and previous question papers from University exams. Every possible assistance is given to the slow learners. Even teachers pay special attention by remedial coaching, extra classes etc. College provides special attention to physically handicapped students also. Even while allotting class rooms, their needs are kept in mind. Teachers help them in every possible way and students are also advised to be considerate, sympathetic and affectionate towards such students.

They are encouraged to apply for scholarships and jobs of their interests. They are given preference at the time of admission. The college strictly follows Punjabi University rules & regulations. Scholarships & fee concessions are also given to the economically weak students. Free books are also given from book bank for the complete session.

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 plans to mention the commencing of teaching classes, house test and University exams in the prospectus. Teachers plan their syllabus and more than 70% syllabus is covered before house test. Teachers themselves assign seminars and assignments. Teachers inform students well in advance. Class tests, verbal & written are also conducted by the teachers. Teaching, learning and evaluation schedule is monitored by the Principal.

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

Learning is a lifelong process. Generally lecture method is adopted and supplemented by the discussions, interactive sessions, presentations and use of teaching aid. Fully equipped labs are available in Home Science, Physical Education, Music and Computer. Even English functional lab is also there for spoken English, where advanced software is used for the communication skills. Computer department uses advanced software for students. Seminars, Assignments, presentations, notes and reference books are also given. Projector, transparencies are also used when necessary.

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

Education is student centric. We recognize the advance learners and slow learners. Then teacher makes a balance in the class. Verbal revisions of previous lecture are there before starting the new lessons. Seminars, assignments, group discussions and class debates are also promoted by the teachers. Teachers pay special attention to slow learners and advance learners. Advance learners are given extra work and for slow learners chapters are made easy. Even students are made to participate in class seminars to develop their communication skills. College Magazines nurtures critical thinking and creativity among the students.

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

There is an integral relation between chalk & blackboard in educational activities. But latest technologies are also used for making teaching, learning, interesting and effective. Even PowerPoint presentations are being used by the teachers. College caters internet facility to staff &students. Faculty members are exposed to advanced level of knowledge and skills through refresher courses and general orientation courses.

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

Tutorial groups have been made for personal & psycho-socio guidance. Each teacher has 10 to 15 students. She serves as advisor, guide & monitor to students. The career guidance cell provides career guidance to students.

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

White boards have replaced blackboard. Teachers and students are protected from respiratory and vasal diseases which are caused by the use of chalk on blackboard. Power-point technology is being used by some teachers these days which makes studies both intresting and more grasping.

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

Library plays an important role in any institution. It is an integral part of college. We have an enriched library. It is full of Course Books, Journals, Magazines, Newspapers, Books   on literature, Social Science & G.K. Some competition books are also there to help teachers and students. Students are advised to visit library daily in their free period and read Newspapers, Magzines etc. They (Especially PG students) are also advised to consult reference books and have entusive knowledge of the subjects they are reading. Library is being computerized which will be operative from the session 2016-17.

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

The curriculum is well planned and teachers make their planning to complete it within given time period. Approximately 70% syllabus is completed before house test. If they   find any problem, extra classes are engaged and remedial classes for weak students. Efforts never go in vain. Teachers are always at the service of students. Even P.G students are given phone numbers to contact teachers at any time. Teachers are devoted and dedicated to their duty.

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

Students and results are the best methods to evaluate teachers. College has developed a mechanism for evaluation of teachers. Our principal & management give preference to students. The college has put up suggestion box near Principal Office. This box is checked by the Principal herself. She interacts with the students directly. Students have direct access to the Principal. They can approach her directly without any hesitation. The pass outs have to fill feedback Performas. These feedbacks Performa are duly evaluated by the committee and suggestions are considered. Teachers are informed about their evaluation by the principal. Even tutorial meetings are held to get feedback from the students. They can share their problems and problems are discussed with the Principal. The necessary action is taken. Record of students' performance in house tests is properly maintained.

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.

Principal-01
Regular-23
Contract/adhoc-12
Lib (Contract)-01

➢ The vacancies are advertised in two/ three different newspapers as per requirement of Punjabi University/Punjab Government rules.
➢ A selection committee selects candidates as per UGC / Punjabi University / Pb. Govt rules.
➢ Selection committee comprises of
  1. Chairperson or his nominee from the Government Body.
  2. The Principal of the College.
  3. Head of the Department of the concerned subject in the College.
  4. Two nominees of the V.C. of the affiliating University.
  5. Two Subjects experts.
  6. An Academician representing SC/ST, OBC/Minority/Women/differently abled categories if applicant is there.
  7. For aided post one D.P.I Nominee and one subject expert is also there.

Highest Qualification	Professor	Associate Prof.(aided)	Assistant Prof.	Total
Regular	-	05	17	23
Contract	-	-	13	12
	-	-	-	35

Highest Qualification	Professor	Associate Prof.(aided)	Assistant Prof.	Total
Ph.D.	-	02	04 02 are pursuing	05 03
M.Phil.	-	03	02	05
U.G.C. Net	-	-	11	11
P.G.	-	-	14	14
	-	-	-	35

DIVERSITY IN FACULTY RECRUITMENT

Sr. No.	Departments	From our own college	From Punjab	Other States
1	English	-	05	-
2	Punjabi	-	05	-
3	Hindi	-	03	-
4	Sanskrit	-	01	-
5	Urdu	-	01	-
6	Political Science	-	01	-
7	Economics	-	01	-
8	History	-	-	01
9	Psychology	-	01	-
10	Music	-	01	-
11	Physical Education	-	01	-
12	Home Science	-	01	-

13	Mathematics	01	01	-
14	Computer Science	-	07	-
15	Commerce	-	04	-
16	Librarian	01	-	-
17	Tabla Instructor	-	01	-

2.4.2 **How does the institution cope with the growing demand /scarcity of qualified senior faculty to teach new programs/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**.

New subjects/Courses are introduced as per demand of students. Especially new staff is recruited to cope up the demands.

The staff is selected as per U.G.C/DPI/Punjabi University norms and through proper channel.

➢ 03- Regular staff members were appointed in June 2015- **Md Leena(Commerce), Mrs. Poonam(Commerce), Md Priya(Computer)**

➢ 05-Regular staff members were appointed in June 2014 – **Md Disha(English), Md Harjinder(Psy.), Md Anu(Hindi), Md Kanchan(Commerce), Md Rupali(Maths)**

➢ 02-Regular staff members were appointed in June 2013 – **Miss Karamjit Kaur(Pbi.), Md. Sonia(Eco.)**

➢ 02-Regular staff members were appointed in June 2012 – **Md Manpreet Kaur(Pbi.), Mrs. Karamjit Kaur(Pbi.)**

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

1. **Nomination to staff development programs**

Academic Staff Development Programs	Number of faculty nominated
Refresher Courses	Nil
HRD Programs	-
Orientation Programs	05

Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer/winter schools, workshops etc.	-

2. **Percentage of faculty**

➢ **Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies**

   Nil

➢ **Participated in external Workshops/Seminars/Conferences recognized by national/international professional bodies**

1. **Dr. (Mrs.) Meena Kumari, Principal**

Seminars, Conferences and Meetings attended

Sr. No.	Date	Venue	Programme
1.	17/03/2011	Punjabi University, Patiala	Attended Principals Conference
2.	27/06/2011 to 01/07/2011	Central University, Dharamshala	Attended Orientation Programme
3.	20,21 October 2011	KMV, Jalandhar	Attended ICCN-2011
4.	18/01/2012	GCW, Ludhiana	Attended as a Resource Person in UGC Seminar on Environment Degradation
5.	30/04/2012	Punjabi University, Patiala	Punjabi Conference
6.	30/04/2013	Punjabi University, Patiala	Punjabi Conference
7.	30/07/2013	Punjabi University, Patiala	South Asian Punjabi Conference
8.	03/12/2013	Punjabi University, Patiala	Workshop regarding C-Club
9.	04/01/2014	L.B.S.A. College, Barnala	To select women Cricket team as President of Selection Committee team.
10.	06/03/2014	Punjabi University, Patiala	Principals Conference

11.	17/04/2014	Nawab Sher Khan Institute, Malerkotla	As a Resource Person in Seminar
12.	02/07/2014	UGC, New Delhi	Attended interface Meeting regarding eleventh plan
13.	05/09/2014 & 06/09/2014	Punjabi University, Patiala	Sarb-Bharti Punjabi Conference
14.	30/10/2014 & 31/10/2014	KMV Jalandhar	Attended ICCN-14
15.	18/11/2014	Government Barijindra College, Faridkot	Selection Committee Meeting regarding Hockey (women)
16.	15/01/2015	Punjabi University, Patiala	Seminar by Honorable Deputy CM Sukhbir Singh Badal
17.	30/03/2015 & 31/03/2015	Punjabi University, Patiala	Seminar regarding Political Science

2. **Mrs. Sukhvinder Kaur**, Associate Prof. in English

Presentation:-

a. Grammar & Syntax in Government Education College, Malerkotla.
b. Role of Women in Sikhism in Khalsa College, Anandpur Sahib on Oct 10, 2015.

Seminars and Workshops attended

a. Computer Training from 22/12/1997 to 08/01/1997 (12 working days) at Punjabi University, Patiala.
b. Refresher Course from 04/07/2003 to 24/07/2003 at GNDU, Amritsar.
c. UGC Interface Meeting at Jaipur dated October 6, 2004.
d. UGC Interface Meeting at Jammu dated January 21, 2005.
e. Refresher Course from 14/07/2005 to 03/08/2005 at H.P. University, Shimla.
f. One day workshop regarding NAAC on October 27, 2005 at Punjabi University, Patiala
g. Attended CIS Info Services Training for Spoken English, New Delhi from 21/09/2005 to 25/09/2005.
h. National Seminar as Criminalization in Politics at GTB College, Dhakha dated 11/01/2005.
i. UGC Seminar on Status of Women in Changing Scenario on March 24, 2007 at KMRD Jain College for Women, Malerkotla.
j. Seminar on Human Rights on March, 2007 at LBS College, Barnala .
k. Attended IPRS awareness workshop on November 19, 2008 at Punjabi University, Patiala organized by NSS Department.

l. Attended Disaster Management Preparedness workshop (District Level Training Programme) on July 22-24, 2009 organized by Punjab State Council for Science & Technology (PSCST) Chandigarh & NSS Department, Punjabi University, Patiala.
m. National Conference on Literature of Small Culture: and Assertion of Difference at GSSDGS, Khalsa College, Patiala on March 26-27, 2010.
n. Escorted the group for National Adventure Camp at Hatkoti (Kherapather) from 24/05/2010 to 02/06/2010 organized by NSS, Government of India, Ministry of Youth Affairs, Sports.
o. Attended Youth Leadership Training Camp 01/12/2010 to 10/12/2010 at Taradevi by NSS Department.
p. Organized NSS camp at KMRD Jain College for Women, Malerkotla from 21/12/2010 to 27/12/2010.
q. Attended SAM from January 17, 2011 to January 21, 2011 at Punjabi University, Patiala.
r. Organized Blood Donation Camp at College on 10/03/2011 and donated one unit of blood also.
s. Attended National Seminar on March 19, 2011 at S.D. College, Barnala .
t. Escorted a group of NSS volunteers for National Adventure Camp at Manali (Mecloud Ganj) from 24/05/2011 to 02/06/2011.
u. Attended Sahit Goshti on November 07,2012 at Language Department, Patiala.

3. Dr. Baljeet Kaur, Associate Prof. in Sanskrit

Workshop & Seminars Attended

a. Desh Bhagat College, Bardwal on March 12, 2005.
b. Attended workshop in Punjabi University, Patiala from Jan 17 to 21, 2011 Capacity Building of women Manager in Higher Education.
c. UGC National Seminar on Right to Information: Problems prospects at S.D. College, Barnala as March 19, 2011.
d. UGC Sponsored Seminar in Department of Sanskrit in Punjabi University, Patiala on March 22-23, 2013.
e. Seminar on Adhunik Bhail ke Samsian and Vedic Samadhan at Punjabi University, Patiala on Nov 4-5, 2014
f. Computer Training at Punjabi University, Patiala 22/12/1997 to 08/01/1998.
g. Capacity Building of Women Manages 17/01/2011 to 20/01/2011 at Punjabi University, Patiala.

4. **Dr. Paramjeet Kaur, Assistant Prof. in History**

Paper Presented

a. Akbar's Din-a- Ilahi on March 2, 2016 at Guru Nanak Khalsa College, Yamuna Nagar.
b. Changing conditions at the time of partition in medieval India on March 4-6, 2016 at Punjabi University, Patiala.
c. Paper presented on Role & Condition of women in medieval India on Oct 2, 2016 at Babu Anant Ram Janta College, (Kaithal)

5. **Mrs. Harjinder Kaur, Assistant Prof. in Psychology**

a. Attended Orientation Course: - 8 April to 5 May 2015.
b. Presented paper in National Seminar on Women Empowerment.
    i. Date: - 17 July 2015.
    ii. TITLE: - Study of women general mental health issues in relation with job satisfaction.
    iii. UNIVERSITY:-Desh Bhagat University, Mandi Gobindgarh.

c. Presented Paper in National Seminar on Women Empowerment. Date: - 17 July 2015.
    i. TITLE:-The relationship between General Mental Health and Job Satisfaction in Nurses.

d. Presented paper in National Seminar on Mental Health Religion. Date:-7, 8 March, 2015.
    i. VENUE: - Govt. College, Malerkotla.
    ii. TITLE:-Mind and its Reacting Mechanisms.
    iii. Name of Journal: - Confluence of Knowledge.

6. **Mrs. Disha, Assistant Prof. in English**

Paper Presented

a. National Seminar on South & West Asian Literature and films narrative of modernity organized by Department of English, Punjabi University Patiala on Feb6-7, 2014
b. A paper titled ' Badal Sircar's Third Theatre: Return to the Theatre of Roots in two day National Conference organized by Mata Gujri College, Fatehgarh Sahib on March 30-31, 2015

7. Dr. Anu Gaur, Assistant Prof. in Hindi

Seminar:

a. Rashtriya Sangosthi 2011 Hindi Vibhag, Punjabi University, Patiala (topic of Research Paper "Istri Bimarsh ke Paschatya Prabhav Mein Hindi Katha Sahitya Mein Istari Savr")
b. Uttar Kashtriya Bhasha Kendra, Punjabi University, Hindi Pakhwara Kavya path 2006
c.   Delhi Sahitya Sammelan (topic of paper "Dr. Sudha Sharma Aur Unke Baal Ekaki   23 October 2011")
d. Participated in Rashtriya Kavi Sangam 3[rd]Rashtriya Adhiyveshan 26, 27 November 2011 at Mehroli, Delhi.
e. Participated in Rashtriya Kavi Sangam and Samman Samaroh organized by Kavya Sudha and Rashtriya Kavi sangam Chandigarh 11 September 2011
f. Participated in Anter Rashtria Kisan Parishad (topic of paper "Hindi Bhasha ke Pripeksha Mein Vaishvikaran Ka Savroop" 03 March 2012)
g. Participated in Kavya Goshti organized by Narayani Sahitya academy at New Delhi 2012
h. Uttarkashtriya Bhasha Kendra, Punjabi University Patiala, Alekh Ka Vishay, Hindi Bolne Mein Jhijhak Kyu (Hindi Divas 2012)

Workshop: -

a. Attending workshop sponsored by UGC and organized by D.A.V. College for Women, Ferozepur Cant. From November 15 to 19 2011 (topic of workshop is capacity building of women managers in higher education).

8. Mrs. Manpreet Kaur, Assistant Prof. in Punjabi

Conferences/Seminars Attended:

a. World Punjabi Sahit Conference on 16-17 Nov. 2011
b. International Suffi Conference Nov. 2-3,2011
c. 6th Sarb Bharti Punjabi Conference on April 30 & May 1,2013
d. World Punjabi Sahit Conference Punjabi Novel: Achievements & Possibilities Dec. 15-17 , 2014
e. 8th Sarb Bharti Punjabi Conference on April 30,May 1,2015
f. National Seminar on Life Skills Education on November 30,2015

Paper Presented:

a. Punjabi Sahit vich Jivan di Kushlta November 30,2015 in Desh Bhagat College of Education Bardwal,

b. Samkali Natak Vich Mard - Aurat Samband, Dec. 2015, Vishav Punjabi Sahit Conference in Punjabi University, Patiala.

9. Mrs. Karamjit Kaur, Assistant Prof. in Punjabi

Seminars Attended

a. Employability Skill Development (Workshop) 2011-12 in Akal College of Education for Women, Fatehgarh Cheema, Sangrur.

b. 7th Sarb Bharti Punjabi Conference on September 5-6, 2014 at Punjabi University, Patiala as Punjabi Virsa & Sabyachaar.

c. National Seminar as Punjabi Sahit de Natik & Samajik Srot on March15, 2015 Desh Bhagat College, Bardwal.

10. Miss Karamjit Kaur, Assistant Prof. in Punjabi

a. UGC Sponsored National Seminar on September 25, 2012 at Desh Bhagat College, Bardwal.

b. 7th Sarb Bharti Punjabi Conference on September 5-6, 2014 at Punjabi University, Patiala as Punjabi Virsa & Sbhyachaar.

c. Vishav Punjabi Sahit Conference on Punjabi Novel: Achievements & Possibilities Dec. 15-17, 2014 at Punjabi University , Patiala.

d. National Seminar as Punjabi Sahit de Natik te Smajik Sarokar on March 25, 2015

11. Miss Parul, Assistant Prof. in Commerce

Paper presented in National Inter Faith Conference on Women's Rights, Responsibility and Empowerment at S.G.T.B. Khalsa College, Anandpur Sahib on Oct 10, 2015.

➢ **Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies**

Md Disha, Md Harjinder & Mr. Sharma presented paper.

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

College provides every possible help to recharge teachers. Teachers attend GOC, seminars, refresher courses to upgrade and enhance their knowledge. Many teachers are pursuing research.

2.4.5 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 old students' alumni & feedback Performa are given to outgoing students. Their views are highly valued and examined by the alumni committee and discussed with the Principal. Where ever she finds need for improvement, she suggests to the concerned teacher in a very polite way.

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 process?

The college ensures that the students should be well aware of examination system. They are introduced to the examination process in Prospectus, then in the inaugural function, and teachers inform them about the process on the very first day, when they discuss their syllabus. Stakeholders are made well aware about the Examination 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?

The University puts factitious Roll numbers to the answer sheets. OMR sheets & signature sheets are also introduced to the students. Teachers are instructed to set and mark their papers as per university pattern.

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

The institution is very much conscious about the evaluation so that the students may score well in the finals. Class tests, verbal or written, and tutorials are integral part of this. Teachers write down their comments on the question paper to guide the students. The teachers

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guide the students to avoid mistakes and score well. Seminars, Assignments, Projects are given to the students for their improvement.

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

Twenty five percent marks have been assigned for internal assessment in all classes except B.A.III now. These marks are divided among seminar, Assignments, class test, class attendance & house test. Students are motivated to participate actively in these. So they are awarded good marks as per their above said performance.

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

There is a lot of progression among the students, from entry level to exit level. They grow confident and a lot of behavioral changes are found in them. They progress continuously in their studies. Such examples can be found in each & every course & class.

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

University certifies syllabus & examination pattern data etc. for the examination. College adheres to the university norms. Students are intimated about their examination dates, results etc. on the notice board as well as on college website. Even the students are advised to check university website too.

2.5.7. What are the mechanism for Redressal of grievances with reference to evaluation both at the college and University level?

College is always at the service of students. Students are well aware about OMR sheets, signature sheets, invigilation, flying squads and datasheets to be present in the examination hall in time. The House test is conducted purely on the basis of University pattern. Students are prepared for final exams in the house tests. Even the question papers are also set as per university pattern. If they have any grievance at university level, even then college is at their service e.g. If the question paper is out of syllabus or result is late, College takes all the responsibility for the students and does all the needful work for them.

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2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

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

Students and staff are made aware that there will be House tests, Class tests, seminars, Assignments, assessment, theory, practical. Each & every detail is told to the students in their introductory session. Even the teachers discuss the pattern of exams with the students before starting their syllabus. Question paper style is also discussed. Staff & students are made aware of learning outcomes of university through the website. College notifies it on notice board for students & it is circulated to the staff. Proper record is maintained in result registers. Even subject wise score is also notified. Concerned teachers check the marks of their students & motivate the students. Wherever they find the need of remedial classes, they arrange it.

Class tests are given to the students with marks and remarks, so that they may improve themselves. College highlights their achievements& Roll of Honor is given to the University position holder. Miss Liza was placed in university in BAIII She was awarded Roll of Honor. Here it is noteworthy that one student of MA Hindi Miss Rimsha has scored I position in University scoring 1222/1600 in 2014-15 and has won Gold Medal. In M.A. Punjabi. Miss Shabnam was placed in University merit list at 6th position in May 2014. Miss Shabnam and, Miss Harjot kaur have cleared UGC Net (Pbi) in Dec. 2014. It is their remarkable achievement. These students are specially honored by the institution. Our management feels honored by Honoring such students. Even worthy VC of Punjabi University presented Gold Medal to Miss Liza in our own college, when he was presiding over annual function.

There are so many students who have shown great transition and feel the change. Some of the experiences of students are attached with the news of their subject teacher as well as students.

Progress Report of Students in Home Science

Students of BA III class have undergone a great positive change during the last 2 years since they have joined BA I. They feel that their subject has developed keen sense of creativity and has taught them to be patient & hard working in order to achieve success & complete their work in time. Manpreet, Gurpreet, Priyanka, Sandeep, Zeba, and Gagandeep are the students who feel that their confidence level has improved a lot and their shyness and hesitation has been overcome to some extent. They have now become responsible & exhibit pleasant personality, Gagandeep is simple, humble, and laborious & has obtained highest marks in my subject. Ruksana who was very shy by nature has learnt to be cooperative and confident.

Among students of BA II year, 2 students Prinkjot and Fatima have a definite change in them. Prinkjot has become confident and regular in attending her classes. Fatima is very sincere & hardworking and is keen to learn more and more.

From: Ashima
(Asstt Prof in Home Science)

Progress Report of M.COM-I Sem.

I am class in charge of M.COM-I Sem. Students give me feedback regarding their college experiences. There are four new students. Named Ravneet kaur, Sanjana, Baljeet Kaur, Anu who have done B.Com. from Government College, Malerkotla. They told me that they had found a lot of difference between their educational, academic and regarding the behavior of teachers as well. They told me that all teachers in this college are supportive, intelligent and well qualified. The students gain a lot of guidance from our experiences. They found a lot of difference here regarding discipline. Teachers were not very sincere regarding their duties. Now they all feel satisfied here regarding our college. I have found that some students who studied in Punjabi medium, have now started dealing all subjects in English. All students are hardworking; intelligent and dedicated to their studies. I feel very proud of becoming their class teacher.

From: Poonam
(Asstt. Prof. in Commerce)

I am student in M.COM-I year in K.M.R.D Jain College, Malerkotla. I am very lucky to be the student of this college. There is proper discipline in the college and all the teachers are helpful for students. They teach us very well. This college conducts various activities from time to time like sports, related to environment, co-curricular activities and national level activities. The College participates in all the activities of national or international level. I am enjoying in this college. Day-by-Day many changes are occurring in this college for example academic and other changes. The college teachers are always ready to help the students. Teachers are well qualified and experienced. I am proud of my college. I love my college.

From: Sanjana
(M.Com. I)

I have done B.COM from Government College, Malerkotla. Now I am pursuing M.COM in this college. I am very lucky to join this college because study in this college is better than in Government College. I have felt a lot of difference between these two colleges. I have felt that in this college discipline is followed by both teachers and students. This college has a big Library which I like most important because there are a lot of books which help us and are

very useful for us in studies. There are very good and well educated teachers in this college and they are very friendly with their students for solving their problems related to studies and also some other matters. That is why I like this college very much because teachers here are very nice.

From: Anu lalwani
(M.Com. I)

I have done my B.COM from Government College, Malerkotla. Now I am pursuing M.COM in K.M.R.D Jain College. I have found a difference between these two colleges. In Government College no doubt teachers are well qualified and educated but in K.M.R.D College, Faculty members are not only well qualified but very good, intelligent and supportive. They teach us very well. They provide us extra useful knowledge and classes. Besides this a proper discipline is kept in this college. In K.M.R.D College various types of co-curricular activities are organized from time to time which help the students to show their talent. Besides this we can easily get books from the college library. Principal Madam is also very nice and supportive. We can share our problems with her and she always tries her best to solve our problems.

Overall K.M.R.D College is good and I like it.

From: Ravneet Sohi
(M.Com. I)

Prinkjot Sharma, am a student of B.A. 2nd year in K.M.R.D. Jain College for Women, Malerkotla. I joined this college last year in B.A. 1st Year and got a lot of knowledge here through teachers and students. I had attended very few classes during B.A. 1st year, but now I come to the college regularly. I am now taking keen interest in my studies. Through this regularity I got an inspiration that's why I attend my classes regularly and hope to get good marks in my next exams as compared to the previous one. I hope to bring credit to the institutions as well as my parents through my grand success in the next examination.

From:Prink Jot
(B.A. II)

Myself is Priyanaka Mankoo. I study in K.M.R.D. Jain College for Women. I have really achieved much knowledge from this college. I was a shy girl during school time and I felt hesitation in doing any work. I got very confused whenever I had to do any activity. But when I joined Youth Festival in this college, I learnt many new things. I really gained confidence which gave me true happiness. This has also proved very helpful in improving my personality. I also learnt a lot from add-on-course (Cosmetology). This course has brought a great change in my personality. For example in Home Science, I have learnt many new things as making

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Rangoli, Embroidery, Stitching etc. All these things have raised my confidence level. So, I shall always feel very obliged to this college.

From: Priyanka Mankoo
B.A. II

I had taken admission in M.A. Punjabi in 2012 in this college. I started my studies in M.A. In starting I felt burden but then I thought that I would work hard. My teachers cooperated with me a lot. They are very hardworking and intelligent teachers. Through their cooperation I have overcome all my problems regarding studies; I have got first position in 1st Semester. That was really a happy moment for me as well as for my teachers. That was my greatest achievement in this college. Here position holder students are rewarded at the time of prize distribution function. This function and reward is inspirational for the students. I also made a commitment that I would get the same rank for upcoming semesters. So I started my study with more hard work and enthusiasm. All teachers gave my examples to my classmates to look at the hard work. In next semester I maintained same position. In this way I fulfilled my dream to become a topper. Library has also played a great role in fulfilling my dream. Many books had been purchased by college which was related to our subjects. Many seminars were organized. I want to mention specially about seminar. Seminar related to criticism was also arranged through which we achieved a lot of knowledge regarding to our subject matters. Principal Madam is a very sincere and sensible person, who sorts out each and every problem of students with easy efforts.

On my teachers approval I have tried my luck in poetry writing and also wrote on various topics. My poetry got its fame through 'Ukati' Magazine which was co incidentally published first time during my M.A. course. In this magazine I gave poetry, a topic upon Islamic tradition, and on editing. This way I got an opportunity to become an editor which is really an honorable position for me. I really felt good to do work with Prof. Amarjeet Kaur.

Here, I would like to mention about my one more dream that I checked merit list for one year and when I found my name in merit list. I felt very happy. I told about my merit to my teachers and principal madam. They also became very happy. They appreciated me for getting merit position because I was the first student who got merit in M.A. (Pbi.) .

During M.A, I was honored by Bhasha Parishad.

My teachers also encouraged me for U.G.C. Net. They encouraged me by saying that I am an intelligent student and without taking any coaching I will qualify my NET. By God's grace and by teacher's prayers I really qualified my UGC Test 2014 in first attempt.

In the end, I want to say that I have got a lot from this college here I fulfilled my dreams. In this way I make my teachers, my college and parents proud. I am feeling very happy to inform you that now I am a Punjabi lecturer in the same college.

From: Shabnam
M.A. Punjabi 2014

Rimsha got 1st position in M.A. Hindi in Punjabi University Patiala and got merit certificate for this. She got 597/800 (74.60 %) marks. She also got 1st position in Hindi declamation which was held on Teacher's day on 5th September 2014. That competition was held in Government College, Malerkotla. She also got 1st rank in Declamation Contest Punjabi University Zonal Youth festival. That competition was held in Government College, Nabha.

From: Rimsha
M.A. (Hindi)

K.M.R.D. Jain College has a great importance in my life so I can't explain it in words. Without this college, my qualification wouldn't have been more than +2. Here, I have completed my B.A. and then M.A. (Eng.). No doubt, the staff members of this college are very worthy of praise. The teachers of this college are supportive as well as helpful. Even some teachers treat me as their own child. My teachers give us not only bookish knowledge but also practical knowledge about life which will always remain with me. So I have learnt a lot from this college. I think it more appropriate to say that this college is the best source for gaining all round knowledge.

I feel proud that I am a student of this college. For me, my college is not less than a temple where I prayed for acquiring the degree of post graduation and my prayer was granted as I was placed in first division in my post graduation.

From: Vishali
M.A. (Eng.)

I am Kavita Modi, an old student of M.A. English in this college. I have been very lucky to have such teachers who were always ready to co-operate with students. I started my M.A. English very late. At present I have two issues. This period has been a period of activities for me but somehow I have achieved my target due to the helping nature of my teachers. Md. Seema, Md. Sukhvinder and Prof. Sharma. My teachers adjustive and kind nature made me capable of achieving my goal I secured 65% marks in M.A. English. My teachers always helped me in solving my problems. Whenever I felt confusion, they were always prompt to provide me help. They always gave their books and notes for guidance. They also gave me a direction and help for solving my problems. Being a married lady, I have been sharing my problems with Md. Sukhvinder and Md. Seema. They always advised me like my well wishers. The words fall very short to thank them. So, In short I would like to say that I was a stone but there were my teachers who made me a Diamond.

Other facilities provided by the college like library, computers and clerical staff are very useful and worthy of praise. But one thing I would to like to mention here and that is about the shortage of books in the library. But I can say with the confidence that my college will overcome this difficulty. I feel proud being the student of this college.

From: Kavita Modi
M.A. (English)

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My overall experience of the college was excellent. Though previously I thought it has less opportunities but as I went through the courses I found them really beneficial. As I got to know various new facts and got confidence to explore my life in an effective way. Today I feel proud to be the part of institute as only because of it. I was able to achieve what I am today.

I have passed B.A. from this college and now I have done B.Ed. and M.A. English from campus of Punjabi University Patiala and got awarded as outstanding student of English department of Punjabi University Patiala and now a days I am serving as English teacher in Sita Grammar School, Malerkotla.

From: Sakshi Jain
B.A. 2011

B.COM-II

HARSHDEEP: - Initially she was mediocre but her performance pleased everyone and she grab 414 Marks out of 500. Score 82% in university exam.

> B.Com. I sem. 363/500   76%
>
> B.Com. II sem. 414/500   82%

MEGHA: - She was very weak in law subject .But she worked Hard and improved a lot that her performance can be seen in university exam.

> B.Com. I sem. 342/500   68%
>
> B.Com. II sem. 404/500   80.8%

KRITIKA:-She was sincere in class and she followed all the tips given in the class finally she scored better than the earlier one.

> B.Com. I sem. 347/500   69%
>
> B.Com. II sem. 397/500   79%

SASHNA- at last but not least she has already made her identity in the toppers list.

> B.Com. I sem. 337/500   67%
>
> B.Com. II sem. 380/500   76%

ANISHA-She is very good in studies as well as cultural activities. She got 3rd position in Zonal Youth Festival in Classical Dance.

<div align="right">

Parul
(Asstt. Prof. in Commerce)

</div>

B.Com III

IQRA–She is very obedient in class and always good in studies apart from studies. She has given her participation to conduct a stage for cultural function in college her academic record is given below

B.Com. I	-	74%
B.Com. II	-	79.3%

My conscience was not clear. Desire to acquire knowledge and to interact with people was rushing in me at the beginning being new in the country. I really did not know the prospective of people .How they are going to Evaluate or look upon me.
As the time pass by I started to open –up .Teacher have encouraged and motivated me to develop my abilities they appreciated me and eventually. I started to see progress in my confidence level & also in my report sheets.
Now I am able to express my Views & embrace my thought.

<div align="right">

IKRA PARVEEN

</div>

LOKASHA- She also has stated that she was not good in studies but she has improved a lot and also participating in cultural function as Guitar holder.
Her records

B.Com. I	-	69%
B.Com. II	-	71%

B.Com III

Loksha She has improved in practical subjects as in past she was not as good in practical subject as now.
Sunaina She was a shy student when she has taken admission in B.Com. I. But now she communicates with others.
Shivani She is a good student and disciplined now.
Shabnam She was not regular in classes previously but now she becomes regular in class.

Iqra She is a sincere girl and always works hard.
Shivani, Ruchika They are good students who work hard to achieve their goals in life.
Amanpreet She scored 82% marks and stood first in University. She is very hardworking and apart from her studies she is also preparing for competitive exams and banking exams.

Puja Jindal
(Asstt. Prof. in Commerce)

B.Com. II

Harshdeep Previously she was an average student but she stood first in university exams.
Preeti She was a shy student in B.Com. I but now she participates in all activities
Megha She is an art student converted to commerce group. She was very weak in studies due to new subjects but now she has improved a lot.
Kritika Jain She was not a good communicator previously but now she can communicate with others fluently.
ManishaShe was a shy student but now she participates in all activities.
Neetika, Shasna,Navdha, Manisha, Ridhi They all are sincere students works hard to get good marks and learn new things.

Puja Jindal
(Asstt. Prof. in Commerce)

DRASTIC IMPROVEMENT IN STUDENTS

English Literature

	2010-11	2011-12
Name of student	Marks in B.A.II	Marks in B.A.III
Navjot Kaur	63	75
Neha Jain	86	94
Mehrunisha	42	86
Vishakha	107	120
Tanvir Kaur	74	85
Shamaila Yaseen	70	88

Kousia	103	120
Fatima Waris	97	127

	2011-12	**2012-13**
Name of student	**Marks in B.A.II**	**Marks in B.A.III**
Sandeep Kaur	70	88
Poonam Gupta	70	76
ZainabWaris	97	106
ShamaParveen	70	89
Rukshana	87	111

	2012-13	**2013-14**
Name of student	**Marks in B.A.II**	**Marks in B.A.III**
Deepika	135	156
Priya	94	125
PayalTaneja	105	128
Nida Sayed	87	103
ShadabTahir	110	118
Satinder Kaur	113	147
Shehreen	119	130

	2012-13	2013-14
Name of student	Marks in Ist year M.A.Eng.	Marks in IInd year M.A. Eng.
Neha Jain	435/800	460/800
Sandeep Kaur	389/800	411/800
Kaveri Goyal	453/800	474/800
Naturepreet	462/800	512/800

M.A.(English) 2014-15

Name of student	Dec. 2014 (Sem III)	May 2015(Sem IV)
Kalsoom	208/400	229/400
SabahatRana	226/400	250/400
Sana	231/400	255/400
Sumaiya	216/400	238/400
KavitaSingla	241/400	256/400

	Dec 2014 Grades	May 2015 Grades
Name of student	Marks in M.A.Eng (Sem I)	Marks in Sem II
Harleen	5.25	6.25
Gagandeep Kaur	6	7.00
Mandeep Kaur	5.75	7.00

Name		
PayalTaneja	5.75	6.25
Tasbiha	5.75	6.25
Rimsha Parveen	6.00	6.25
Harveer Kaur	5.25	6.25
Aqsa	6.50	7.00
Kulvir Kaur	5.50	5.75
Sonal Sharma	5.75	6.25

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/program? Provide an analysis of the student's results/achievements (Program/Course wise for last four years) and explain the differences if any and patterns of achievements across the programs/courses offered.

M.A. English I Year

	2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	12	12	15	15	15	15
Passed	12	12	15	15	14	15
Failed	-	-	-	-	01	-
Left	-	-	-	-	-	-
I Division	01	01	03	04	03	09
Pass Percentage	100	100	100	100	93.33	100

M.A. English II Year

	2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	13	13	17	17
Passed	13	13	17	17
Failed	-	-	-	-
Left	-	-	-	-
I Division	02	02	03	04
Pass Percentage	100	100	100	100

M.A. Hindi I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	I Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	08	08	16	16	13	13	08	08
Passed	08	08	16	16	13	13	08	08
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	05	05	06	10	05	06	01	07
Pass Percentage	100	100	100	100	100	100	100	100

M.A. Hindi II Year

	2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	08	08	13	13	13	13
Passed	08	08	13	13	13	13
Failed	-	-	-	-	-	-
Left	-	-	-	-	-	-
I Division	04	03	06	06	04	04
Pass Percentage	100	100	100	100	100	100

➤ **Miss Rimsha got I rank in Punjabi University, Patiala Merit List**

M.A. Punjabi I Year

	2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	15	14	08	08	15	15
Passed	15	14	08	08	15	15
Failed	-	-	-	-	-	-
Left	-	01	-	-	-	-
I Division	09	05	-	02	09	05
Pass Percentage	100	100	100	100	100	100

M.A. Punjabi II Year

	2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	09	08	09	09
Passed	09	08	09	09
Failed	-	-	-	-
Left	-	01	-	-
I Division	04	04	03	05
Pass Percentage	100	100	100	100

➢ **Miss Shabnam got VI position in Punjabi University, Patiala Merit List. She cleared her NET in first attempt.**

M.Sc. (IT) I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	01	02	03	03	12	12	24	24
Passed	01	02	03	03	12	12	24	24
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	00	02	03	03	08	10	09	07
Pass Percentage	100	100	100	100	100	100	100	100

The shining stars of M.Sc. (IT) I Year in 2014-15

- ➢ Amandeep Kaur secured 85.3 % marks and University Merit Scholarship
- ➢ Amandeep Kaur secured 83.3 % marks
- ➢ Gurpreet Kaur secured 83 % marks
- ➢ Chakshu Goyal secured 82.5 % marks
- ➢ Simarjit Kaur secured 81.5 % marks

M.Sc. (IT) II Year

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	10	10	02	02	03	03	12	12
Passed	10	10	02	02	03	03	12	12
Failed	-	-	-	-	-	-	-	-
Left	-	-	-		-	-	-	-
I Division	08	08	02	02	03	03	10	06
Pass Percentage	100	100	100	100	100	100	100	100

M.Sc. (IT) Lateral Entry

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	20	20	15	15	08	08	03	03
Passed	20	20	15	15	08	08	03	03
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	
I Division	19	16	13	12	07	07	01	01
Pass Percentage	100	100	100	100	100	100	100	100

PGDCA

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	17	16	11	11	15	13	20	18
Passed	17	16	11	11	15	13	19	18
Failed	-	-	-	-	-	-	01	-
Left	-	01	-	-	-	02	-	02
I Division	08	09	08	07	07	07	11	07
Pass Percentage	100	100	100	100	100	100	95	100

BCA I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	40	40	21	21	14	14	10	10
Passed	40	40	21	21	14	14	10	10
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	07	12	14	09	05	07	07	07
Pass Percentage	100	100	100	100	100	100	10	100

BCA II Year

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	35	35	39	38	23	23	14	14
Passed	35	35	39	38	23	23	14	14
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	01	-	-	-	-
I Division	03	08	15	09	14	12	09	09
Pass Percentage	100	100	100	100	100	100	100	100

BCA III Year

	2011-12	2012-13		2013-14		2014-15	
	Annual	**V Sem.**	**VI Sem.**	**V Sem.**	**VI Sem.**	**V Sem.**	**VI Sem.**
No. of students appeared	28	33	33	38	38	23	23
Passed	28	33	33	38	38	23	23
Failed	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-
I Division	17	07	13	11	10	14	14
Pass Percentage	100	100	100	100	100	100	100

B.Com I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	**II Sem.**	**I Sem.**	**II Sem.**	**I Sem.**	**II Sem.**	**I Sem.**	**II Sem.**
No. of students appeared	32	30	23	23	36	36	42	39
Passed	32	30	23	23	36	36	42	39
Failed	-	-	-	-	-	-	-	-
Left	-	02	-	-	-	-	-	03
I Division	13	18	09	15	23	24	27	32
Pass Percentage	100	100	100	100	100	100	95	100

B.Com II Year

	2011-12	2012-13		2013-14		2014-15	
	Annual	**III Sem.**	**IV Sem.**	**III Sem.**	**IV Sem.**	**III Sem.**	**IV Sem.**
No. of students appeared	13	32	32	24	23	35	35
Passed	11	32	32	24	23	35	35
Failed	02	-	-	-	-	-	-
Left	-	-	-	-	01	-	-
I Division	01	18	19	16	13	21	22
Pass Percentage	84.6	100	100	100	100	100	100

B.Com III Year

	2012-13	2013-14		2014-15	
	Annual	**V Sem.**	**VI Sem.**	**V Sem.**	**VI Sem.**
No. of students appeared	09	32	32	23	23
Passed	09	32	32	23	23
Failed	-	-	-	-	-
Left	-	-	-	-	-
I Division	03	23	26	16	15
Pass Percentage	100	100	100	100	100

- **Miss Amanpreet Kaur of B.Com. II Year secured 84.59 % in 2014-15 and secured first rank in Punjabi University, Patiala Merit List**

B.A.I Year

	2011-12	2012-13	2013-14	2014-15	
	Annual	Annual	Annual	I Sem.	II Sem.
No. of students appeared	109	112	156	103	100
Passed	90	95	144	103	92
Failed	19	17	12	-	08
Left	-	-	-	-	-
I Division	18	19	31	44	33
Pass Percentage	82.57	84.82	92.31	100	92

B.A. II Year

	2011-12	2012-13	2013-14	2014-15
	Annual	Annual	Annual	Annual
No. of students appeared	118	91	91	144
Passed	114	91	89	139
Failed	04	-	02	04
Left	-	-	-	-
I Division	22	19	12	26
Pass Percentage	96.6	100	97.8	97.2

B.A. III (Annual)

	2011-12	2012-13	2013-14	2014-15
	Annual	Annual	Annual	Annual
No. of students appeared	90	111	88	85
Passed	89	105	85	83
Failed	01	06	03	02
Left	-	-	-	-
I Division	34	28	23	24
Pass Percentage	98.9	94.6	96.6	97.65

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

Learning outcomes are clearly stated while the staff goes to classes and instructs every detail as per university norms. They discuss these things with students in detail. They make it clear that class tests, attendance, seminars, assessments, house tests these are the yardsticks for their learning outcomes. Teachers are at the service of students.

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

Add on courses are introduced for the academic independence of the students e.g. Cosmetology, Fashion Designing, Spoken English for Communication Skills, Early Childhood Care and Education, Interior Decoration and Data Care Management. Even this year our M.A. Punjabi student Miss Harjot Kaur who cleared U.G.C NET is placed in S.G.T.B College as Assistant Professor. Miss Bhawna M.A. Hindi is working in a college. Miss Neha Jain, M.A. Eng. is working as Assistant Prof. in Vidya Sagar College, Dhuri. Miss Poonam Singla is working as Assistant Prof. in Education in Modern College of Education,

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ShergarhCheema. Mrs. Kavita, MA English is working in this college. Students are motivated for research. But no research work is done in the college as we are having only PG classes.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Analyzing the results, intelligent students are motivated for further improvement & weak students are given remedial classes.

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

Higher level cognitive abilities are included to monitor the achievement of learning outcomes and overcome barrier of learning teams. College makes sure that the analytical and application types of questions are included in the question papers. Monitoring is done through student's feedback, PTA & old students Association. This is done every year. Student centric teaching learning methods ensure the achievements of learning outcomes. When students are found unable to meet the requirement of academic curriculum, remedial coaching is arranged. Students are helped in academic advising & writing improvements tests are arranged for them.

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

Teachers & institution uses assessment as well as they keep in touch with other progressive institutions within or outside the city to introduce innovative methods in teaching learning and evaluation. Periodic review is done of the existing teaching, learning &evaluation through an introspection and critical assessment.

CRITERIA III: RESEARCH, CONSULTANCIES AND EXTENSIONS

3.1   PROMOTION OF RESEARCH

3.1.1   Does the institution have recognized research centre/ of the affiliating university or any other agency /organization? 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 implementations and their impact. What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects? Autonomy to the principal investigator
  - ➢ **Timely availability or release of resources**
  - ➢ **Adequate infrastructure and human resources**
  - ➢ **Time off, reduced teaching load, special leave etc. to teachers.**
  - ➢ **Support in terms of technology and information needs.**
  - ➢ **Facilitate timely auditing and submission of utilization certificates to the funding authorities.**
  - ➢ **Any other**

Ours is a developing college. It is situated in a backward area of Sangrur district. It is populated by girls. But with the services of the college, girls have got opportunity to study. Now the pass outs of this college have become mothers and they came with the suggestion of higher education because still parents don't allow girls to send out of Malerkotla. That is why the institution has started P. G. classes in all streams. It started PGDCA in 2006, M.Sc. (I.T.) in 2009, M.A. (Hindi) in 2011, M.A. (English) in 2012, M.A. (Punjabi) in 2012, and M.Com in July 2015.

Time will come when there will be a research center for students and teachers. But it is good for the institution that the staff is pursuing research work. Mrs. Disha (English), Mrs. Manpreet Kaur (Punjabi), Mrs. Harjinder Kaur (Psychology) are pursuing their PhDs.
  - ➢ Time is not far away when many new teachers will go for their Ph.D. New projects will be taken by teachers. A research center will be established in the future.
  - ➢ Duty leave is sanctioned to faculty members for presenting research papers and to attend the conferences/ workshops. This duty leave encourages the faculty to participate in research projects.
  - ➢ Mrs. Manpreet, Mrs. Disha, Mrs. Harjinder Kaur, Mrs. Karmjit Kaur, Mrs. Jasveer Kaur, attended their GOC in 2014-15 mentioned as under :
      1. Mrs. Manpreet Kaur (Astt. Prof. in Punjabi)   09 June 2014 to 05 July 2014
      2. Mrs. Harjinder Kaur (Astt.Prof. in Psy.)   08 April 2015 to 05 May 2015
      3. Mrs. Disha (Astt. Prof. in English)   12 May 2015 to 08 June 2015
      4. Mrs. Karmjit Kaur (Astt. Prof. in Punjabi)   15 June 2015 to 11 July 2015
      5. Mrs. Jasveer Kaur (Astt. Prof. in Comp Sci)   15 June 2015 to 11 July 2015

1. **Dr. (Mrs.) Meena Kumari, Principal**

Seminars, Conferences and Meetings attended

Sr. No.	Date	Venue	Programme
1.	17/03/2011	Punjabi University, Patiala	Attended Principals' Conference
2.	27/06/2011 to 01/07/2011	Central University, Dharamshala	Attended Orientation Programme
3.	20,21 October 2011	KMV, Jalandhar	Attended ICCN-2011
4.	18/01/2012	GCW, Ludhiana	Attended as a Resource Person in UGC Seminar on Environment Degradation
5.	30/04/2012	Punjabi University, Patiala	Punjabi Conference
6.	30/04/2013	Punjabi University, Patiala	Punjabi Conference
7.	30/07/2013	Punjabi University, Patiala	South Asian Punjabi Conference
8.	03/12/2013	Punjabi University, Patiala	Workshop regarding C-Club
9.	04/01/2014	L.B.S.A. College, Barnala	To select women Cricket team as President of Selection
10.	06/03/2014	Punjabi University, Patiala	Principals' Conference
11.	17/04/2014	Nawab Sher Khan Institute, Malerkotla	As a Resource Person in Seminar
12.	02/07/2014	UGC, New Delhi	Attended interface Meeting regarding eleventh plan
13.	05/09/2014 & 06/09/2014	Punjabi University, Patiala	Sarb-Bharti Punjabi Conference
14.	30/10/2014 & 31/10/2014	KMV Jalandhar	Attended ICCN-14
15.	18/11/2014	Government Barijindra College, Faridkot	Selection Committee Meeting regarding Hockey (women)
16.	15/01/2015	Punjabi University, Patiala	Seminar by Honorable Deputy CM Sukhbir Singh Badal
17.	30/03/2015 & 31/03/2015	Punjabi University, Patiala	Seminar regarding Political Science

2. **Nirmal Kaur, Associate Prof. in Punjabi**

Published work – In Punjabi Duniya by Language Department Patiala

a.   Punjabi Bhasha De Miarikaran Dia Samsayava
b.   Markasvadi Aalochna ate Roop Chetna
c.   Bhashai Faltoo Ansh

3. **Mrs. Sukhvinder Kaur, Associate Prof. in English**

Published Work - In Jan Sahit by Language Department Patiala

a.   Ladki Da Ghar Kehra?
b.   Pehla sassan Nooha Mangdiya

Presentation:-

a.   Grammar & Syntax in Government Education College, Malerkotla.
b.   Role of Women in Sikhism in Khalsa College, Anandpur Sahib on Oct 10, 2015.

Seminars and Workshops attended

a.   Computer Training from 22/12/1997 to 08/01/1997 (12 working days) at Punjabi University, Patiala.
b.   Refresher Course from 04/07/2003 to 24/07/2003 at GNDU, Amritsar.
c.   UGC Interface Meeting at Jaipur dated October 6, 2004.
d.   UGC Interface Meeting at Jammu dated January 21, 2005.
e.   Refresher Course from 14/07/2005 to 03/08/2005 at H.P. University, Shimla.
f.   One day workshop regarding NAAC on October 27, 2005 at Punjabi University, Patiala
g.   Attended CIS Info Services Training for Spoken English, New Delhi from 21/09/2005 to 25/09/2005.
h.   National Seminar as Criminalization in Politics at GTB College, Dhakha dated 11/01/2005.
i.   UGC Seminar on Status of Women in Changing Scenario on March 24, 2007 at KMRD Jain College for Women, Malerkotla.
j.   Seminar on Human Rights on March, 2007 at LBS College, Barnala .
k.   Attended IPRS awareness workshop on November 19, 2008 at Punjabi University, Patiala organized by NSS Department.
l.   Attended Disaster Management Preparedness workshop (District Level Training Programme) on July 22-24, 2009 organized by Punjab State Council for Science & Technology (PSCST) Chandigarh & NSS Department, Punjabi University, Patiala.

m. National Conference on Literature of Small Culture: and Assertion of Difference at GSSDGS, Khalsa College, Patiala on March 26-27, 2010.

n. Escorted the group for National Adventure Camp at Hatkoti (Kherapather) from 24/05/2010 to 02/06/2010 organized by NSS, Government of India, Ministry of Youth Affairs, Sports.

o. Attended Youth Leadership Training Camp 01/12/2010 to 10/12/2010 at Taradevi by NSS Department.

p. Organized NSS camp at KMRD Jain College for Women, Malerkotla from 21/12/2010 to 27/12/2010.

q. Attended SAM from January 17, 2011 to January 21, 2011 at Punjabi University, Patiala.

r. Organized Blood Donation Camp at College on 10/03/2011 and donated one unit of blood also.

s. Attended National Seminar on March 19, 2011 at S.D. College, Barnala .

t. Escorted a group of NSS volunteers for National Adventure Camp at Manali (Mecloud Ganj) from 24/05/2011 to 02/06/2011.

u. Attended Sahit Goshti on November 07,2012 at Language Department, Patiala.

Honors

a. Received Letter of Appreciation from Director Youth Services dated 13/12/2010.

b. Received Award of Honor from NSS Department Punjabi University, Patiala for Best Programme Officer.

c. Received Award of Honor from Bharat Vikas Parishad, Malerkotla an International NGO on September 24, 2011 for Best Teacher.

4. Dr. Amarjit Kaur, Associate Prof. in Punjabi

Published works

a. Partham Udan (RS Hindi Anthology) 1982.

b. Apni Apni Chan Vich Baithi Jindi (Punjabi Anthology) 1985

c. Ret De Ghar (Ghazals) 1988

d. Prose, prosody and literary genres.

e. New Boundaries in Punjabi prose-(criticism 1990)

Some poems were published by Haryana Sahit Academy

Name of Books:

a. Rohi De Rukh   1986
b. Karma De Sur   1989
c. Kasturi Di Mehak 1994
d. Gurmail Madahar Asi Hare Nahi   - a Social Political Critique (1990)
e. Punjabi Sahit Shiromani : an article in
f. Nari Chetna published by Language Department, Patiala in 2000.
g. A book on Bhai Veer Singh was got written by Language Department, Patiala

Different critical articles in Punjabi Duniya and Magazines by Language Department, Patiala.

a. Pakistan Di Punjabi Kahani da Vivechanatmak Adhyan Jan 1990
b. Anand Sahib Da Sankalp Ate RachnaVidhi Nov 1990
c. Bakeh Meh (Raj Tukhari) Di Rehasvadi Kalayugat May 1993.
d. Vidashi Punjabi Galap De Pehchan Chinah Di Vilakhanta 4 June 2001
e. Punjabi Ghazal Vich Bhai Veer Singh Da Yogdan : Adhyatamak Khue Di Rehasvadi Ghazal Nov 2004

Radio activities:

Participated in Rohtak, Pehili and Jalandhar Radio Station, Recited Poems, Anhed Bani te Varta Da Parsaran Ucharan.

5. Dr. Baljeet Kaur, Associate Prof. in Sanskrit

Workshop & Seminars Attended

a. Desh Bhagat College, Bardwal on March 12, 2005.
b. Attended workshop in Punjabi University, Patiala from Jan 17 to 21, 2011 Capacity Building of women Manager in Higher Education.
c. UGC National Seminar on Right to Information: Problems prospects at S.D. College, Barnala as March 19, 2011.
d. UGC Sponsored Seminar in Department of Sanskrit in Punjabi University, Patiala on March 22-23, 2013.
e. Seminar on Adhunik Bhail ke Samsian and Vedic Samadhan at Punjabi University, Patiala on Nov 4-5, 2014

Published Work

Article on Sankhya Darshan Me Dukh Trai and Moksh in Kalyan Patrika in 2012.

Books

a. Agni Purna.
b. Acharya Bhart Parvarti Matysastri : Critical appreciation.

Member of Board of Undergraduate Studies in Sanskrit, Punjabi University, Patiala for last 12 Years.

Workshops

a. Computer Training at Punjabi University, Patiala 22/12/1997 to 08/01/1998.
b. Capacity Building of Women Manages 17/01/2011 to 20/01/2011 at Punjabi University, Patiala.

6. **Dr. Paramjeet Kaur, Assistant Prof. in History**

a. She started her Ph.D. in Nov 2011 and completed it on May 2015 on the topic **The Study of Natural Calamities happened during Mughal Empire from 1550 to 1750 A.D.**
b. She presented a paper entitled "Multitalented Regional Trade Agreements: Indian Perspective" at International Seminar organized by Department of Economics, K.U.K. in March 4, 5, 2011.

Publications :

a. International Journal Gnited Minds
   ➢ Oct 2013 – Mughal Samrajya and Prakritik Aapdhyan.
   ➢ April 2014—Mughal Kal Ki Samajik Stithi Prakritik Aapdhyan Ke Prabhav.

SANSKAR CHETNA INTERNATIONAL RESEARCH JOURNAL:-

a. June 2014- Gandhi ka Ahinsa Sidhant: Ek vivechan ISSN 2347- 4041.
b. Sep-2014- Bharat Mahila Shakti Kran Samasya Aur Samadhan ISSN 2347- 4041.

International Journal of Informative & Futuristic Research.

a. June 2014 - Bharat Me Bhrashtachar Par Neyantran Ke Prkareyagatopayo Ka Adhyayan ISSN 2347-1697.

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b. August 2014 - Mahatma Phule: Samajik Kranti ke AgrdhutISSN 2347-1697.
c. 1 Sept 2014 - Pracheen Kal Mein 'Istri Dhan' ISSN 2347-1697.
d. Sept- Swami Vivekanand Ke Anusar Shiksha Ke Udeshya ISSN 2347-1697.
e. January 2015- Mugul kalin Arthik Jivan ISSN 2347-1697.
f. Ph.D. Topic – Mugul Samrajya Mein Ghatit Prakritik Pdao Ka Adhyan (2550-1750 AD) Ke Sandhrab Mein

Paper Presented

a. Akbar's Din-a- Ilahi on March 2, 2016 at Guru Nanak Khalsa College, Yamuna Nagar.
b. Changing conditions at the time of partition in medieval India on March 4-6, 2016 at Punjabi University, Patiala.
c. Paper presented on Role & Condition of women in medieval India on Oct 2, 2016 at Babu Anant Ram Janta College, (Kaithal)

7. Mrs. Harjinder Kaur, Assistant Prof. in Psychology

a. Attended Orientation Course: - 8 April to 5 May 2015.
b. Presented paper in National Seminar on Women Empowerment.
  i. Date: - 17 July 2015.
  ii. TITLE: - Study of women general mental health issues in relation with job satisfaction.
  iii. UNIVERSITY:-Desh Bhagat University, Mandi Gobindgarh.

c. Presented Paper in National Seminar on Women Empowerment. Date: - 17 July 2015.
  i. TITLE:-The relationship between General Mental Health and Job Satisfaction in Nurses.

d. Presented paper in National Seminar on Mental Health Religion. Date:-7, 8 March, 2015.
  i. VENUE: - Govt. College, Malerkotla.
  ii. TITLE:-Mind and its Reacting Mechanisms.
  iii. Name of Journal: - Confluence of Knowledge.

Published Work

a. Mind and Reacting Mechanism of Human System in Online Version of Journal Confluence of knowledge (An International Multidis Reffered Journal) ISSM : 2320-5237, Jan-March Issm, 2014 and Print version ISSM 2348-91889, Jan-March 2014
b. Under Press – Globalization – Impact of globalization on Mental Health

8. <u>Mrs. Disha</u>, Assistant Prof. in English

<u>Paper Presented</u>

a. National Seminar on South & West Asian Literature and films narrative of modernity organized by Department of English, Punjabi University Patiala on Feb6-7, 2014
b. A paper titled ' Badal Sircar's Third Theatre: Return to the Theatre of Roots in two day National Conference organized by Mata Gujri College, Fatehgarh Sahib on March 30-31, 2015

<u>Published Work</u>

a. Article titled 'Demythesising Reinterprelahe of Myth in Swaraj Krishna in Pragati's English Journal Vol. 14, No 1, June 2014. Page No. 57 to 62.
b. Article Titled Swaraj Bir Da Mukhti Badal: Astik Da Aagni Kund in a book titled Swaraj Bir De Naal Jugal, Edt. By Dr. Harjodh Singh ISBN 978-93-5112-188-6

9. <u>Dr. Anu Gaur</u>, Assistant Prof. in Hindi

<u>Book Published</u>: -

Yatra Tatr Sarvtr (approved by Bhasha Vibhag Punjab, Patiala) 2012   (ISBN- 978-93-81692-04-02).

<u>Chapters in Books- Poetry:</u>

a. Manjil Ki Aur (Edit 3 Poems) Sangam Prakashan Samana 2012(ISBN-978-93-82246-43-5)
b. Apna Apna Akash (Edit 3 Poem Books Pvt. Ltd Chandigarh 2012.(ISBN-978-93-82246-43-5).
c. Antarbhav, Sangam Publications, Samana, (ISBN 978-93-82804-91-8)
d. Rahon ke Anveshi (Edit 5 Poems) 21st Century Prakashan Patiala 2008.
e. Mandakani (Edit 5 Poems) Ganga Sanstha Jalgaon, 2012.

<u>Research papers published in books:-</u>

a. Sujan Singh Dian Khanian Vich Vyanga, Khoj Patrika, Punjabi University, Patiala September 2006. (ISBN 81-302-0235-7)
b. Sahitya Di Shakshat VidhaVyangya, Punjabi Duniya, Bhasha Vibhag, Sep 2007

c. Kranti De Mahanayak Shaheed-e-Azam Bhagat Singh, Jan Sahitya Bhasha Vibhag, Punjab, Sep 2008.

d. Vyangkar Sharad Joshi Ate Harishankar Parsai De Vicharak Dharatal, Jago International, Patiala June 2008.

e. Kranti Da Mahanayak Shaheed-e-Azam Bhagat Singh, Sumandron Par, Patiala, June 2008.

f. Kulwant Singh Virk Dian Khanian :KrunaVichon Upjya Vyanga, Punjabi Duniya, Bhasha Vibhag, Punjab, Feb-Mar, 2008.

g. Parsai De Vyanga Vich SarvharaVarg Da Chitran, Jan Sahit Bhasha Vibhag, Punjab, July 2009.

h. Pashchatya Prepekshya Mein Hindi Katha Sahitya ka Istri-saver, (Samkalin Hindi Sahitya ke Charchit Vimarsh) Edited by Dr. Sukhwinder Kaur Bath, Hindi Department , Publication Beauro, Punjabi University,Patiala-2012.(ISBN:978-81-302-0136-8)

i. Gill Morawali De Dohian Vich Samaj, Book- Navian Paida Di Talash Da Kavi, Gill Morawali di Pustak "Shree De Sandharv Vich, Trilochan Publication, Chandigarh-2012. (ISBN: 978-81-7914-567-8).

j. Ik Manovigiyanik Drishtikaun, Manvi Chetna, Harsimran Kaur De Kahani Sang Rah "Risdi Akh" de par sangVich Trilochan Publisher, Chandigarh-2012. (ISBN:978-81-7914-606-4).

k. Manvi Kamzorian Prati Sevedenshilta, Adhura Supna, Manvi JagatDa Yatharth, Dr.Janak Singh, Trilochan Publisher, Chandigarh-2013(ISBN: 978-81-7914-606-4)

Honoured by:-

a. Rashtra Bhasha Parishad 1995, Nabha Punjab

b. Kavya Kalash 2009 (Ahindi Bhasha Hindi Sang, New Delhi)

c. Pratibha Chayan 2009 (Hindi Bhasha Samelan Patiala, Punjab)

d. Hindi Garima –Samman (Manav Bharti Shiksha Samiti Hariyana2010).

e. Sanman Patr by International Kissan Parishad India, New Delhi 2012.

f. Sanman Patr by Narayani Sahitya Academy, New Delhi 2012.

g. Sanman Patr by Narayani Sahitya Academy, New Delhi 2013.

h. Asht Kshatriya Gaurav Puraskar Himakshra Rashtriya Sahitya Parishad, Rashtriya Adhiveshan Vardha, Maharashtra –2013.

i. Hindi Sirjan Samman, Abhivyakti Sahitya kanstha, Balagath, Madhya Pardesh—2013.

j. Saraswat Samman by Hindi Bhasha Sammelan (regd.) Patiala, Punjab and Abhivyakti Sahityak Sanstha Balagath, Madhya Pradesh, July 2012

k. Sahityakar Samman Abhivyakti Sahityak Sanstha, Balaghath, Madhya Pradesh, 2012

l. Samman by Mandakani Hindi Sahitya Ganga Sansthan Jalgaon 2012.

m. Sahitya Sirjan Samman, Rashtriya Bhasha Sammelan, Patiala, Punjab, September 2013

n. Ganga Goumukh Sahitya Gaurav, Hindi Sahitya, Ganga Sansthan, Jalgaon, Nanded, Maharshtra 2012
o. Hindi Bhasha Sammelan Patiala-Sverachit Kavita path-Pratham Puraskar 2009
p. Northern Region Linguistic Center, Punjabi University, Patiala 2012
q. Kshatriya Yuvamela - Kavya Lekhan – Pratham Puruskar 6 march 2010
r. Antar Kshatriya Yuva Mela – Kavya Lekhan – Pratham Puruskar 17 March 2010
s. Kavya Sangreh "Yatra Tatra Sarvatra "Hetuprashashti Patra – Guganram Educational Social Welfare Society, Bohal – 29 September 2013.
t. Shishika Samman, Vashisht Hindi Adhyapan, Hindi Bhasha Sammelan Patiala September 2013.

Seminar:

a. Rashtriya Sangosthi 2011 Hindi Vibhag, Punjabi University, Patiala (topic of Research Paper "Istri Bimarsh ke Paschatya Prabhav Mein Hindi Katha Sahitya Mein Istari Savr")
b. Uttar Kashtriya Bhasha Kendra, Punjabi University, Hindi Pakhwara Kavya path 2006
c. Delhi Sahitya Sammelan (topic of paper "Dr. Sudha Sharma Aur Unke Baal Ekaki   23 October 2011")
d. Participated in Rashtriya Kavi Sangam 3rd Rashtriya Adhiyveshan 26, 27 November 2011 at Mehroli, Delhi.
e. Participated in Rashtriya Kavi Sangam and Samman Samaroh organized by Kavya Sudha and Rashtriya Kavi sangam Chandigarh 11 September 2011
f. Participated in Anter Rashtria Kisan Parishad (topic of paper "Hindi Bhasha ke Pripeksha Mein Vaishvikaran Ka Savroop" 03 March 2012)
g. Participated in Kavya Goshti organized by Narayani Sahitya academy at New Delhi 2012
h. Uttarkashtriya Bhasha Kendra, Punjabi University Patiala, Alekh Ka Vishay, Hindi Bolne Mein Jhijhak Kyu (Hindi Divas 2012)

Judgment:

a. Judgement of Essay competition on Hindi Day at Northern Regional Linguistic Center, Punjabi University, Patiala September 2013.
b. Malwa Sahitya Kala Munch Ki Aur Se Ayojit D.A.V. Public School ke Pratiyogiyon ka Nirnay 2011.

Awarded as a Secretary of Punjab Naryani Sahitya Academy, Delhi

As editor:

a. Lily magazine, Government Ripudaman College, Nabha, Punjab 2002.
b. Dariyanvan De Taru, Punjabi University, Patiala 2003 – 2004

Participation:

a. I have participated in Debate Competition in School, College and University.

Radio and Television:

a. I have also participated in Kavi Samelan of Radio and Television.

Workshop: -

a. Attending workshop sponsored by UGC and organized by D.A.V. College for Women, Ferozepur Cant. From November 15 to 19 2011 (topic of workshop is capacity building of women managers in higher education).

Program organized: -

a. Book release function of "Yatra Tatra Srvatra" at Bhasha Vibhag, Patiala Punjab on 16 June 2012
b. Hindi day function organized at S.D. College for Women, Moga
c. Annual function of Narayani Sahitya Academy at Bhasha Vibhag, Patiala Punjab on 28 December 2013.

   ➢ Worked as Assistant Professor in Hindi, S.D. College for Women, Moga. (June 2011 to July 7 2014) and now working as Assistant Professor in Hindi K.M.R.D. Jain College for Women, Malerkotla
   ➢ Almost 100 poems, Articles, Research Papers etc. are published in various magazines and news papers etc. of India such as Amar Ujala, Punjab Kesari, Dainik Bhaskar, Dainik Jagran, Sahrideya New Delhi, Shodh patrika Punjabi University Patiala, Kashaf (Shodh Patrika Amritsar), Vyangya Yatra New Delhi, Hasya Vyangam Mumbai etc.
   ➢ Teaching Method: - I use Magazines , Newspapers, Assignments, Black and White board, Computer with lecture method for impressive teaching.

Reviews:

a. Prardish Ke aar-par, Punjabi Duniya, Bhasha Vibhag, Punjab Aug 2007.
b. Punjabi Lok Geetan Di Malika Surinder Kaur, Jan Sahit Bhasha Vibhag, Punjab Dec- Jan, 2007-08.
c. Amar Khanian, Jan Sahit Bhasha Vibhag, Punjab May-July, 2008
d. Pehla Kadam, Sangam Patrika, Patiala Mar, 2014.
e. Vicharon Ki Shrikhla, Sangam Patrika, Patiala, Mar 2014.
f. Surjit Singh Panchi Vivechnatmak Adhyan, Lokgeet Parkashan, Chandigarh, 2015 (ISBN: 978-93-5204-134-3)

Book:

SNP   -   Punjab Ki Samkalin Hindi Kavita
Editior   -   Dr. Hukum Chand Rajpal
Publisher   -   Between Lines, Patiala, 2015 (ISBN: 978-81-926564-8-9)
                          In Chapter 7th: Punjab Ki Samkaleen Hindi Kavita: Mahila Hastakshar
                          Page Number 315 to 316 and 329

10. Mrs. Poonam, Assistant Prof. in Commerce

a. Research papers published in International Journals**.** Digital Marketing opportunity problems in India: Journal south Asian Academic Journal of Marketing and Research (March 2015)
b. Operational Risk / Enterprise Risk
c. Published in International Journal of Financial Services and Marketing Research in July 2015 GST challenges and prospectus in India.
d. Published in International Journal of Commerce and Management in June 2015
e. Indian Financial Markets Published in Indian Research Journal in August 2015.

11. Mrs. Manpreet Kaur, Assistant Prof. in Punjabi

Conferences/Seminars Attended:

a. World Punjabi Sahit Conference on 16-17 Nov. 2011
b. International Suffi Conference Nov. 2-3,2011
c. 6th Sarb Bharti Punjabi Conference on April 30 & May 1,2013
d. World Punjabi Sahit Conference Punjabi Novel: Achievements & Possibilities Dec. 15-17 , 2014
e. 8th Sarb Bharti Punjabi Conference on April 30,May 1,2015
f. National Seminar on Life Skills Education on November 30,2015

Paper Presented:

a. Punjabi Sahit vich Jivan di Kushlta November 30,2015 in Desh Bhagat College of Education Bardwal,
b. Samkali Natak Vich Mard - Aurat Samband, Dec. 2015, Vishav Punjabi Sahit Conference in Punjabi University, Patiala.

Publication:

Justice for Scheduled Castes & Backward Classes: in Context of Indian Constitution in 2016.

12. Mrs. Karamjit Kaur, Assistant Prof. in Punjabi

Seminars Attended

a. Employability Skill Development (Workshop) 2011-12 in Akal College of Education for Women, Fatehgarh Cheema, Sangrur.
b. 7th Sarb Bharti Punjabi Conference on September 5-6, 2014 at Punjabi University, Patiala as Punjabi Virsa & Sabyachaar.
c. National Seminar as Punjabi Sahit de Natik & Samajik Srot on March15, 2015 Desh Bhagat College, Bardwal.

Publication Work:

a. Ajoka Badlda Sbhyachar (an essay) in Nazia Magazine in April-June 2015.
b. Safe rights of Children in India –Article no. 36 in book Social Justice and empowerment in India.
c. Translated the book 'Hole in the Air' with the help of writer Prof. H.L. Agnihotri

13. Miss Karamjit Kaur, Assistant Prof. in Punjabi

a. UGC Sponsored National Seminar on September 25, 2012 at Desh Bhagat College, Bardwal.
b. 7th Sarb Bharti Punjabi Conference on September 5-6, 2014 at Punjabi University, Patiala as Punjabi Virsa & Sbhyachaar.
c. Vishav Punjabi Sahit Conference on Punjabi Novel: Achievements & Possibilities Dec. 15-17, 2014 at Punjabi University , Patiala.
d. National Seminar as Punjabi Sahit de Natik te Smajik Sarokar on March 25, 2015

14. Mr. Harbans Lal Sharma, Assistant Prof. in English

He is triple M.A. (English, Pol. Sci., Music Vocal)
He has 9 books to his credit. 3 books are in Hindi and 6 are in English.

Books Published:

a. 'Badaltey Rang'– a collection of Hindi poems published in 1987 by Bablisa Parkashan, Patiala.
b. 'Tootati Sarak'– Ghazals published in 1987 by Bablisa Parkashan Patiala.
c. 'Sukhe Pattey'– Hindi Poems Published in September 2001 by Tarkash Parkashan Malerkotla.
d. 'Khilone Kaanch Ke'-- Ghazals in Hindi and Urdu Published in 2008 by Kafla Intercontinental Chandigarh.
e. 'Dreams Untold'–English poems Published in 2008 by Kafla Intercontinental Chandigarh.
f. Ghazals and poems are often published in various magazines and papers.
g. 'Hole in the Air'—(Fiction) Published by author house U.K. Ltd. Both in U.K. and U.S.A. on royalty basis.
h. 'The Dusty roads' – (Poems) Published by author house U.K. Ltd. Both in U.K. and U.S.A. on Royalty basis.

Coverage in different Newspapers

a. Lok Nayak (Local) – Review of Badalte Rang with Photographs
b. Review of My Punjabi album (Ek Baar Aaja Haniyan) in Dainik Tribune with my photograph
c. 'Kotla news '(Local) with photograph on 31st December 1998.
d. 'Kotla News 'Dated 13th Feb 1999.
e. 'Punjabi Tribune' with Photograph on 17th Jan 2001.
f. 'Sukhey Patey' in Punjabi tribune dated 10th June 2002.
g. 'JagranMaiya ka Gayan'an album released by 'Venus 'Music Company, Mumbai highlighted in Dainik Tribune Dated 30th April 2005.
h. 'Shiv Ganga' an audio video album released by 'Tips Industries Ltd.' Mumbai.
i. 'Master of Melody 'with photograph in the English tribune Chandigarh dated 23rd May 2005.

Other achievements

a. Former member of the Academic Council Punjabi University Patiala.
b. Former Member of faculty of languages Punjabi University Patiala.
c. Member of the Punjab University Sports Committee Chandigarh in 1980.

d. Poetic recitation, Debates and discussion Broadcast at radio station and TV station Jalandhar.
e. Acted as subject expert as appointed by DPI colleges (Punjab) for the interview of various candidates for selection as lecturer in different colleges affiliated to Punjabi University Patiala.
f. Received letters of appreciation from different principals under whom I work.
g. An appreciation letter from the S.D.M. Fazilka.
h. Invited as Judge as guest of Honour for various cultural programs organized by different organizations and schools.
i. Remained chief editor of college magazine 'The Clarion 'and also staff editor of the same magazine for different years.
j. Letter of appreciation for good direction of group singing in Punjab University Zonal Youth festival.
k. Presently Vice President of 'Sahit Sangam' Malerkotla (Regd.)
l. A special lecture to the students of SGTB College of Education, Sehke, Malerkotla.

15. <u>Miss Parul</u>, Assistant Prof. in Commerce

Paper presented in National Inter Faith Conference on Women's Rights, Responsibility and Empowerment at S.G.T.B. Khalsa College, Anandpur Sahib on Oct 10, 2015.

3.5 CONSULTANCY

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

The college encourages staff participation in consultancy services which brings opportunity and benefits to the college staff and students, staff members are entitled to undertake consultancy with the prior permission of the principal with the condition that the students Institutional work should not suffer.

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

The college encourages and supports the faculty to utilize their expertise and facilities for consultancy services. The college publicizes the expertise available for consultancy services and facilitates these by collaborating with NGOS and through students as students are the best sources of publicity of an institution.

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

The college motivates the staff to utilize their expertise for consultancy service by networking.

3.5.4 **List the broad area and major consultancy services provided by the institutions and the revenue generated during the last 4 years.**

Most of the consultancy services are voluntary .No revenue is generated
The beneficiaries are:

1. Faculty and the students of college
2. Class III and IV employees
3. People & students of adjoining areas.

3.6 **EXTENSION ACTIVITIES & INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

3.6.1 **How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students? What is the Institutional mechanism to track student's involvement in various social movements/activities which promote citizenship roles?**

College is emblem of communal harmony & every activity of the college caters around its vision that is from Darkness to Enlightenment. College sensitizes the faculty & students towards social responsibilities through:

a. Celebrating National days.
b. Celebrating Teej & Id.
c. Celebrating Lohri of girls.
d. Organizing Seminars, Lectures &talks related to social issues, related to girls (list attached).
e. Literary club known as Sahit Sabha.
f. Magazine.
g. Tie up with likeminded NGOS.
h. Red Ribbon Club.
i. Red Cross
j. The College attempts to track students' involvement in various social movements through:-

a. **NSS Units**

List of activities of N.S.S. Department:-The college has 1.5 unit of N.S.S. Dr. Sujata is the Programme Officer. It has 150 students as N.S.S. volunteers.

Year	Date	Activities
2011-12	4/1/12-10/1/12	Seven days camp. Activities during camp:- College cleanliness, maintaining beautification, Lectures & competitions.
	Jan 2012	Swami Vivekanand's Birthday, Participated in Youth convention in Punjabi University Patiala. College Principal, Programme Officer Dr. Sujata & NSS volunteers.
2012-13	27/9/12-3/10/12	Seven days camp. Activities: College cleanliness, Beautification, Lectures, Competitions, Jan Chetna Rally.
	Jan 2013	Participated in Youth convention in Punjabi University Patiala. College Principal, Programme Officer, volunteers. Jasmeen Kaur & Lipsy Singla were selected as best volunteer and awarded with University color.
2013-14	27/9/13-3/10/13	Seven days camp. Activities: College cleanliness, Beautification, Lectures, Competitions, Jan Chetna Rally
	22/01/2014	12 Volunteers, Principal, Programme Officer participated in Youth Convention in Punjabi University, Patiala. Tamanna was selected best volunteer and awarded with University color.

2014-15	23/9/14	Lectures by Dr. Satish Jain & Dr. Veena Jain on Cancer.
	24/9/14-30/9/14	Seven days camp. Activities: College cleanliness, Beautification, Lectures and Competitions.
	2/10/2014	Under Swachh Bharat Abhiyan College Cleanliness.
	31/10/2014	Sardar Vallabh Bai Patel Jyanti celebrated
	15/01/2015	Participated in Youth convention in Punjabi University, Patiala. College Principal, Programme Officer and Volunteers.
	21/6/2015	Yoga Day
	26/6/15	Anti Drugs Day

b. Legal Literacy Cell

It was established in November 2011. 50 students are members of this club. It spreads awareness about their rights and legal help that that they can get. The following works are being done:-

➢ Dist. Attorney, Mr. Arvind Matkan delivered a lecture.
➢ Mrs. Kawaljeet Kaur, Associate Prof in physical Education resolved a matter between students and driver.
➢ Students participated in poetic recitation, Declamation Contest, Poster Making, Painting competition held at Bhai Gurdas Institute of Engineering And Technology, Sangrur in 2013.
➢ 8th March is celebrated as Women day every year and in 2014 S.D.M. Sh. Amit Bambi was the chief guest.

c. Red Ribbon Club: -

It was established in Nov 20th. It provides awakening to the students regarding Aids. Following are the functions of this club:-

➢ Dr. Sujata participated in Teachers Training Camp in 2011-12

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- Govt. College Malerkotla conducted a workshop in which 7 students along with Dr. Sujata participated on 21stJan 2013.
- Flexes for anti –drugs derive and related to aids were displayed in the city during 2013-14 and 2014-15.
- Lecture by principal Dr. (Mrs.) Meena Kumari on Drug Addiction.

d. Sahitya Sabha: -

College has Literary Club for the literary skills. Literary functions are conducted.

- Every year declamation contest is held under the guidance of Ved Parachar Mandal (regd.) Ludhiana.
- Mr. Dharam Chand Vashisht deliverd lecture on 21 january,2013
- Students participate in inter college Vedic declamation contest in the month of February every year.

e. Red Cross:-

Objectives: - To serve the injured and help the needy

It was established after II World War where Florence Nightingale served the injured warriors in the battle field. Slowly it emerged as International Organization. But in India it can be supposed from the time of battlefield of Guru Gobind Singh who gave Bhai Ghaniya ointment with water to serve the injured.

- In our College it was established on 20/09/2007. Dr. Bhatti (Eye Specialist) was the Chief Guest.
- Students sold Red Cross tickets for Rs. 2250/-
- Students helped the needy with books worth Rs. 1200/-
- Students helped the peon Mr. Vijay Kumar working in Ludhiana School with Rs. 3400/- for his son's operation.
- Students participated in Prade on Republic Day in 2008.
- College Students participated in Inter College Camp at Haridwar organized by Punjab State Red Cross Branch. Jyoti Sharma secured second position in Debate and other 5 students also showed their talent.
- Five students participated in Punjab state Red Cross Camp at Kurukshetra from 14/10/2011 to 19/10/2011 where
  1. Zareen secured I position in Poetic Recitation.
  2. Anuradha secured II position in Mehandi
  3. Ravneet Kaur got best Dancer Prize.
- Students participated in Punjab State Red Cross Camp at Haridwar from 25/102012 to 31/10/2012 where

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1. Anuradha secured I position in Mehandi.
2. Zikra secured II position in Declamation.
3. Tamanna secured I position in Rangoli.
4. College group song got II position.
5. Anuradha was Best Volunteer
- College students participated in Punjab State Red Cross Camp at Haridwar from 01/12/2013 to 06/12/2013 where
  1. Amandeep Kaur secured I position in Declamation.
  2. Nancy and Anuradha got II position in Quiz.
- Lectures by Dr. Satish Jain & Dr. Veena Jain on Cancer on 23/09/2014.

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

Our objective is to make students good citizens as well as good human beings. Students develop values & skills to improve their personality. College organizes Extension Lectures for the benefits of Students. All the expenses are met by the College as per requirement.

List of Extension Lecturers under U.G.C. Schemes such as Career & Counseling Cell & Equal opportunity Centre in College under XI Plan (2007-12)

SESSION 2010-11

S. No.	Session	Resource person	Purpose
1.	13/11/2010	Sh. Sandeep Kumar Singla Guru Nanak Eng. College, Ludhiana	Career Advancement
2.	20/11/2010	Avalon Aviation Academy	Opportunity in Aviation
3.	25/11/2010	Dr. Mohinder Kaur Grewal H.O.D., Botany Department, Government College Ludhiana	Equal opportunity Centre in Colleges (Women Welfare & Health)
4.	25/11/2010	Mrs. Kamaljeet Kaur GMC, Patiala	Women Empowerment
5.	08/01/2011	Sh. Sandeep Singla	Presentation on Opportunity in IT

6.	14/02/2011	Dr. D.S. Taneja Director, RIMT, Mandi Gobindgarh	Career Counseling for Graduates
7.	26/02/2011	Sh. D. D. Bhatti	Lecture on Interview Skills
8.	26/02/2011	Sh. Nasir Ali State Vice President Bharat Vikas Parishad, Malerkotla	Equal Opportunity for Disadvantaged Groups
9.	28/02/2011	Dr. Baljeet Singh Sidhu Punjabi University, Patiala	Physical Fitness of Women
10.	01/03/2011	Wipro Academy of Software Excellence	Career/ Placement in IT

SESSION 2011-12

S. No.	Session	Resource Person	Purpose
1.	05/11/2011	Sh. D.D. Bhatti	Mock Interview
2.	16/11/2011	Sh. Mandip Singh Dhillon SDJM, Malerkotla	Legal Literacy for Girls
3.	19/01/2012	Sh. B. L. Goyal (Retd. Principal)	Career Guidance to Graduates
4.	15/02/2012	Dr. Faqir Chand Shukla	Diet for Young Girls (Equal Opportunities)
5.	24/02/2012	Sh. Balwinder Jeet Singh	Career Guidance to Graduates
6.	19/09/2011 to 24/09/2011	Miss Tanvi Anand	Workshop on Fine Arts conducted in the College

SESSION 2012-13

S. No.	Session	Purpose
1.	11/09/2012	Seminar by Students on Swami Vivekananda, " Swami Vivekananda : An Ideal for the Youth

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

No specific Social Survey for Research work is undertaken by the College but every extension activity of the College centers on the vision of the College.
College was established for the upliftment of women. So programmers are out for the social benefits.

1. N.S.S. department organizes rally to awaken society about social evils during N.S.S. camp every year.
2. Speakers are invited from different spheres. It enhances public interaction.Sant Balbir Singh Seechewal was invited to deliver a lecture regarding pollution especially water pollution.
3. College is the center for polling during municipal, state & parliament elections.
4. College provides venue for important functions of the city e.g. Bharat Vikas Parishad, Hindi Sahit Sabha, Manav Nishkam Sewa Smiti etc.

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

In this regard the College sensitizes the Faculty and students on Social responsibilities and empower students in following ways:

1. Gender sensitive & Champions of human rights.
2. Self confidence.
3. Stage confidence.
4. Awareness of social issues & their responsibilities towards social issues.
5. Leadership qualities.
6. Teamwork or cooperation
7. Self Employment
8. Helping students in every respect
9. Developing human values love & understanding, to stand by thick& thin.

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

The community is invited to all the functions of the college. The elite gentry as well as parents are invited. The college gets assistances from, MLA/MPs for infrastructure. Trustee of the college as well as the some members of the Managing Committee also give donations for building. Mr. Qimat Rai Jain, Advocate has also contributed towards the construction of hall and classrooms.

Even students get financial help for their fee from judge (Retired) Punjab and Haryana High Court Sh. Gian Chand Jain (Rs 20,000/-) per year. Mr. Rishav Jain Advocate pays Rs 11000/- per year for students fees.

Even college is at the service of social N.G.O.S. and government, whenever they ask for it. College offers building, infrastructure, even peons & staff for their meetings and camps. Some N.G.Os that are utilizing the college campus are

- ➢ Bharat Vikas Parishad
- ➢ Manav Nishkam Seva Samiti
- ➢ Punar Jyoti
- ➢ Chemist Association
- ➢ Lions Club
- ➢ Hindi Sahit Sabha
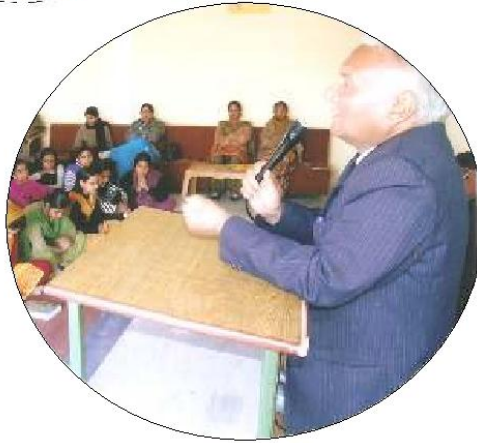- ➢ Art of living
- ➢ SBI conducted Blood Donation Camp

Local Administration also makes it centre for elections & other meetings such as

- ➢ Yoga Day
- ➢ Voter's Day(Every year)
- ➢ Save Girl Child Day
- ➢ Women Empowerment etc.

Thus, College provides every service to the society.

CRITERIA 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 a campus with 2987 sq. mts. area centrally located well in the heart of the city and it provides the safe, congenial and conducive atmosphere for the dynamic education of the girls in this minority dominated town. The college has purchased 5.5 Bigah land for Playground in 2015-16

➢ The central library in the college caters well to the reference needs of the staff and students. The college has a well stocked library with books on different subjects, journals, periodicals and a number of daily newspapers in English, Hindi and Punjabi. There is facility of Book bank too for providing free books to the needy, economically weaker students.
➢ There are 35 spacious, airy classrooms and one hall for recreational activities. College provides facility of common room, washrooms, canteen and gym as well.

4.1.2 Detail the facilities available for

1. **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.**
2. **Extra-curricular activities-sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, Communication skill development, Yoga, Health and hygiene etc.**

The college has 4 computer labs, including UGC Network resource Centre, which have 53 Computers with latest configuration connected to Internet via Wi-Fi Router.
All the computer labs and administrative block have Wi-Fi connectivity. The facility of Photocopier is also there in the administrative block.

➢ Digital language laboratory was established in 2005 with 15 Speakers for enhancing communication skills in students
➢ The college has well equipped music room, Home Science, fashion designing, Cosmetology, Psychology Labs with latest equipments to carry out practical work.
➢ The college has 2 power generators to ensure uninterrupted power supply.

- College has an air conditioned seminar hall with seating capacity of about 200 persons. It is equipped with latest audio visual equipment.

Infrastructure for sports

- College offers sports facilities for various indoor games like Table Tennis, Ball Badminton, Chess, Taekwondo, Judo and Karate. The college has a Play Ground too having 5.5 Bighas of area.
- College has a Gym for maintaining fitness of girls as well as teachers.

NSS

- College has 1.5 NSS unit with enrollment of about 150 volunteers every year.

Transport Facility

College has one mini bus and 4 vans which offer subsidized transport facilities to the students from nearby villages.

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 expansion if any).**

Optimal utilization of College infrastructure

- Library of the college is open throughout the year even during vacations.
- Wi-Fi facility is available for students as well as teachers in all the labs.
- Local administration utilizes college hall for organizing various events like Voters Day, Save Girl Child Day, Yoga day and lectures on various issues like awareness about Traffic rules etc.
- College infrastructure is also used by the office of Election Commission for setting up Election Booths.
- College infrastructure is used to set up booth for enrollment of new voters.
- Various NGOs like Bharat Vikas Parishad, Hindi Sahitya Sabha, Manav Nishkam Sewa & Punar Netra Jot etc. organize various seminars and competitions in college campus. Various camps like Blood Donation, Eye Check up, Medical Checkup etc. are also organized by these NGOs in the college campus. College provides infrastructure for meetings and medical camps etc. are held here by chemist association, Jain Sabha etc.

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4.1.4 How does the Institution ensures that the infrastructure facilities meet the requirements of students with physical disabilities?

Needs of disabled staff and students are always taken into account and necessary support is always provided, whenever needed e.g. during examination days any such examinee is provided seat at the ground floor. Ramps have also been constructed for their convenience.

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

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

College caters to the needs of day scholars only. There is no provision of Residential facility.

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?

- Services of local Civil Hospital are made available to staff and students in case of any emergency. The effected person is immediately taken to Civil Hospital and her parents are informed. Some time even a physician is called in the college if need arises during examination days.
- A team of three teachers is there to provide first aid, if ever needed on the campus.

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.

College has made provision for student canteen comprising of a kitchen and two dining halls. The college canteen is spacious, equipped with good furniture, well maintained, hygienic serving variety of food items available at reasonable price. The college tries its best to provide all the basic amenities like safe drinking water and wash rooms. It has 3 water coolers

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connected with Aqua guard Purifiers, separate washrooms at each floor for staff and students. IQAC, Grievance Redressal Committee, Anti Ragging Committee, Legal Literacy Cell, Career and Counseling cell have been formed. However, hardly any grievance regarding any such issue has been reported as college provides quite conducive and secure atmosphere for girls. There is no separate health center established but there is provision for providing first aid in case of any minor injuries. Otherwise services of local Civil Hospital are utilized in case of any emergency to staff and students. For recreational activities there is provision of one hall and the compact compound with a big stage in it.

Recent initiatives to enhance infrastructure

The college has a plan for enhancement of infrastructure in order to promote a good teaching, learning environment. Some of the recent initiatives in this direction are

➢ A playground with 5.5 Bighas of area has been purchased in 2015-16.
➢ There is provision to add 4 new classrooms during the current session i.e. 2015-16 for which construction has been started.
➢ Library is being digitized i.e. from current session 2015-16 and will be operative from Session 2016-17.

4.2   LIBRARY AS A LEARNING RESOURCE

The library is considered the heart of the college and is a source of fulfilling the mission of the college i.e. providing the youth education that emphasizes skills and knowledge that will help them to adjust through a life time of social and technological changes. This all is possible under the able Advisory Committee comprising the Principal, Librarian and three senior teachers.

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

Yes, the college library is having an advisory committee the members of committee are

1. Mrs. Nirmal kaur, Associate Prof. in Punjabi
2. Mrs. Sukhwinder kaur, Associate Prof. in English
3. Dr. Sujata, Associate Prof. in Hindi

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4.2.2 Provide details of the following:
  ➢ **Total area of the library (in sq. meters.)**
  ➢ **Total seating capacity**
  ➢ **Working hours (on working days, on holidays, before examination days, during examination days, during vacations)**
  ➢ **Layout of the library(individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

1. One hall having area: 983 sq. ft.
2. Total seating capacity 50 students
3. The library is open on all working days and examination days from 9 AM to 3 PM and 9 AM to 2 PM during vacations.
4. There is Photo copier which helps the staff and students to get any material required from the library Xeroxed. At the luggage counter students are supposed to deposit their personal belongings. Fire Extinguishers are installed with proper instructions.

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 4 years.

Library ensures the purchase of books, journals, newspapers and reading materials through different publishers, booksellers and sometimes online shopping too, if required. The amount spent on procuring journals, magazines, newspapers **during the last 4 years = 108500 Rs.**

INFRASTRUCTURE DEVELOPMENT

Eight new Almirhas were added during last 4 years.

The library has

Books	-	10000 (approx.)
Cds and DVDs	-	30
Printed Journals	-	15
Text Book Titles	-	3842
Magazines	-	10
Newspaper	-	11

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

Nil

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, training organized**
 ➢ **Details of " weeding out " of books and other material**

1. Average number of walk-ins per year
   Library:-
   Students   :   565
   Staff   :   35
2. Average number of books issued/ returned 525 books per year
3. In addition to this, 1200 books issued from book bank.
4. Ratio of library books to students enrolled 19:1
5. Average number of books added during last three years

   Library: -
   2012-13   :   1018   Books
   2013-14   :   463   Books
   2014-15   :   193   Books

6. Weeding out of books   :   **Nil**
7. Weeding out of other materials i.e. magazines, newspapers is done after the expiry of each academic session.

4.2.6 Give details of the specialized services provided by the library

 ➢ **Manuscripts**   :   **No**
 ➢ **Reference**   :   **Yes**
 ➢ **Reprography**   :   **No**
 ➢ **ILL (inter library loan service)**   :   **No**
 ➢ **Information deployment and notification**   :   **Yes**

- ➢ **Download** : **No**
- ➢ **Printing** : **Yes**
- ➢ **Reading list/ bibliography compilation** : **No**
- ➢ **In-house/remote access to e-resources** : **No**
- ➢ **User orientation and awareness** : **Yes**
- ➢ **Assistance in searching databases** : **No**
- ➢ **INFLIBNET/IUC facilities** : **No**

Record of book purchased in Library during the 4 years**.**

Books Purchased

Session	Books	Amount
2011-12	658	88734/-
2012-13	1018	148802/-
2013-14	463	68787/-
2014-15	193	52094/-

Reference Books

Session	Reference books	Amount
2011-12	9	7539/-
2012-13	7	4050/-

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

Support provided by the library staff

Library staff is friendly and eager to provide full support to staff and students. They help in providing the books to needy students through book bank facility and provide clean and healthy environment to the students. They also help the students in the selection of various

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types of competitive and reading materials on the basis of their interest and tries to ensure the maximum utilization of resources by the students. Fresher's are oriented to develop library culture and ways to use online facilities.

4.2.8   Does the library get the feedback from the 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?)

Student's Feedback Mechanism

1. Suggestion boxes are fixed up outside the library to get valuable suggestions from students from time to time.
2. A specific requirement of books is fulfilled as per the demand of the students.
3. Tutorial Sessions are held from time to time in which students share their problems, views and they are also encouraged to give their suggestions.
4. Feedback is also taken from the students from time to time.

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.**
  ➢ **Wi-Fi facility.**
  ➢ **Licensed software.**
  ➢ **Number of Nodes/ Computers with internet facility.**
  ➢ **Any other.**

The college is equipped with latest IT infrastructure which includes 4 Computer Labs which have total 53 computers with latest configuration connected to internet via Wi-Fi Routers and LAN cards.

  ➢ Language laboratory has been set up with software for enhancing the language competencies in students.

- College had Microsoft Developer Network Academic Alliance (MSDNAA) that increased the access of students and educators to technology in order to help them improving, learning and teaching and to adapt to the evolving demands of the global economy.
- All the administrative work of the college has been computerized.

Total Computer Equipment Details:

S. No	Computers	Total No's
01.	Windows Server 2.66 Ghz	01
02.	Dell Intel Dual Core 2.9 GHz	13
03.	Dell Intel Dual Core 3.0 GHz	04
04.	Intel Dual Core 2.66.0 GHz	27
05.	Zenith Intel Dual Core 2.7 GHz	08
06	Laptop	01
07	DELL TFT 18.5"	14
08	Zenith TFT 18.5"	11
09	Beetel TFT 20"	01
10	E Sys Wizard TFT 20"	01
11	LG TFT 20"	01
12	Intex Monitor 15"	22
13	Samsung 17"	06
14	LG Monitor 17"	10
15	Laser Printer Canon LBP 2900 b	04
16	Canon Image Class MF 4412 (Print / Scan/Copy)	01
17	INK JET office jet ALL in one 4200 Series (Q5610A)Printer (Printer , Scan, Copy, Fax)	01
18	Samsung SCX 4300(Print /Scan /Copy)	01

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19	Canon Image Class MF 4820 D 3:1 (Print ,Scan, Copy)	01
20	Laser HP Printer (HP Laser jet 101)	01
21	Samsung Laser all in one (SCX 4521 F) (Print / Scan / copy / Fax)	01
22	UPS Single Batteries	20
23	UPS Double Batteries	06
24	DVD Writers	51
25	LCD Projector	01
26	Overhead Projector	01
27	Switches	13
28	External Modems	05
29	Pen Drives	03
30	Dongle Tata Photon	01
31	Lulong Interactive Model	01

List of Supporting Software :

Product	Quantity
MSDN Academic Alliance 7.0 AE	01
Microsoft open License agreement Windows Server	
WinSvr STD 2008 R2 SNGL OLP NL Acdmc P73-04966 version 2008 R2	01
WinSvr CAL 2008 SNGL OLP NL AcdmcDvc Cal R18-02639 version 2008	10

Microsoft / Software / Win 8.1 SNGL 4HR-00400 –WINSL-8.1 SNGL-Upgrd-OLP-NL-Acdmc Legalization Get Genuine	16
Microsoft / Software / Win 8.1 SNGL UPGR FQC-08173 –WINPro-8.1 SNGL-Upgrd-OLP-NL-Acdmc	16
Microsoft Win Str 7 SnglOlp NI Ae Legalization Ggs	10
Microsoft Win Str 7 SnglUpgrdOlp NI Acdmc	10
Microsoft Windows XP Professional Edition	02
Microsoft Windows XP Home Edition	03
Office	
Microsoft Office Professional Edition 2003	02
Microsoft Office ProPlus 2010Sngl OLp Ni Acdmc	10
Microsoft / Software / Office STD 2013021-10234, Office Std-2013-SNGL-OLP-NL-Acdmc	17
Visual Studio:	
Microsoft /Software/VSPRO C5E -01120 VSPro-2013-SNGL-OLP-NL-Acdmc	01
Microsoft Visual studio 2005 Standard Edition	03
Turbo C++	
Turbo C++ Suite	05
Microsoft Media	01
Microsoft Media	O1
Linux	
Linux Compatibility Software for inter active Panel	01

Name of Computer Lab: Software Lab – 4 (UGC   LAB) :

Configuration	Quantity
Dell Dual core 2.9 GHz , 2GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver , 18.5" TFT , Keyboard , USB Optical Mouse , USB Keyboard , Intel graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	06
UPS (Double Battery)	04
Printer : Canon Image Class MF 4412 Printer 600x 600 dpi, Resolution 1200x 600 dpi, Printer Speed 23/24 Cpm	01
External Modem	01
Switch 8 ports (1:8)	01

Name of Computer Lab: Software Lab -3 (Post graduation Lab):

Configuration	Quantity
Dell Processor Dual core 2.9 GHz , 2GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver , 18.5" TFT , Keyboard , USB Optical Mouse , USB Keyboard , Intel graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	03
Zenith Dual core 2.7 GHz Processor , 1GB RAM , SATA 500GB HDD , HIGH Definition Audio Driver , 18.5" TFT , Keyboard , DVD writer , PS2 Optical Mouse , Keyboard , graphics , Ethernet LAN 10/100/1000 , ATX Cabinet , USB Ports 2front , USB 4 Rear.	08

Configuration	Quantity
UPS (Single Battery)	08
INK JET office jet ALL in one 4200 Series (Q5610A)Printer (Printer , Scan, Copy, Fax)Up to 4800 x 1200-optimized dots per inch (dpi) color when printing from a computer on most HP photo papers and 1200-input dpi	01
External Modem	01
Switch 8ports (1:8)	03

Name of Computer Lab: Software Lab -2 (PG Diploma Lab):

Configuration	Quantity
Zenith Dual core 3.0 GHz Processor , 1GB RAM , SATA 500GB HDD , HIGH Definition Audio Driver , 18.5" TFT , Keyboard , DVD Writer , PS2 Optical Mouse , Keyboard , graphics , Ethernet LAN 10/100/1000 , ATX Cabinet , USB Ports 2front , USB 4 Rear	01
Intex P4 2.66 GHz Processor , 512MB RAM , 500GB HDD , Audio Driver , 15 " Monitor , Keyboard , PS2 Optical Mouse , Keyboard , graphics , ATX Cabinet , USB Ports 2front , USB 4 Rear.	08
E-Sys Wizard AMD Athlon Dual core 2.66 GHz , 1GB Ram , 500GB HDD, High definition Audio Driver , LAN Card , USB Keboard ,Opical Mouse , Graphics, TFT 20"	01
Printer : Laser printer Canon 2900 LBP Max Resolution (B&W) 600 dpi Print Speed Up to 12 ppm - B/W - A4 (8.25 in x 11.7 in)	01
External Modem	01
Switch 8ports (1:8)	02

Name of Computer Lab : Software Lab -1 (Under Graduate Lab):

Configuration	Quantity
Assembled : P4 2.66 GHz Processor , 512MB RAM , 80GB HDD , Audio Driver , 17 " Monitor , Keyboard , PS2 Optical Mouse , Keyboard , graphics , ATX Cabinet , USB Ports	08
Sahara : P4 2.66 GHz Processor , 512MB RAM , 40GB HDD , Audio Driver , 15 " Monitor , Keyboard , PS2 Optical Mouse , Keyboard , graphics , ATX Cabinet , USB Ports.	10
Accurate Overhead Projector Model : ASW -11	01
Printer : Samsung SCX 4300 Copying Speed up to 19ppm Resolution upto 600 x 600 dpi	01
LCD Projector (Sony)	01
UPS (single batteries)	10
External Modem	01
Switch 8ports (1:8)	04

Clerical   Office: 1

Configuration	Quantity
Dell: win 7 , MS Office Starter, Anti virus win 7 Dual core 2.9 GHz , 2GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver , DVD writer 18.5" TFT , Keyboard , USB Optical Mouse , USB Ker board , inlet graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	02
Zenith Dual core 3.0 GHz Processor , 1GB RAM , SATA 500GB HDD , HIGH Definition Audio Driver , 18.5" TFT , Keyboard , DVD Writer , PS2	01

Optical Mouse , Keyboard , graphics , Ethernet LAN 10/100/1000 , ATX Cabinet , USB Ports 2front , USB 4 Rear	
UPS (Double Battery)	01
Printer : Canon Image Class MF 4820 D 3:1 (Print ,Scan, Copy) Printing Laser, Printer Speed (Simplex) up to 25/26 ppm Printer Duplex up to 15/16 ppm, Printer Resolution 600x 600 dpi.	01
Laser printer Canon 2900 LBP Max Resolution (B&W) 600 dpi Print Speed Up to 12 ppm B/W - A4 (8.25 in x 11.7 in)	01
Printer : Laser HP Printer (HP Laser jet 101)*HP LaserJet* 4345x MFP. *101* cm (39.8 inches). 876 mm (34.5 inches). 142.2 cm (56.0 inches).	01
Switch	01

Clerical Office: 2

Configuration	Quantity
Dell: WIN 7 Dual core 3.0 GHz , 4GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver , DVD writer ,18.5" TFT , Keyboard , USB Optical Mouse , USB Keyboard , intel graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	01
UPS (Single Battery)	01
Switch	01

Principal Office:

Configuration	Quantity
Dell: win 7 , MS Office Starter, Anti virus Dual core 2.9 GHz , 2GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver ,18.5" TFT , Keyboard , USB Optical Mouse , USB Keyboard , Intel graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	01
UPS (Double Battery)	01
Samsung Laser all in one (SCX 4521 F) (Print / Scan / copy / Fax) Resolution 600 dpi , Speed 20 cpm, Zoom 25-400 %, Copies 1-99, Fast 17ppm	01
Laptop	01
External Modem	01
Switch 8ports (1:8)	01

Library:

Configuration	Quantity
Dell : Win 7 Dual core 2.9 GHz , 2GB RAM, SATA 500GB HDD, HIGH Definition Audio Driver , 18.5" TFT , Keyboard , USB Optical Mouse , USB Keyboard , Intel graphics , Ethernet LAN 10/100/1000 , USB Ports 2front , USB 4 Rear.	01
UPS (Single Battery)	01

Cosmetology Lab:

Configuration	Quantity
Zenith Dual core 3.0 GHz Processor , 1GB RAM , SATA 500GB HDD , HIGH Definition Audio Driver , 18.5" TFT , Keyboard , DVD Writer , PS2 Optical Mouse , Keyboard , graphics , Ethernet LAN 10/100/1000 , ATX Cabinet , USB Ports 2front , USB 4 Rear	01
Laser printer Canon 2900 LBP Max Resolution (B&W) 600 dpi Print Speed Up to 12 ppm - B/W - A4 (8.25 in x 11.7 in)	01

Genuine Softwares:

Product	Quantity
MSDN Academic Alliance 7.0 AE	01
Microsoft open License agreement Windows Server	
WinSvr STD 2008 R2 SNGL OLP NL Acdmc P73-04966 version 2008 R2	01
WinSvr CAL 2008 SNGL OLP NL AcdmcDvc Cal R18-02639 version 2008	10
Microsoft / Software / Win 8.1 SNGL 4HR-00400 –WINSL-8.1 SNGL-Upgrd-OLP-NL-Acdmc Legalization Get Genuine	16
Microsoft / Software / Win 8.1 SNGL UPGR	

Configuration	Quantity
FQC-08173 –WINPro-8.1 SNGL-Upgrd-OLP-NL-Acdmc	16
Microsoft Win Str 7 SnglOlp NI Ae Legalization Ggs	10
Microsoft Win Str 7 SnglUpgrdOlp NI Acdmc	10
Microsoft Windows XP Professional Edition	02
Microsoft Windows XP Home Edition	03
Office	
Microsoft Office Professional Edition 2003	02
Microsoft Office ProPlus 2010Sngl OLp Ni Acdmc	10
Microsoft / Software / Office STD 2013 021-10234 , Office Std-2013-SNGL-OLP-NL-Acdmc	17
Visual Studio:	
Microsoft /Software/VSPRO C5E -01120 VSPro-2013-SNGL-OLP-NL-Acdmc	01
Microsoft Visual studio 2005 Standard Edition	03
Turbo C++	
Turbo C++ Suite	05
Microsoft Media	01
Microsoft Media	O1

Accessories:-

Configuration	Quantity
Wi-Fi Router Belkin	01
Wi-Fi LAN cards	09

Smart Panel: Lulong Interactive Model JL9000-101 min diagonal size(mm) 2400 aspect ratio 16:9	01
Linux Compatibility Software for inter active Panel	01
Pen drives (4GB, 8GB, 16GB)one Each	03
ANTI VIRUS E Guard	10
Dongle Tata Photon	01

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

The Internet facility is provided to the teachers as well as students in UGC Network Resource Centre and labs where they can easily access online learning resources and get the required material.

4.3.3 What are the institutional plans and strategies for deploying and up grading the IT Infrastructure and associated facilities?

➢ Language laboratory has been set up for enhancing the language proficiency in students.
➢ Cosmetology lab has been set up with latest hardware and software.

4.3.4 Provide details on the provision made in the annual budget procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last 4 years).

College hires the services of local technician for regular maintenance and upgradation of hardware and software.

➢ The college has appointed Mr. Punee**t Sapra, Asstt. Prof in comp. Sci. and Mr. Satnam** (Office assistant) for overseeing maintenance of building, classrooms and laboratories.

4.4 MAINTENANCE OF CAMPUS FACILIOTIES

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)?

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a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

> **Sh. Chamanlal Jain**, Manager of governing body of the college, himself looks after the construction of new buildings. However, Mr. Puneet Sapra and Mr. Satnam Singh assist him in carrying out the task efficiently.

No particular budget as such is allocated for the upkeep of building, furniture, equipment etc. However, whenever there is any requirement, expenditure is made from Management Account. Repair of furniture, electricity, building etc. is done every year before the commencement of examination and during summer vacations, or whenever required.

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

Various committees have been formed for maintenance and upkeep of the infrastructure, facilities and equipment of the college. Computer faculty has been given charge of one lab each to supervise the maintenance of lab and its equipment.

> The teacher in charge of each lab e.g. Home Science, Cosmetology, Fashion Designing, Psychology, Music is responsible for the proper maintenance of equipment and labs.

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

The calibration and repair of the equipment / instruments are carried out by the technician, electrician hired whenever necessary.

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

Constant and safe supply of water is ensured through water supply of Municipality as well as availability of submersible pump in the college. Three water coolers fitted with RO Purifiers have been installed one on each floor of the building. Stabalisers have been installed with ACs and other Electericity related problems are immidietly resolved by calling the electrician engaged with the college.

CRITERION-V

STUDENT SUPPORT & PROGRESSION

CRITERIA 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 ensures its commitment and accountability?

It publishes its prospectus annually. It provides the following details regarding college. List of courses offered with their subjects and system, whether it's annual or semester, list of staff with their qualification

➢ Administrative responsibilities given to staff
➢ Different Committee.
➢ Admission and Teaching Schedule.
➢ Exam Schedule.
➢ Rules regarding admission and important documents to be produced with admission forms
➢ Eligibility for admission
➢ Information regarding Scholarship and Financial help to students, fees concession
➢ Rules for fee deposit
➢ Rules or criteria for prizes and honors as college awards Role of Honor, College Colors
➢ Eligibility for exams
➢ House test
➢ Information regarding leaves, attendance, college leaving
➢ Different activities of the college
➢ Facilities given to students
➢ Fees structure
➢ List of holidays as well as vacation schedule
➢ In nutshell prospectus is the mirror of college

5.1.2 Specify the type, number and amount of institutional scholarships/ free ships given to the students during the last 4 years and whether the financial aid was available and disbursed on time?

Scholarship is given under different schemes
➢ Post Matric Scholarship to SC, BC Students on the basis of cast and income.
➢ Post Matric Scholarship to Minority Community.
➢ University Merit Scholarships and State Merit Scholarships.
➢ LIC Golden Jubilee Scholarship for economically weak sectors.
➢ Scholarship for Sanskrit students from Sanskrit Rashtriya Sansthan.

5.1.3 What percentage of students received financial assistance from state government, Central Government and other national Agencies?

Approximately 10 Percent.

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.**
> **Organizing Coaching classes for competitive exams.**
> **Skill development (spoken English, Computer Literacy etc.)**
> **Support for "Slow Learners ".**
> **Publication of student's magazines.**

> Scholarship is given by Center and State Government.
> College provides free books to SC, BC and Economically Weaker Section.
> Fee concession is also given.
> Extra Guidance to slow learners.
> College publishes magazine.

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

College encourages students to participate in all the co-curricular activities. Different competitions are held every year such as Poetic Recitation, Debate, Declamation Contest, Lok Geet, Ghazals, Mono acting, Sitar Vadan, Group song, Mehandi Competition, Cartooning, Rangoli, On the Spot Painting, Gidha, Folk Orchestra etc. It brings a lot of change in students' persona. Their personality is completely changed. They become more confident.

5.1.6 Enumerate the policies and strategies of the institutionwhich 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**
College provides all the facilities to the participants. They are given diet during preparation time .The staff extends every kind of help to the students for their studies in their free time.

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

College extends help to students preparing for competitions. In library, magazines like C.S.R., Competition Master, India Today etc. are available for students on their demand. The Hindu Newspaper is also provided in the library. Even competition books are also available in the college library. Miss Shabnam M.A. Punjabi and Miss Harjit Kaur M.A. Punjabi qualified their NET in their first attempt. It is the matter of the pride for the college that Miss Jyoti Sharma got selected for CID (Police) Punjab. Rakhi Sharma has cleared Net in English and is working as Assistant Prof. in English in a college in Jaipur.

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

Counseling Services are made available to our students at all levels: academic, personal, career and psycho social. Each and every teacher in our college is always ready to guide students at personal level too. Whenever student is in a fix about her career planning, or some personal problem ,she is provided best possible help and counseling .Teachers serve as advisor, guide and monitor to students in tutorial groups too.

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 percentage of students selected during campus interviews by different employers (list the employers and the programmes.)

Yes, the institution has a structured mechanism for career guidance. Career and Counseling cell was established under UGC XI plan Miss Ravita, Lect. in Economics was appointed coordinator of the cell, but she resigned from the post and after her Mrs. Renu Bala, Asst.Prof.in Computer Science was placed coordinator. Now Mr. Puneet Sapra, Asst. Prof. in Computer Science has been given the charge along with Mrs. Renu Bala. Seminars and lectures are held to make students aware of the opportunities.(Detail given below) Most of the undergraduates opt. for higher studies. About 80%students go to higher studies either P.G. or B.Ed. A few options for other courses like Banking, CA, Law etc. Most of the girls prefer teaching profession. Hence after doing PG or B.Ed. they are absorbed as teachers in schools or colleges. There are no campus placements but, it is worth mentioning here that pass outs from our college can be found teaching in each and every school /college of the city or its surrounding areas. More than 50% students after doing PG from our college have jobs.

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Recently one student has been selected for Malwa Gramin Bank ,one is serving in police department and one is practicing as a lawyer in High Court, some hold non teaching posts too in various private /Govt. Department.

Career and counseling cell under U.G.C. XI Plan started in **2010-11**

Resource persons visited the College

Sr. No.	Date	Name & Designation	Topic of lecture
1	13.11.10	Sh. Sandeep Kumar Singla Coordinator T&P Cell Guru Nanak Dev engg. College, Ludhiana.	Career Advancement and opportunities in IT
2	20.11.10	Avalon Aviation Academy Bharat Nagra Chowk, Ferozepur Road, Ludhiana.	Career Opportunities in Aviation.
3	08.01.11	Sh. Sandeep Kumar Singla	Seminar and Presentation on Career in ITI
4	14.02.11	Dr. D.S. Taneza Director, RIMIT Engg. College, Mandi Gobindgarh	Career Opportunities in IT
5	26.02.11	Sh. D.D. Bhatti 95-Agar Nagar, Malerkotla.	Guidance for Interview Skills.
6	01.03.11	Wipro Academy of Software Excellence MS in Wipro.	For placement & a sponsored degree M.Sc. (IT) Degree.

Session 2011-12

Sr. No.	Date	Name & Designation	Topic of lecture
1	05.11.11	Sh. D.D. Bhatti, 95-Agar Nagar, Malerkotla.	Mock interview teach interview skills. Students of BCA appeared for interview.
2	19.01.12	Sh. B.L. Gohal (Retd. Principal)	Career in Management & IT
3	15.02.12	Dr .Faqir Chand Shukla Retd.Prof.of Food Technology PAU, (Ludhiana)	For lect. Diet and Carriers Dietician.
4	24.02.12	Sh. Balwinderjeet Singh Dy. Director Placement Management, RIMT, Mandi Gobindgarh.	Placement & Career Planning in IT and Management

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

The college has put up grievance box near Principal's office. The box is checked by the Principal herself. She interacts with parents and students directly. Parents and students have direct access to the Principal as well as teachers and whenever there is any kind of grievance in matter of studies or anything else they can easily approach her in the office without any hesitation. Whatever the grievance, at any level, is resolved amicably to the satisfaction of all concerned. Students can discussed their problems, academic, financial, psycho-socio in tutorial meetings or personally and teachers are always at their services and provide them best possible counseling and help. Now a grievance cell has been formed under the Chairmanship of worthy Principal from the session 2015-16 and everything will be put on record in future.

The members of the grievance cell are:

1. Mrs. Seema Suri, Assoc. Prof. in Eng.
2. Dr. Baljeet kaur, Assoc. Prof in Sanskrit
3. Dr. Paramjeet kaur, Asstt. Prof. in History.
4. Mrs. Renu Bala, Asstt. Prof. Comp. Sci.

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

No sexual harassment is there, as it is purely Women College. No issue has come to the scene till date.

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 completely banned in the College, Anti Ragging Committee has been formed as per DPI's directions but no case has ever come to notice till Date. Senior students welcome junior students. There are cordial relations between students. It is purely Women College.

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

Students' welfare is the main motive of the College. Every type of help is given to students.
➢ Book Bank is there which provides books & help books to the needy students for the session.
➢ Students are accommodated in fee also. Even after fee-concession, if students are unable to pay their fees, they are allowed to pay in installments.

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- ➢ Even if they have domestic problems, teachers provide Psycho-Social help and extra time in studies to such students.
- ➢ All the welfare schemes by State or Centre Government are highlighted and students are made allowed to take benefit from these schemes.
- ➢ Fee concession is given.

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?

<u>Old students Association and its activities</u>

It is through various means like Newspapers, Personal Contacts and Phones etc.

1. That all the students of last four sessions of this college from 2011 to 2015, were contacted and we have been successful in contacting about 250 students, and the process of contacting the students is still in progress.
2. On 18thApril 2015, a large get together was arranged in the college in which the office-bearers of the college Managing Committee, Md. Principal, staff and hundreds of old students actively participated. Dr. Jamsheed Ali Khan, the Ex Dean of Punjabi University Patiala, was in chair as Chief Guest.
   In this get together, the Executive Committee was constituted in which the following office-hearers were elected:

Patron	-	Principal Meena Kumari
President	-	Dr. Tasneem Khan
Vice-President	-	Madam Sabiha
Secretary	-	Mrs. Nirmal Kaur
Asstt. Secretary	-	Kumari Shehbana
Treasurer	-	Md. Manisha

3. In the Executive Committee, nine other members were elected, and with their help both the declaration and the Constitution of the Association were prepared.
4. Then both the declaration and the constitution were read out by the worthy Principal Dr. Meena Kumari and were placed before the students for getting their approval, and the students passed them with one voice.
5. Those old students who did remarkable work in different fields for earning a good name to the institution were honored:-
   a. Liza Bansal won University Gold Medal by obtaining first position in the University.
   b. Sabiha Naaz was the first student of this college who got the honor of passing NET in English Language.
   c. Both Dr. Rahiba and Dr. Tasneem were honored for having Ph. D. degree holders.

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d. Rimsha, M.A. Hindi I & II yr. figured in the merit list on rank I of Punjabi University, Patiala and has won Gold Medal.

e. Both Jyoti Sharma and Mandeep Kaur were also honored for their applaud able works.

6. Following facts came to light while contacting the old students and filling up the Performa of College Assessment:-

a. The students in a large number recognized the significance of the college existence and emphasized the fact that they could get higher education only because of the existence of this college, for their parents were not in favor of sending them to co-educational institutions.

b. Many girls, particularly from the Muslim families, outdid and out shoe the other girls of the college. Girls like Rahiba, Rahila, Surbhi, Kakoob Usmani, Shazia and Shabnam have cleared the competitive exams and pursuing the higher education in their fields of study .They have attained degrees like M.A., NET, M.Phil. And Ph.D. degrees in higher education.

c. After getting higher education in this institution, the girls in a large number are serving now in various other educational institutions and are thus contributing a lot to the social welfare works of the society.

Prof. Nirmal Kaur
Secretary
Old Students Association

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	%
UG to PG	70%
PG to M.Phil.	2%
PG to Ph.D.	2%
Employed • Campus selection • Other than campus recruitment	Nil 40%

5.2.2 Provide details of the Programme wise pass percentage and completion rate for the last 4 years (course wise/ batch wise as stipulated by the university)? Furnish Programme wise details in comparison with that of the previous performance of the same institutions and that of the college of the affiliating university within the city/ district.

<u>**M.A. English I Year**</u> **(Started in 2012-13)**

	2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	12	12	15	15	15	15
Passed	12	12	15	15	14	15
Failed	-	-	-	-	01	-
Left	-	-	-	-	-	-
I Division	01	01	03	04	03	09
Pass Percentage	100	100	100	100	93.33	100

M.A. English II Year

	2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	13	13	17	17
Passed	13	13	17	17
Failed	-	-	-	-
Left	-	-	-	-
I Division	02	02	03	04
Pass Percentage	100	100	100	100

M.A. Hindi I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	I Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	08	08	16	16	13	13	08	08
Passed	08	08	16	16	13	13	08	08
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	05	05	06	10	05	06	01	07
Pass Percentage	100	100	100	100	100	100	100	100

M.A. Hindi II Year

	2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	08	08	13	13	13	13
Passed	08	08	13	13	13	13
Failed	-	-	-	-	-	-
Left	-	-	-	-	-	-
I Division	04	03	06	06	04	04
Pass Percentage	100	100	100	100	100	100

➢ **Miss Rimsha got I rank in Punjabi University, Patiala Merit List**

M.A. Punjabi I Year

	2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	15	14	08	08	15	15
Passed	15	14	08	08	15	15
Failed	-	-	-	-	-	-
Left	-	01	-	-	-	-
I Division	09	05	-	02	09	05
Pass Percentage	100	100	100	100	100	100

M.A. Punjabi II Year

	2013-14		2014-15	
	III Sem.	**IV Sem.**	**III Sem.**	**IV Sem.**
No. of students appeared	09	08	09	09
Passed	09	08	09	09
Failed	-	-	-	-
Left	-	01	-	-
I Division	04	04	03	05
Pass Percentage	100	100	100	100

➢ **Miss Shabnam got VI position in Punjabi University, Patiala Merit List. She cleared her NET in first attempt.**

M.Sc. (IT) I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	**II Sem.**	**I Sem.**	**II Sem.**	**I Sem.**	**II Sem.**	**I Sem.**	**II Sem.**
No. of students appeared	01	02	03	03	12	12	24	24
Passed	01	02	03	03	12	12	24	24
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	00	02	03	03	08	10	09	07
Pass Percentage	100	100	100	100	100	100	100	100

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The shining stars of M.Sc. (IT) I Year in 2014-15

➢ Amandeep Kaur D/o S. Jagdev Singh secured 85.3 % marks and University Merit Scholarship
➢ Amandeep Kaur D/o Balwinder Singh secured 83.3 % marks
➢ Gurpreet Kaur D/o Surinder Pal Singh secured 83 % marks
➢ Chakshu Goyal D/o Balkrishan Goyal secured 82.5 % marks
➢ Simarjit Kaur D/o Harbans Singh secured 81.5 % marks

<u>**M.Sc. (IT) II Year**</u>

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	10	10	02	02	03	03	12	12
Passed	10	10	02	02	03	03	12	12
Failed	-	-	-	-	-	-	-	-
Left	-	-	-		-	-	-	-
I Division	08	08	02	02	03	03	10	06
Pass Percentage	100	100	100	100	100	100	100	100

M.Sc. (IT) Lateral Entry

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	20	20	15	15	08	08	03	03
Passed	20	20	15	15	08	08	03	03
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	
I Division	19	16	13	12	07	07	01	01
Pass Percentage	100	100	100	100	100	100	100	100

PGDCA

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	17	16	11	11	15	13	20	18
Passed	17	16	11	11	15	13	19	18
Failed	-	-	-	-	-	-	01	-
Left	-	01	-	-	-	02	-	02
I Division	08	09	08	07	07	07	11	07
Pass Percentage	100	100	100	100	100	100	95	100

BCA I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	40	40	21	21	14	14	10	10
Passed	40	40	21	21	14	14	10	10
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-	-
I Division	07	12	14	09	05	07	07	07
Pass Percentage	100	100	100	100	100	100	10	100

BCA II Year

	2011-12		2012-13		2013-14		2014-15	
	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	35	35	39	38	23	23	14	14
Passed	35	35	39	38	23	23	14	14
Failed	-	-	-	-	-	-	-	-
Left	-	-	-	01	-	-	-	-
I Division	03	08	15	09	14	12	09	09
Pass Percentage	100	100	100	100	100	100	100	100

BCA III Year

	2011-12	2012-13		2013-14		2014-15	
	Annual	V Sem.	VI Sem.	V Sem.	VI Sem.	V Sem.	VI Sem.
No. of students appeared	28	33	33	38	38	23	23
Passed	28	33	33	38	38	23	23
Failed	-	-	-	-	-	-	-
Left	-	-	-	-	-	-	-
I Division	17	07	13	11	10	14	14
Pass Percentage	100	100	100	100	100	100	100

B.Com I Year

	2011-12		2012-13		2013-14		2014-15	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
No. of students appeared	32	30	23	23	36	36	42	39
Passed	32	30	23	23	36	36	42	39
Failed	-	-	-	-	-	-	-	-
Left	-	02	-	-	-	-	-	03
I Division	13	18	09	15	23	24	27	32
Pass Percentage	100	100	100	100	100	100	95	100

B.Com II Year

	2011-12	2012-13		2013-14		2014-15	
	Annual	III Sem.	IV Sem.	III Sem.	IV Sem.	III Sem.	IV Sem.
No. of students appeared	13	32	32	24	23	35	35
Passed	11	32	32	24	23	35	35
Failed	02	-	-	-	-	-	-
Left	-	-	-	-	01	-	-
I Division	01	18	19	16	13	21	22
Pass Percentage	84.6	100	100	100	100	100	100

B.Com III Year

	2012-13	2013-14		2014-15	
	Annual	V Sem.	VI Sem.	V Sem.	VI Sem.
No. of students appeared	09	32	32	23	23
Passed	09	32	32	23	23
Failed	-	-	-	-	-
Left	-	-	-	-	
I Division	03	23	26	16	15
Pass Percentage	100	100	100	100	100

- **Miss Amanpreet Kaur of B.Com. II Year secured 84.59 % in 2014-15 and secured first rank in Punjabi University, Patiala Merit List**

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B.A.I Year

	2011-12	2012-13	2013-14	2014-15	
	Annual	Annual	Annual	I Sem.	II Sem.
No. of students appeared	109	112	156	103	100
Passed	90	95	144	103	92
Failed	19	17	12	-	08
Left	-	-	-	-	-
I Division	18	19	31	44	33
Pass Percentage	82.57	84.82	92.31	100	92

B.A. II Year

	2011-12	2012-13	2013-14	2014-15
	Annual	Annual	Annual	Annual
No. of students appeared	118	91	91	143
Passed	114	91	89	139
Failed	04	-	02	04
Left	-	-	-	-
I Division	22	19	12	26
Pass Percentage	96.6	100	97.8	97.2

B.A. III (Annual)

	2011-12	2012-13	2013-14	2014-15
	Annual	Annual	Annual	Annual
No. of students appeared	90	111	88	85
Passed	89	105	85	83
Failed	01	06	03	02
Left	-	-	-	-
I Division	34	28	23	24
Pass Percentage	98.9	94.6	96.6	97.65

5.3   STUDENTS PARTICIPATION & ACTIVITIES

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

Sports Activities

Year	Level of Participation	S. No.	Name of Student	Class	Dates	Games/ Place	Achievements
2011-12	Japan Association of India (International)	1	Rajdeep Kaur	B.A. I	02-11-2011 to 04-11-2011	National and International Karate Tournament at Amritsar	Student got entry in International Championship by getting first place
		2	Rajdeep Kaur	B.A.I	07-12-2011 to 08-12-2011	Inter college Ball-Badminton competition at Punjabi University Patiala	Student got 3rd Position
		3	Babalpreet Kaur and Amandeep Kaur	B.A. III	07-12-2011 to 08-12-2011		They elected in University team
	State Level	4	Babalpreet and Amandeep Kaur	B.A. III	05-01-2012 to 08-01-2012	Stateball badminton competition at Amritsar	Elected in National Team
2012-13	Inter college	1	Samandeep Kaur	B.A.II	19-12-2012	University College Ghanour(In judo)	Silver Medal Bronze Medal
		2	Amandeep Kaur				
		3	Damanjeet Kaur				
		4	Sabiha				
		5	Ramandeep Kaur				
	Inter College	1.	Sabiha	B.A.III	09-01-2013	Judo Bhatinda	Only participation
		2.	Amandeep Kaur	B.A.III			
		3.	Mandeep Kaur	B.A.II			
		4.	Sarabjeet Kaur	B.A.II			
2013-14	Inter College	1.	Harkeerat Kaur	B.A.I	09-09-2013	Cross country Fatehgarh	Only Participation
		2.	Raman Begum				
		3.	Mandeep Kaur				
		4.	Paramjeet Kaur				

2014-15	National Competition	1.	Shabaz Bano	B.A.II	7-11-2014	Tug of War University Campus	Only Participation
		2.	Nasreen	B.A.I			
		3.	Farah	B.A.I			
		4.	Fatima	B.A.I			
		5.	Gagandeep Kaur	B.A.II			
	Farah and Gagandeep selected for tug of war University Level						
	Inter College	1.	Prince Kaur	B.A.II	02-12-2014	Ball Badminton	Only Particiaption
		2.	Gagandeep Kaur	B.A.II			
		3.	Harkeerat Kaur	B.A.II			
		4.	ShabazBano	B.A.II			
		5.	Nasreen	B.A.I			
		6.	Rubeena	B.A.I			
	Inter College	1.	Harkeerat Kaur	B.A.II	16-12-2014	Athletics at University Campus	Only Participation
		2.	Sarabjeet Kaur	B.A.II			
		3.	Prince	B.A.II			
		4.	ShabazBano	B.A.II			
		5.	Harpreet	B.A.II			
		6.	Sabiha	B.A.III			
		7.	Mubeen	B.A.III			
	Inter college	1.	Harkeerat	B.A.II	11-1-2015	Tug of War University Campus	Only Participation
		2.	Sarabjeet Kaur	B.A.II			
		3.	Nasreen	B.A.I			
		4.	Rubeen	B.A.I			
		5.	Farah	B.A.I			
		6.	Harpreet Kaur	B.A.II			
		7.	Monika	B.A.II			
		8.	Ravjot	B.A.II			
		9.	Fatima	B.A.I			
		2.	Prabhjot	B.A.I			

> **List of Cultural and othe Extra Curriculur Activities is provided at 5.3.2**

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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.

<div align="center">

Zonal Youth festival
2014-15
Held at Government Ripudaman College, Nabha

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S. No.	Name of Item	Name of Participant	Class	Position
1	Gidha	Kavita Batra	B.Com III	-
		Saleha Rana	B.Com III	
		Shehnaz	B.A. II	
		Shehnaz Bhatti	B.A. II	
		Rupinder Kaur	B.A. I	
		Nadira Waheed	B.A. III	
		Rajni Bala	B.A. III	
		Rukhsar	B.A. III	
		Manpreet Kaur	B.A. II	
		Priyanka Mankoo	B.A. II	
		Shehbaz Bano	B.A. II	
		Kavita Batra	B.Com III	
		Saleha Rana	B.Com III	
		Shehnaz	B.A. II	
		Shehnaz Bhatti	B.A. II	
2	Classical dance	Anisha	B.Com. I	3rd
3	Lok Geet	Mehak	B.A. I	-
4	Gazal	Neha	B.Com. I	-
5	Sitar	Mehnaz	B.A. II	4th
6	Group Shabad	Pavneet	B.A. III	-
		Gulafsha	B.A. I	
		Bhupinder Kaur	B.A. II	
		Tarandeep Kaur	B.A. II	
		Deepika Jain	B.A. III	
		Ravneet Kaur	B.A. II	
7	Rangoli	Ruksar	B.A. III	-
8	Cartooning	SaimaArzoo	B.A. I	-
9	Poster Making	Prince Kaur	B.A. II	2nd
10	On the spot Painting	Manpreet	B.A. I	-
11	Debate	Sumaiya	B.A. II	-
		Ridhi Sood	B.Com I	

12	Elocution	Rimsha	M.A. (Hindi) II	1st
13	Poetical Recitation	Rimsha	M.A. (Hindi) II	-

Inter Zonal Youth Festival
Held at Punjabi University Patiala (2014-15)

Sr. No.	Name of Item	Name of Participant	Class	Position
1	Elocution	Rimsha	M.A. (Hindi) I	-
2	Poster Making	Prince Kaur	B.A. II	-

Total number of participation in Zonal Youth festival   =   13
Total number of participants in Zonal Youth festival   =   29
Total number of positions in Zonal Youth festival   =   04
Total number of participation in Inter Zonal Youth festival   =   02

Three Students honored by (Malwa Friends Welfare Society (Regd.), Dhuri) on National Girl Child Day.

1. Garima for merit in 10+2
2. Rimsha for standing 1st in Elocution Zonal Youth festival.
3. Prince Kaur for standing 2nd in Poster Making in Zonal Youth festival.

Other Activities (2014-15)

1. Lecture on Environment by Sant Balbir Singh Ji, Seechewal on 24 Jan, 2014.
2. Miss Aqsa, M.A. (Eng.) II selected as Campus Ambassador under Sweep Plan for maximization of voter enrollment.
3. National Girls Child Day celebrated on 23rd Jan 2015.
4. Main function of Voters Day 2015 held on 25/01/2015 in which Sh. Amit Bambi S.D.M. Malerkotla addresses guest, students and parents. Students participated in Poster Making and Declamation on the occasion.
5. Students of M.A. (Eng.) II attended seminar for awareness among students for competitive exams organized by Nawab Sher Mohammad Khan Institute of Advanced Studies in Urdu, Persian and Arabic on 28th Feb 2015.

Zonal Youth Festival
2013-14
Held at S.U.S. Government College, Sunam
On October 14, 15, 16, 2013

Sr. No.	Name of Item	Name of Participant	Class	Position
1	Gidha	Sandeep Kaur	BCA III	-
		Achherjeet Kaur	BCA III	
		Rajni Bala	B.A. II	
		Amandeep Kaur	BCA III	
		Gagandeep Kaur	B.A. I	
		Rubeena	B.A. I	
		Shehnaz Bhatti	B.A. I	
		Rupinder Kaur	B.A. I	
		Shehnaz	B.A. I	
		Kavita Batra	B.Com II	
		Saleha Rana	B.Com II	
2	Classical Sitar	Mehnaz	B.A. I	3rd
3	Skit	Tamanna	B.A. III	-
		Swarn Kaur	B.A. III	
		Nuttan	B.A. I	
		Aarti	B.A. I	
		Heena	B.A. I	
		Shivani Mittal	B.Com I	
4	Collage Making	Neha jain	M.A. (Eng) II	-
5	Clay Modelling	Tehzeem	B.A. II	-
6	On the spot Painting	Sultana	B.A. I	-
7	Rangoli	Nazia	B.A. III	-
8	Poster Making	Navdeep Kaur	B.Com. III	-
9	Cartooning	Priya Jain	B.Com. III	-
10	Poetical recitation	Shehbana	M.A. (Eng) II	-
11	Elocution	Shehbana	M.A. (Eng) II	-
12	Debate	Shehbana	M.A. (Eng) II	-
		Nazma	B.A. III	-
13	Mime	Komal Dhara	BCA I	-
		Komal Ratnia	B.Com I	
		Babita	B.Com I	
		Rimpy	B.Com I	
		Mandeep Kaur	BCA III	
		Himani	B.Com I	

Total number of participation in Zonal Youth Festival = 13
Total number of participants in Zonal Youth Festival = 32
Total number of position in Zonal Youth Festival = 01

Zonal Youth Festival
2012-13
Held at Guru TeghBahadur College, Bhawanigarh

Sr. No.	Name of Item	Name of Participant	Class	Position
1	Gidha	Ravneet Kaur	B.A. III	-
		Shaganpreet Kaur	B.A. I	
		Vandana Bharti	B.Com II	
		Davinder Kaur	B.A. I	
		Rajni Bala	B.A. I	
		Amandeep Kaur	BCA II	
		Sandeep Kaur	BCA II	
		Sanjeet Kaur	B.A. III	
		Acharjeet Kaur	BCA II	
		Amandeep Kaur	B.A. III	
		Nadira	B.A. I	
2	Folk Orchestra	Ravneet Kaur	B.A. III	4th
		Shaganpreet Kaur	B.A. I	
		Vandana Bharti	B.Com II	
		Davinder Kaur	B.A. I	
		Rajni Bala	B.A. I	
		Amandeep Kaur	BCA II	
		Sandeep Kaur	BCA II	
		Sanjeet Kaur	B.A. III	
		Acharjeet Kaur	BCA II	
		Amandeep Kaur	B.A. III	
3	Poster making	Daljeet	M.Sc.(IT) III	2nd
4	Rangoli	Nazia	B.A. III	2nd
5	Clay Modelling	Tehzeen	B.A. I	4th
6	Collage Making	Neha Jain	M.A. I	-
7	On the spot Painting	Mehnaz	B.A. III	-
8	Debate	Zikra	B.A. III	-
		Shehbana	M.A. I	1st
9	Elocution	Shehbana	M.A. (Eng.) I	3rd
10	Poetical Recitation	Ruza	B.A. III	-
11	Sitaar	Mehnaz	B.A. I	3rd

1. Won overall Trophy in Fine Arts

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Inter Zonal youth Festival
Held at Punjabi University, Patiala (2012-13)

Sr.No.	Name of Item	Name of Participant	Class	Position
1	Debate	Shehbana	M.A.(Eng.) I	-
2	Poster Making	Daljeet	M.Sc.(IT) III	-
3	Rangoli	Nazia	B.A. III	-

Total number of participation in Zonal Youth Festival   =   11
Total number of participants in Zonal Youth Festival   =   31
Total number of positions in Zonal Youth Festival   =   06
Overall trophy in Fine Arts   =   01
Total number of participants in Inter Zonal Youth Festival   =   03

Other Activities (2012-13)

1. On the occasion Bashai Sadbhavna Divas, Book released function was held for. Books authored by Prof. H.L. Agnihotri on 29th September 2012.
2. Inter State Declamation contest held at Government College, Jammu on 28th November 2012.

Sr.No.	Name of Item	Name of Participant	Class	Position
1	Declamation Contest	Ruza	B.A. II	-
		Shehbana	B.A. III	-

Zonal Youth Festival
2011-12
Held at Tara Vivek College, Gajjanmajra
Held on 27, 28, 29 Sept 2011

S. No.	Name of Item	Name of Participant	Class	Position
1	Gidha	Ravneet Kaur	B.A. II	-
		Parampreet Kaur	BCA II	
		Ramandeep Kaur	B.A. I	
		Navdeep Kaur	B.A. II	
		Amandeep Kaur	BCA I	
		Gurjot Kaur	BCA I	
		Navjot Kaur	B.A. II	
		Sandeep Kaur	BCA I	
		Amandeep Kaur	BCA I	
		Vandana Bharti	B.Com II	
		Gurdeep Kaur	B.A. II	
2	Classical Dance	Vandana Bharti	B.A. III	3rd
3	Skit	Nazma	B.A. III	-
		Renu Sharma	B.A. II	
		Priya Saggar	B.A. II	
		Reetika	B.A. II	
		Suhani Talwar	B.A. II	
		Tarun Jain	B.A. II	
		Pallvi	B.A. II	
		Prabhdeep Kaur	B.A. II	
		Zikra	B.A. II	
		Vishakha	B.A. III	
4	Cartooning	MalikaSood	B.Com. II	2nd
5	Collage Making	Neha Jain	B.A. III	1st
6	Clay Modelling	Mandeepkaur	B.A. III	-
7	Rangoli	Shelly Goyal	M.Sc. (IT)	1st
8	Poster making	Daljeetkaur	M.Sc. (IT)	3rd
9	On the spot Painting	Mehnazakhtar	B.A. III	-
10	Debate	Shehbana	B.A. III	-
		Nazma	B.A. III	-
11	Elocution	Shehbana	B.A. III	3rd
12	Poetical recitation	Rooza	B.A. III	-
13	Sitar Vadan	Diksha Jain	B.A. III	3rd

∗ Won overall trophy in Fine Arts

Inter Zonal youth Festival
Held at Punjabi University Patiala

Sr.No.	Name of Item	Name of Participant	Class	Position
1	Rangoli	Shelly Goyal	M.Sc. (IT)	-
2	Collage Making	Neha Jain	B.A. III	2nd
3	Cartooning	MalikaSood	B.Com. II	-

Inter Zonal Lok Mela
Held at Punjabi University Patiala
On November 19, 20, 2011

Sr.No.	Name of Item	Name of Participant	Class	Position
1	Geete	Renu Sharma	B.A. II	2nd
2	Embroidery	Prabhjot Kaur	B.A. I	-
3	Inoo Making	Navjot Kaur	B.A. I	-
4	Mitti Toys	Parminder Kaur	B.A. I	-
5	Peeri	Harmanpreet Kaur	B.A. I	-
6	Nala Making	Damanjeet	B.A. I	-
7	Rope Skipping	Babalpreet	B.A. I	-
8	Peecho	Ravneet Kaur	B.A. II	-
9	Ravaitee Lok Geet	Jaspreet Kaur	B.A. I	3rd
		Amandeep Kaur	B.A. I	
		Amanpreet Kaur	B.A. I	
		Zareena	B.A. I	

Total number of students participated in Zonal Youth festival = 15
Total Positions = 07
Number of participation in inter Zonal = 12
Number of participation in Lok Mela = 12
Number of positions in Lok Mela = 02

Gidha contest 18-02-2012 at
Bhai Gurdas College, Sangrur

College team of Gidha was special invitee for presenting Gidha as inaugural item in the function and was honored for excellent performance.

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

The college does not have a clearly set and help defined mechanism for obtaining feedback from the students. But the old students are in touch with their teachers, so we get feedback from the students. Secondly Muslim girls are married locally, so they come to college either with their niece or daughter & we get feedback from them as well as through alumni. Students are with their teachers on whatsapp & Facebook.

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 publication/materials brought out by the students during the previous four academic sessions.

College provides students creativity through magazine 'Ukti'. Students publish their Articles, Stories or Poetry in different languages. It is the best creativity of students. Students are encouraged in classes, sometimes topics are given to express their views. Then selected articles are published in College Magazine. N.S.S. Department publishes its Wall Magazines daily and weekly during camp.

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

No.

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

1. College Development Committee
2. IQAC
3. Anti Ragging Committee
4. Lib. Advisory Committee
5. Discipline Committee
6. Reception Committee

5.3.7.   How does the institution network and collaborate with the Alumni and former faculty of the Institution.
The college organizes alumni meet once a year. They remain in touch with the teachers. The students of the college are in touch with their teachers personally through Whatsapp and Facebook & give feedback.

GOVERNANCE, LEADERSHIP & MANAGEMENT

CRITERIA VI: -GOVERNANCE, LEADERSHIP & 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 student it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

"Tamso Ma Jyotir Gamya" is the mission of the college. It means from darkness to light, from illiteracy to literacy. Malerkotla being backward & mostly Muslim populated city, girls were mostly confined to the four walls of the house. They were not allowed to read & write. The visionaries of the college felt the need for the development of the girls. As we know that the girls contribute a lot in the development of society. Japanese generally say that" Give us good mothers, we'll give you good nation". We strive for value oriented education to the girls to make them enlightened citizens of the nation.

Mission – We serve the cause of education to the students from diverse backgrounds. An erudite& competent staff strives to equip students with higher education as well as make them good citizens of the universe. We try to make them analytical, unprejudiced and competitive citizens of the society. We try to make them such individuals who can make heaven out of hell for space others.

Objective- To make this world a peace-loving place- as Malerkotla caters to diversity. There is unity in diversity.

➢ Holistic Approach among the students.
➢ To reach the less-privileged of the society.
➢ To make girls self dependent.
➢ To focus on personality development through Positive Approach, Leadership Qualities and self awareness.

The vision and mission of the college is for the betterment of the society. Most of the students are coming from rural areas and backward areas. So college has made education accessible to those who were deprived of it. It is changing & adding new streams and new subjects on the demand of the society and students. College translates its vision with its activities by-

➢ Imparting quality education
➢ By establishing a number of Cells &Committees to deliberate on quality related issues pertaining to higher education.
➢ By providing vibrant atmosphere conducive to all round development of students.
➢ By undertaking capacity building initiatives.

College is committed to holistic education of the students to make them empowered leaders of the future .The college is dedicated to Nationalistic Causes, Commitment to social causes of integrity & unity among masses and Service before self in all academic & administrative

affairs are the Slogans of College . Education is pro women as it is purely Girls College. They are given basic qualities to adjust in life & be useful citizens of the society. College administration supports faculty in updating themselves, as a teacher is a learner throughout her life who burns herself to illuminate others.

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

College is run by Kabli Mal, Ramji Das Jain Trust Society. It has its own constitution. It follows it in toto but also changes as the time requires. It has a dynamic Managing Committee which is dedicated to education. The Director of Committee is Mr. D. D. Bhatti who is National Awardee. Managing Committee all the time promotes staff and students. They extend their helping hand. Secondly it is affiliated to Punjabi University, Patiala. Staff members are the members of Board of Studies and Faculty of Languages. They play a great role in the making of syllabus. When new courses are added sometimes our teachers play pivotal role in framing the syllabus and other important information.

Md. Principal herself is very dynamic. She attends all the meetings of University. Principal &staff discuss the problems of the students and play their positive role in academics.

College is aided by the Punjab Government under 95% grant-in-aid. So the college follows the directions of DPI (Colleges), Punjab. Md. Principal is always in touch with the DPI regarding Punjab Government rules & regulations. So, all the instructions are followed and new suggestions are conveyed to the Government through DPI Punjab. She is responsible for all the correspondence with the DPI, Punjab.

Md. Principal has cordial relations with students. Students can approach her easily. They can go to her with their problems.

Md. Principal receives reports from the different committees of the college and guides them with her valuable advice.

A list of infrastructure requirements from Departments is sent to the Principal. She scrutinizes it and recommends to the Management.

Being the Head of the institution, her role is multi-dimensional. She is responsible for the academic & administrative functioning of the college. So, she prepares agenda for the session and places it before the staff & gets her plans executed by the staff.

She is responsible for all the correspondence with University Grants Commission which is central funding body. College is getting huge grants from U.G.C. for its development. She is always anxious about new plans of U.G.C. and getting maximum help from it. She performs her duty very efficiently.

The college has constituted different committees with teaching& non-teaching staff which plays an important role in the planning and implementation of activities in different spheres of institutional functioning. The Principal gets suggestions and report from different committees of the   college for improvement in its functioning.

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The personal interaction of the Principal with various stakeholders, the faculty, the non-teaching staff, students & parents play an important role in this. Apart from this, feedback Proformas & Self Appraisal Proformas of the teachers, help the Principal and Management to plan for further policies.

This participatory role of the staff encompasses& sustains the involvement of the other staff which is necessary for the efficient & effective running of the college.

6.1.3   The involvement of leadership in ensuring the policy statements and action plans for fulfillment of the stated mission, Interaction with stakeholders, reinforcing the culture of excellence.

The DPI colleges & Punjabi University Patiala enlightens the Principal, who in turn leads the college for the fulfillment of its stated mission. Feedback is facilitated by IQAC and Examination Committee every year for the staff who is better assessed by the Principal. The faculty members whose performance is below the desired minimum level of expectancy are counseled by the Principal. Continuous improvement in the academic process is ensured through Seminars & Conferences at the National or International level to update their knowledge & recent trends in higher education.

The College makes efforts to build a healthy relationship with its stakeholders especially students, parents, teachers & society through interaction with them.

Interaction with students is initiated through tutorials. Their suggestions are valued. Every teacher has about ten students. So they have friendly &cordial relations. They can express their views freely. Students have an easy access to the Principal to discuss their problems and get them solved.

The annual meet of old students Association gives an opportunity for the old students to be a part of the institution; Even after leaving the college they continue to contribute to the overall development of the institution though the provision of becoming lifetime members of the alumni.

The College considers its faculty as one of its strong pillars. Being aided & affiliated college, there are no transfers and staff is living like a family. All the sorrows and joys are shared. They share all the celebrations. They have a sense of belongingness. There are no professional grievances or grudges among the staff.

The Principal and Management value the opinion of the Public too. They make all the efforts to reach out to the public & interact with the public. Malerkotla being a small city, public has an easy access to the Management. Parents can approach the Managing Committee easily. Even the Managing Committee is also dedicated and they pay great heed to the parents & value their suggestions. Moreover the gentry of the city is invited to all the functions of the college. Media is also invited to its functions. Press plays a great & positive role in the

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publicity of the events of the college. Results of Academics, Co-Curricular Activities and Games are highlighted by the press. So they also play a great role.

Participatory leadership is ensured at every level to promote the culture of excellence. A fair representation is given to all the faculties while constituting committees for various aspects of the functioning of the College.

Changes in the existing rules & regulations are brought about after thorough discussion with the staff as per the needs of present generation. At the end of the annual examination, the Principal discusses with the heads of the different departments about the proposed workload, needs of the students and any other changes, they would like to have. So new staff is deputed to meet the needs of the students.

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

The college has a clear and well defined system to monitor and evaluate the effectiveness and effective implementation of the plans of the institution. The college ensures that the desired objectives are being achieved through the IQAC.

IQAC conducts self evaluative exercise for all the departments to know the strengths& weaknesses of the functioning of the college in various areas. Various Committees have been established for smooth functioning of the college. These Committees are directed to prepare action plans & discuss it with the Principal. The Committee scan out the projects & submit the report to the Principal at the end of the year. Feedback is obtained from stakeholders.

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

The college is affiliated to the Punjabi University Patiala &getting 95% grant-in-aid from Punjab Government. So it has to obey the rules of Punjabi University, Patiala and Punjab Government through DPI (College) Pb. Financial Matters, approvals of the staff & many other matters are discussed with the DPI/university authorities. The committee members discuss the problems with the Principal. The role & responsibilities of the staff are communicated to the staff for effective functioning of the college. In the interest of the college, staff meetings are held. At the same time staff members are the members of board of studies or Faculty of languages. The Principal attends all the meetings of the University. The syllabus & other rules & regulations are followed. The same process is adopted for the implementation of plans& policies of the University.

Even the Management is all the time supportive to the Principal, staff & students. They extend every type of support.

6.1.6 How does the college groom leadership at various levels?

The supportive administration always encourages the involvement of the staff in the quality assurance. Various members are involved in developmental activities of the college such as Building Committee, Discipline committee, Admission Committee, Library Committee etc. All Committees are mixture of Senior & Junior members of the staff to imbibe the ethos and work culture of the college. The faculty members with potential are groomed for leadership roles by entrusting them with the responsibility of convenorship. So work culture is developed among the staff.

Training Programmes:- The Principal, administrative staff are encouraged to attend leadership training programmes. Faculty members are deputed by the Principal to attend National or International Seminars.

Student Leadership: - Students are taught leadership qualities through N.S.S. programmes. Students are given free responsibility to different works in the camp. They are supported to perform the responsibilities and take some decisions. All the cooking for approx. 100 persons is done by the students. They are given stage confidence also. Red Cross, Red Ribbon club & Legal Literacy club also give leadership qualities to the students. All this leads to overall personality development of the students.

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 authorities are sensitized to managerial concept of de-centralization. Moreover running an institution is a team work. So the work is divided among different committees for the smooth running of the institution. Madam Principal discusses with the Vice Principal, Head of Departments and various Committees before putting any agenda before the managing committee. It creates an environment of democracy and everyone feels equally important. Moreover best comes from every side. Hence administrative powers and responsibilities are delegated to the staff members on the basis of their competence, commitment and aptitude to meet the institutional objectives, which are stated below:
➢ Balance of workloads and development opportunities to staff.
➢ It creates positive and motivating forces.
➢ It cultivates team spirit to speed up target achievement.
➢ Initiation spirit is aroused among the staff.
➢ It makes task more interesting and work a rewarding experience.

The conveners of different committees plan & monitor the projects. Ultimately all the work is reviewed by the worthy Principal along with the vice Principal. This decentralization of

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powers is based on the mission and vision of the College and is guiding & motivating force for the staff as well as the institution.

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

The college is governed by the DPI (Colleges) Punjab as well as Punjabi University Patiala. The DPI(colleges) governs the financial problems regarding the aided staff as well as schemes of the state as well as center government.

All the policies are circulated to the Principal and are executed through her. All the Government decisions are conveyed either through mail or correspondence or personal meetings with the Principal.

Academic policies are governed by the Punjabi University Patiala. Madam Principal is a member of Academic Council. Each staff member remains members of board of studies as well as faculty of languages for two years by rotation. Worthy Principal as well as staff members attend the meetings & express their views. Last year Dr. Baljeet Kaur, Department of Sanskrit prepared syllabus for B.A.I, II in Sanskrit. Mr. Puneet Sapra, Asstt. Prof. in comp. Sci. as a Member of Committee, was instrumental in bringing some positive change in the syllabus of BCA I.

At Management level two staff representatives are there. They convey the problems of staff & students to the Management.

So everywhere participatory, leadership and team work culture prevails, emblematic of the values & ethos of the college enable the College community to internalize these and in turn create institutional loyalty and the willingness to walk an extra mile.

6.2 STRATEGY DEVELOPMENT & DEPLOYMENT

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

Yes, the college has formally stated quality policy which has been formulated based on the vision and mission of the college and is a guiding force that helps the college to grow.

We endeavor to impart highest standards of education; developing the intellect and reasoning ability of our students, with a strong base of moral, ethical and human values innovative teaching, learning processes are constantly devised to evolve our students as global citizens, with National pride. Excellence is the watch word in all areas of curricular& co-curricular activities in the college.

The Principal ensures that this policy embodied in quality objectives is communicated to all the personnel. The IQAC prepares perspective plans and policies based on the quality policy and activities proposed by various departments for the year.

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

The college is propelled by a visionary Management which has well defined goals and perspective plans for the developmental work. The perspective plan is drawn as short term and long term goals in different aspects of functioning of the college. The college is a forerunner in the women education in the area. The college has most experienced & well qualified staff worthy and dynamic Principal and visionary Management to take the institution to peaks. It has added laurels to its cap.

6.2.3. Describe the internal organizational structure and decision making process.

The DPI (Colleges) and Punjabi University, Patiala are the policy makers. The DPI colleges regulate financial matters and Centre& state government policies. The Education department frames educational policies keeping in view national policies in Higher Education, existing priorities and local needs. The feedback obtained from the students, alumni and faculty constitutes the major inputs for the perspective planning. These inputs are conveyed to the Head of the institution and implemented in the college. Appropriate financial requirements are fulfilled for various schemes.

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

➢ Teaching & Learning
➢ Research & Development
➢ Community engagement
➢ Human resource management
➢ Industry interaction

Teaching Learning: - The principal ensures effective and efficient transaction of teaching learning process by

1. Promoting professional development of faculty by providing support

➢ To undergo refresher courses
➢ To equip themselves in modern pedagogical tools.
➢ To pursue doctoral programmes.
➢ To attend national& International seminars.

2. By replacing faculty proceeding on leave with substitute lecturers to ensure that teaching learning process is unaffected.
3. Providing infrastructure conducive to intellectual growth & all round personality development.

Research and development: - The College promotes research aptitude among faculty and students.

1. Four staff members Dr. Amarjit, Dr. Baljeet, Dr. Sujata and Dr. Anu are already Ph.D. Dr. Paramjit has recently completed her Ph. D. Madam Disha, Madam Harjinder, Madam Manpreet are pursuing their Ph. D.
2. Dr. Sujata is guiding students of different universities for Ph.ds for 5 years. She has guided 3 students
3. Eminent scholars are invited for talks.
4. Madam Disha, Madam Paramjit, Madam Harjinder have got their papers published in different Journals. Madam Sukhvinder has got her 2 articles published in Jan Sahit, a magazine by Language Department Punjab. The principal is promoting the faculty to write research papers. She herself has written 13 Papers in renowned Journals.

Community Engagement: - The college has 1.5 unit of N.S.S., Red ribbon club, Legal Literacy Club, Red Cross and Sahit Sabha in college. The college encourages students to participate in different activities. The college organizes various outreach programs for social awakening among students and to enable them to respond to the larger issues of society.

1. Tree plantation.
2. Blood donation Camps.
3. Social awareness programs like Female Foeticide, Dowry etc.
4. Drive against Drug Addiction.
5. HIV/ AIDS awareness lectures.
6. Inter class competitions.
7. Youth festivals.
8. Counseling programs.
9. Various days of importance like Women's Day, Lohri, Eid, International Environment Day, National Integration Day, Voters Day, Sadbhawna Diwas, Save Girl Child day and Yoga Day.

Human resource Management: - The institute has a very effective mechanism for assessing adequate human power requirements, staff recruitment, monitoring and planning professional development programs for the faculty development. The faculty members are allowed to update their knowledge and pedagogical skills.

Industry Interaction: - Commerce Department has links with the industry for the training of students.

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 head of the institution ensures that adequate information is available for the Management in the following ways:

➢ By holding periodical meetings to review the moral progress of the institution.
➢ Through personal interaction with students both at formal and informal levels.
➢ Through personal interaction of the Principal with the faculty at informal level.
➢ Through interaction with the guardians.
➢ Through information available in students feedback form.

The Principal gets the feedback from various stakeholders, lecturers, students, parents' alumni and the public with regards to the teaching quality, curriculum, extra-curricular activities and infrastructural requirements and communicates it to the Management. After thorough discussion and deliberations the existing facilities and activities of the institution are reviewed and decisions are taken for their implementation. The available resources and modalities are considered thoroughly.

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 administration encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes.

➢ By having their staff representatives in college managing committee.
➢ By constituting committees with staff representatives which play an important role in planning and implementation in different spheres of institutional functioning.

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

Meeting of Managing Committee is held on 2nd Saturday of every month and important decisions are taken and resolutions are passed generally in this meeting. The following resolutions were passed during the session 2014-15.

Sr. No.	Date	Subject
1.	10.10.2014	Resolution for starting New Course i.e. M.Com. University representatives also attended this meeting.
2.	13.12.2014	For Lohri celebration and Prize Distribution Function in the month of January 2015.
3.	12.1.2015	Conversion of post from Music (Inst.) to Computer Science.
4.	14.3.2015	1) Interview to be held for Assistant Prof. in Commerce. 2) Purchase of land for Play ground. 3) Advertise for Interview for the post of Assistant Prof. in Computer Science. 4) Regarding BSNL Tower.
5.	11.4.2015	For formation of Alumni and Alumni meeting to be held on 18.4.2015

6.2.8 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?

The institution has well defined grievance Redressal mechanism to address and redress the grievances of all the members. The grievance cell has been established recently to redress the problems of the students and staff and promote healthy atmosphere in the college. No Major Problems has come to notice so far. The objectives of the cell are:-

➢ To uphold dignity of the college by ensuring strife free atmosphere in the college by promoting healthy student-student and student teacher relationship.
➢ To encourage the students to express their grievances freely and friendly.
➢ To promote and maintain a conducive and unprejudiced educational environment.

To streamline Redressal mechanism and ensure speedy justice, a committee has been constituted by the Principal, who is the Chairperson of the Committee. Suggestions/Complaint boxes have been installed in the college campus recently. The cell find solutions to the problems related to classroom teaching or any other problems.

Redressal of staff grievances: The Principal is accessible to all the members for sharing their grievances and concerns. Faculty members are free to express their complaints and problems. In the same manner non teaching staff can share their problems with the principal.

Redressal of student grievances: The grievance cell looks into the grievances of the students. Suggestion, complaint boxes are installed. Grievances related to academics are dealt at the department level.

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Redressal of parents grievances: Direct and timely access to the head of the institution for voicing grievances, if any, by parents are resolved through personal interaction by the head of the institution or grievance cell.

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

No court case has been registered.

6.2.10 **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?**

The Institution has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of institutional provisions. In order to seek feedback, from prime stakeholders, that is, students and parents, the college has formed various bodies that operate at different levels with them. Their sagacious suggestions and much valued opinions are highly appreciated to ensure academic meritocracy. The post graduate departments obtain inputs from its students who are employed in various organizations to improve the overall competency of the students for employability.

The information obtained through feedback, be it the suggestions or views, agreeable or disagreeable from both stakeholders as well as non stakeholders are considered by the management, their viability discussed and measures taken to make the optimum utilization of its resources.

Measures adopted in pursuance of feedback obtained from students, faculty and non teaching

➢ Regular engagement of classes
➢ Infrastructural improvement
➢ Input from students and faculty considered in preparing the Academic Calander.

Extra curricular exercises

➢ Add on courses
➢ Remedial classes
➢ Guidance for NET teachers on personal level.

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?

Our Management and Principal are supportive administrators. They are fully aware of the fact that updating knowledge base and skills are not only desirable but also imperative to face the challenges of this constantly evolving world. The institution ensures the professional development of the staff by:

➢ Encouraging for higher studies i.e. Ph. D.
➢ Encouraging for publication work.
➢ Encourage for participating in national/international seminars/workshops.
➢ Supporting membership and active involvement in local, state, national and international associations. Madam Principal, Madam Seema is executive members of Bharat Vikas Parishad, an International NGO. Md. Principal is Member of Sanjh Kendra, Malerkotla. Md. Seema also remained member of committee for 'Visitor Week' of Police Station City I for two years. Madam Sujata and Madam Baljeet are members of Hindi Sahit Sabha Malerkotla. Dr. Sujata is president of Hindi Sahit Sabha Malerkotla. Mr. Anil Jain President K.M.R.D. Jain College Managing Committee is Patron, B.V.P. Malerkotla, Ex President Lions Club, Malerkotla, President Kuti Sati, Malerkotla. Sh. Verander Jain, Secretary K.M.R.D. Jain College Managing Committee is Charted President Lions Club, Malerkotla. Sh. Chaman Lal Jain, Manager K.M.R.D. Jain College Managing Committee is Patron, S.S. Jain Sabha, Malerkotla and President Tapa Baradari, Malerkotla. Sh. Rishabh Jain Advocate K.M.R.D. Jain College Managing Committee is Patron, Tapa Baradri, Malerkotla. Sh. D.D. Bhatti, Director, Managing Committee is National Awardee and a member of Hindi Sahit Sabha.. Besides these, the Executive members of Managing Committee are office bearers as well as members of other local committees and NGOs.

Development program for non teaching staff: -The College has implemented various programs to enable the staff to function more effectively. Employees need training in advanced skill related to their work. The college provides not only computer learning but also latest software's.

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 needs of the faculty development are assessed, keeping in view the changes taking place in higher education and institutional requirements. The college has perceived the need for enabling its faculty to use Internet to make class room teaching effective.

The head of the college suggests the name of faculty who need to be trained for administration position. The college motivates faculty members for self expression. The college is committed to faculty welfare and it offers a platform for the talented and aspiring and motivates others.

The college organizes seminars and permits staff to attend seminars/conferences to keep themselves updated and the recent advancements in their respective fields.

➢ Training in the use of computers for teaching and non teaching staff
➢ Faculty and staff are encouraged to pursue studies or attend academic training programmes.
➢ The following social welfare schemes of Punjab Government and the affiliating universities have been implemented as per rules.
  1. Casual leave.
  2. Medical Leave.
  3. Earned Leave.
  4. Maternity Leave.
  5. Duty Leave.
  6. Group Insurance is there for staff on duty in examination.

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

The achievement of faculty members are monitored and maintained through self appraisal system as per guidelines from U.G.C. The appraisal report is submitted to the Principal. Feedback from lecturers also indicates lecturer's quality. The feedback form has a well defined set of questions that helps the students to evaluate the lecturers on the basis of knowledge, communication skills and interest generated by the lecture. The Principal analyses the students' reflections and shares it individually.

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 self appraisal report duly filled is assessed by the Principal. The administration plays an active role in the performance appraisal of the staff. The college administration keeps a vigil on the professional behavior and attitude of the members of the teaching as well as non-teaching faculty.

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?**

Realizing that satisfied employee is an asset to the institution and can make the college a productive place, the administration has put several incentive measures in place for teaching as well as non teaching staff. The Punjab Government rule read in concurrence with pay Commission recommendations of U.G.C. provides respectable and satisfactory salary and job inducements to the aided staff and other staff members are paid by the management as much as best possible. Certain facilities available to all staff members are –

- ➢ E.P.F./C.P.F.   -   100%
- ➢ Study Leave   -   NIL
- ➢ Maternity Leave   -   availed by members as per need
- ➢ Duty Leave   -   100%
- ➢ Casual Leave   -   100%

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

The college is 95% grant-in-aid by the Punjab Government run by the management. Aided staff is paid as per the U.G.C. pay commission recommended and implemented by the state government. Other staff members are paid by the management as best as possible. Eminent faculty is paid more as compared to others.

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 effective and efficient use of available financial resources of the college is incurred by the Management. The quotations are asked as per rules. The purchase committee scrutinizes the quotations. All the official formalities are completed and done and record is maintained.

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 college accounts are annually audited by approved Chartered Accountant and he audits the yearly accounts of the college prepares the annual income and expenditure statement along with balance sheet of the college which is duty assigned by him. He audits all the accounts of the College .The last Audit was done 14/02/2009.Everything is mentioned in the Aneexure III.

➢ Even the college has a bursar for the college principal account.
➢ DPI colleges Chandigarh audits government salary account at the time of submitting claims. A.G. Office and Punjab government also audit at desirable time.

Annexure III

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.

Internal Audit is done for Salary Account of Aided staff and BA Fees/Funds by State Government. UGC Accounts, Punjab Government Salary and MP grants are audited by A.G. Department i.e. Central Government Agency.
The college has major sources of funding as follows:
➢ Grants towards salary received from Punjab Government
➢ Grants received from UGC
➢ Contribution by the MPs' from the Developmental Financial Help Fund
➢ Total fee collected from the students.
➢ Mr. Qimat Rai Jain (advocate) also contributed towards construction.
➢ Retired Judge Punjab and Haryana high court Mr. Gian Chand Garg has adopted two students.
➢ Mr. Rishab Jain (advocate) pays rupees 11000 for fees of two students.

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- ➢ Tapa Bradari contributes towards construction
- ➢ Aggarwal Sabha is contributing for the last four years.

EXPENDITURE STATEMENT

Sr. No	Name of Accounts	2011-12		2012-13		2013-14		2014-15	
		Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure
1	Management A/c	6133288	4941570	7977046	6209423	8218208	7010944	7803646	7652691
2	Principal A/c	1008527	900196	1103481	541473	1648383	1345989	2266868	2128575
3	U.G.C A/c	276897	231132	19872	5088	30634 (Balance of XI Plan)	0	0	0
4	Govt. A/c	8990770	8957563	20904409	18424087	9034505	11257668	6278034	6022038
	Total	16409482	15030461	30004808	25180071	18931730	19614601	16348548	15803304

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

The college devises various ways and means to mobilize the resources it needs for the welfare of the students. Some of the methods used by the college towards achieving these goals are:-
- ➢ Seeking Grants from U.G.C.
- ➢ The college seeks contribution from the MP/MLA from the Public Development Help Fund.
- ➢ From local eminent persons for opting poor students e.g. Retired Judge Punjab and Haryana high court Mr. Gian Chand pays fees for two students.
- ➢ Mr. Rishab Jain pays rupees 11000 for two students.
- ➢ Aggarwal Sabha has been paying fees for poor students for last 4 years.
- ➢ Tapa Bradari is contributing towards construction.

6.5.1 Internal Quality Assurance cell (IQAC)
a. Has the institutional 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?

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

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

d. How do students and alumni contribute to the effective functions of the IQAC?

e. How does the IQAC communicate and engaged staff from different constituents of the institutions?

a. Yes the institution is having its Internal Quality Assurance Cell. Following is the composition:-

Principal & Chairperson

Dr. (Mrs.) Meena Kumari

Members from faculty

1. Mrs. Seema Suri (Vice-Principal), Asso. Prof. in English (**Co-coordinator, NAAC)**
2. Mrs. Sukhvinder Kaur, (Asso. Prof. in English) (**Co-ordinator) NAAC & IQAC.**
3. Dr. Sujata, Asstt. Prof. in Hindi.
4. Dr. Baljeet Kaur, Associate Prof. in Sanskrit.
5. Mrs. Ashima Bansal, Asstt. Prof. in Home Science
6. Mr. Puneet Sapra, Asstt. Prof. in Comp. Sci.

Community Representatives

1. Mrs. Charanjit Kaur Pandher, Social Activist
2. Mr. Nasir Ali, State Vice -President, East- Region, BVP
3. Mr. Vijay Kansal, Principal Government Sr. Sec. School Lasoi.

Institution aliasing quality assurance strategies and process through IQAC. It has been actively functioning in the college since Jan 26, 2014 with the thrust on academic and administrative excellence. Quality substance and enhancement are the two major objectives of the institution. After creating an academic environment for promotion of quality and accountability, the IQAC has been evolving novel avenues to take the college nearer to its goals and objectives. The institution has directed its activities in such a way as to contribute to national development, faster global competencies and inculcates a sharp value system. Within the existing academic and administrative system, the college has evolved mechanism of its own for the quality assurance. The academic quality is maintained by the teaching-learning

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process. The administrative quality is maintained by the effective functions carried out by the various committees. The academic quality is evaluated on the basis of the curricular aspects, especially the performance of the students in examination. M.A. (Hindi) student Miss Rimsha topped Punjabi university and in M.A. Punjabi Miss Shabnam secured 6th position in Punjabi university merit list. This yea r M.A. I (English) six students out of thirteen students scored more than 6 CGPA.

The administrative system also looks after the quality education in the institution. The different committees set up by the institution are always aware of the administrative needs. Advisory Committee, the Examination Committee, the Construction Committee are all constituted and are well equipped for quality assurance of the institution in administration.The academic and administrative systems in the institution have been quite effective in enhancing the quality of education. The students play a major role in assuring quality of education imparted by the institution. It is through their active participation in classrooms that the quality of education is maintained. The participation is assured in all the activities of the college.

The main task of the IQAC being quality assurance planning, monitoring the projects undertaken, it achieves through the following:-

➢ Disseminating information as the various quality parameters of higher education.
➢ Renewing the existing programmes and suggestions for introducing new age programmes.
➢ Promoting the use of technology for enhanced teaching learning.
➢ Inculcating national and global sentiments.
➢ Imparting value based education.
➢ Consolidating the feedback responses from the students, parents and other stake holders.

Approved Proposal of IQAC

➢ Upkeep of library facilities.
➢ Up gradation of labs
➢ Programmes for the empowerment of women

b. Decisions implemented

➢ Evaluation reforms
➢ Student welfare activities
➢ Innovative teaching learning
➢ Social outreach activities
➢ Introduction of new value added programmes and skill oriented programmes
➢ New courses in college
➢ Faculty competency and development programmes e.g. computer training
➢ Students monitoring activities planned and organized

- ➢ Feedbacks on lecturers, library and overall functioning of college implemented
- ➢ Educational trips
- ➢ Community extension programmes to reach out to society

c. The IQAC has external members as their committee members. They are from the field of education, academics and Social Welfare. Their comments and suggestions are highly valued.

d. The alumni of KMRD Jain College can be found in law, Management, CID, teaching, journalism, Self Employment as Beauty Parlor, Boutiques etc. and good Housekeepers and mothers. AS a mark of respect and gratitude to their Alma mater which has shaped and chiseled their personalities, they render valuable services to the college by giving their valuable suggestions in curriculum designing and other aspects of functioning of the college.

e. The composition of IQAC comprising of senior faculty members from different subjects. The IQAC meetings are conducted time to time as required for the planning and implementation of quality enhancements measures and the decision taken are communicated to the staff and students for effective execution.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If yes, give details on its operationalization.

The college has an inbuilt system of academic audit that includes curriculum review, peer review, integration and team work to improve the educational quality system. This includes continuous improvement process, better interaction among faculty, students and administrators and self assessment that provides accountability.

This system is aimed at assessing the institutional processes for the purpose of identifying the strengths, limitations and challenges**.**

The IQAC collects information from the learners and various committees through participation interactions, based on which it proposes comprehensive perspective plan to the governing council for approval and implementation. The chain of committees is in change of implementation of developmental and academic activities assigned by the college administration. The apex committee ensures the proper implementation .The fair representation of the learners ensures the transparency in the process.

Policies for Periodic Review:-To ensure that quality is sustained in all the areas related to the functioning of an institution of learning, the college has periodic reviews of its administrative and academic departments**.**

- ➢ The IQAC meetings are conducted time to time that would provide for a comprehensive review on students' performance, infrastructure availability and academic performance.

- Subject experts of college as members of board of studies of the university; review the courses they teach through the feedback from students.

The H.O.D. of computer wing analyses the hardware and software requirements 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 academic as well as the administrative working is further submitted time to time. Teaching staff is sent for orientation courses, seminars, conferences etc. All these help the staff to work in a better and more promising way.

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 institution activities?**

No

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

In the case of the institution the external regulatory authority is the affiliating university, i.e. Punjabi University, Patiala. And we make the compliances as per their needs and requirements.

6.5.6 **What institutional mechanism is in placed to continuously review the teaching learning process? Give details of its structure methodologies operations and outcomes?**

The Academic Enhancement Cell and IQAC are similar bodies in our College. So they continuously review the teaching learning and evaluation in the college.

The following are the functions:-
- Introducing progressive academic changes
- Reviewing the feasibility of the course before the introduction of new courses.
- Evaluating courses periodically, keeping in mind inter disciplinary approach, programme of other colleges, the felt need of students.
- Providing guidelines for formative and summative evaluation
- **Methodology of Operation:** Specific measures are taken by college to improve teaching learning and evaluation. After the evaluation of Academic Enhancements Cell/IQAC, the committee highlights the best practices and suggests areas of improvement.

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The process has enabled the college to take the following specific measures:-

➢ Remedial programmes for the subjects where performance is low.
➢ Added publicity
➢ Arrangement of Extension lectures
➢ Transport arrangement.

Outcomes

➢ Progressive curricular changes
➢ Evolving criteria for the assessment before implementing any new programme /courses
➢ The institute has a clearly defined approach to the learning outcome assessment .Faculty is entrusted with the duty to determine the intended educational outcomes of their academic programmes and activities. The institution has a well defined mechanism to monitor the learning outcomes.
➢ Attendance is compulsorily taken for every lecture.
➢ Laboratory hours are fixed
➢ At the end of house test, Progress reports with the attendance is submitted to the office for further action
➢ Counseling is given to slow learners. The faculty members are encouraged to conduct surprise tests, class tests to monitor the academic progress of each student.

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

The institution has evolved a strategy to network with the stakeholders on different platforms like various committees. The IQAC in planning process considers feedbacks collected from all the stakeholders to prepare perspective on development. The reflections of the feedback are incorporated in the plan.

INNOVATION & BEST PRACTICES

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   ENVIRONMENT CONCIOUSNESS

The college is situated in the heart of city. It was established for the girls as Malerkotla is Muslim populated city. People did not allow their daughters to go out. So it was started at a location where girls were considered safe. The college does not have enough space for lush green parks. Moreover construction is going on. So the college cannot use the space for greenery. Every year something is added to its building. But to be eco friendly some trees are planted on the sides and college is full of pots with plants.

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

The N.S.S. Department of the college with the help of students and B.A. 2nd year having environmental studies are making efforts to keep campus green and clean. Various measures are taken to keep campus clean.

➢ The college has been declared polythene free zone. Students are motivated to use either jute bags or cloth bags.
➢ Students are made aware of the drastic consequences which mankind will have to face in case we don't take steps to protect the environment.
➢ Dustbins have been placed in the corridors of each floor to keep the college clean.

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**

➢ Students are made aware to switch off the lights fans before leaving rooms.
➢ Students are made aware to save water in college, home and roadside.
➢ Pooling of vehicles to reduce petrol consumption, air pollution.
➢ Students are made aware of all types of energy saving while sunlight is there, make use of it.
➢ Use of renewable energy
➢ Water harvesting

➢ Students are made aware about the use of Solar energy.
➢ Students are motivated for plantation for Carbon Neutrality.

Plantation

Tree plantation drives are organized to keep campus green and clean.

E-waste Management:

After their life time, computers are dumped and their useful parts are used in other computers.

Other initiatives:

➢ Rallies and awareness drives are organized to keep not only campus but also environment clean and green.
➢ Drives like tree plantation, campus cleanliness campaign, say no to crackers for pollution free Diwali.
➢ Lectures on pollution free vehicles.
➢ Extension lectures on topic pertaining to environment was organized and it was delivered by Sant Seechewal, a great environmentalist.
➢ Environment subject is compulsory for U.G. classes as qualifying subject. So great awareness is provided to the students through this.

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 college has introduced several improvements at academic, administrative and other levels. The college is functioning to foster global competencies among students and enable them to carve a niche for themselves in this fast changing educational scenario.

➢ New M.Com. PG course has been introduced.
➢ Smart Board in Seminar Hall has been provided for ppt.
➢ White Boards have replaced Black Boards.
➢ Wi-Fi facility provided in Computer Lab as well as Administrative office.

Financial help for students: The College provides fee concession to meritorious and needy students. At the time of admission, applications from the needy students are scrutinized and such students are provided maximum concession or full fee is paid by some philanthropic

person in some cases. In order to ensure access to education to all girls, the College has fixed affordable fee which is further divided in installments to reduce financial burden on students.

Extra classes for weak students: Students weak in studies are provided extra classes. They are always encouraged to take help from their teachers in free period which may prove to be final push for such students to brush up their lessons and to enable them to do well in examinations.

Efforts for overall development of students: The College constantly makes efforts for the overall development of students. The college collects data about students progression and identifies achievement gaps among student groups. The parents of non-performers are contacted, and advised to pay extra heed to such wards. The college regularly evaluates its academic programmes and services to determine how well they promote student success and how they can be improved. College establishes an educational environment where all students have the best opportunities to succeed. A commitment to equity ensures that institution provides best possible education in limited resources, especially to those who have traditionally faced many barriers to achievement.

Fastening global competencies: It involves communication skills, interpersonal skills, leadership qualities for which the facility of Language Lab is provided. Functions and co-curricular activities are held from time to time and many outreach programmes like N.S.S., Red Ribbon Club, Red Cross etc. are there in the College to enable students to acquire leadership qualities.

Labs and LCD Projectors: The College has various well equipped labs to enhance professional competency of the students. LCD Projector is installed in Seminar hall. Presentation made on LCD projector help the students to grasp the concepts in a better way and effectively. The use of projector makes the learning more convenient and impressive.

Proctor Duties: The College assigns Proctor duties to the members of the faculty. Teachers are assigned the duty to maintain the discipline in the College campus, to ensure that students do not miss classes, and to see that College is kept neat and clean. No student is allowed to litter the campus with garbage.

Feedback: Suggestion/complaint boxes are put in College campus. Students can give their views regarding teaching, curriculum and infrastructure. Required action is taken accordingly. The identity of the students is not disclosed. Tutorial groups are another way of getting feedback from the students.

Internal Assessment: Internal assessment is mainly based on class attendance, performance and mid semester test. 25 % internal assessment with a little variation in some

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Subjects/Courses as per University rules is provided. Internal assessment is very transparent, which is based on the students' capabilities, their performance, marks scored in the internal house exams.

Educational Tour: The College organizes Educational Tour to various places like Historical places, or places of educational Religions relevance to give the students exposure and acquaint them with the rich culture and history of our country.

7.3   BEST PRACTICES

7.3.1   Elaborate any two best practices which have contribute to the achievement of the institutional objective or contributed to the quality improvement of the core activity of the college.

1. **At the service of students** :- The institution has its own limitations of different kinds. It is situated in the heart of the town in a very congested and limited area. So keeping in view the difficulties of the rural students, we have to use vans instead of buses and transportation generally remains under loss. Despite the limited resources and financial constraints the Management of the college has to face, the students are provided the best educational facilities whatever can be possibly provided. The college has a well qualified and experienced staff of 35 teachers. 11 posts are the sanctioned posts and we get grant in aid only for the 06 posts. The other 05 vacant posts are being filled and paid from the Management account coffer. 03 non teaching aided posts are also filled up and paid by the Management.

    Keeping in mind the best interests of the students, 23 teachers out of 35 are serving the institution on regular basis in 2015-16 as compared to 2014-15 which were 20.

                                                                                        Annexure IV

    Keeping in view the need and demand of the time, and also the educational need of the students, the following new courses have been introduced in the college. They are BCA, B.Com. PGDCA, M.Sc. (IT), M.Sc. (IT) Lateral Entry, MA Punjabi, MA Hindi, MA English and M.Com.

    Taking into consideration its financial constraints and for running well all above mentioned courses, the college management has to struggle for tapping new financial resources and they have to even approach the various wealthy people of the town for seeking financial help from them. But the interest of the students is never allowed to suffer due to these financial constraints and their interest is always kept uppermost for their smooth sailing. The students are also provided free books from the library for their reading, and they are allowed to keep these books even during the course of examination without depositing them at the time of taking their university roll numbers for the

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examination. Students are accommodated at every step. They are provided full support by the Principal as well as teachers at all levels: Economic, Academic, Psycho-Socio or any other kind. In other words we are always at the service of students.

2. **Communal Harmony: -** Malerkotla is a small town richly inhabited by the Muslim community where the parents generally do not like to send their daughters to the co educational institution. So keeping in mind the dire need of the people of this town, this girls institution provides its educational services to them. Almost 60 % population of the town belongs to Muslim community and most of the Muslim girls enjoy this education facility in their home town. A perfect communal harmony prevails in the town and in this institution as well. Despite the fact that the institution is being run by the Jain community, the students are never made to feel any difference of caste and creed. All girls live and work together for arranging different facilities in the college with the sense of communal good will and harmony. Almost all the festivals belonging to difference religion are celebrated in the college by the girls working together. No communal considerations are taken in to mind while selecting the staff for running the college. Only the merit with high qualification is made the criteria of selection so that the students may get quality education. Almost staff members from all communities are working in the college with good will and perfect communal harmony. There is no split of any kind among the staff and all are cooperative and helpful to one another, and particularly to the students. Even one day educational tours are arranged for keeping the interest of the students, and generally the college hires buses from outside for this purpose.

3. More so, even the different social organizations working in the town and the festive activities concerning local administration make this institution their venue and motivate the students for playing active role in the social and administrative activities of the town being its good social inhabitants.

Name of the Principal	:	Dr. (Mrs.) Meena Kumari
Name of Institution	:	Kabli Mal Ramji Dass Jain College for Women
City	:	Malerkotla
Pin Code	:	148023
Work Phone	:	01675-253437
Website	:	kmrdjaincollege.org
Mobile	:	9855321703
Fax	:	01675-253437
E Mail	:	kmrd_jain@yahoo.co.in

Evaluative Report of the Departments

1. **Name of the Department: -**
   - Commerce

2. **Year of Establishment: -**
   - July 2010

3. **Names of Programmes /Courses offered: -**
   - UG – B.Com. July 2010
   - PG – M.Com. July 2015

4. **Names of Interdisciplinary Courses and the Departments/Units involved: -**
   - Punjabi, English, Computer Science, Economics

5. **Annual/Semester/Choice based credit system (Programme wise):-**
   - Semester-B.Com., M.Com.

6. **Participation of the Department in the courses offered by other Department: -**
   - Nil

7. **Courses in collaboration with other Universities, Industries, Foreign Institutions etc.:-**
   - Nil

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

9. **Number of teaching posts: -**

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	04	04

**10. Faculty profile with name, qualification, designation, specialization,
(D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)**

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Asst. Prof. Poonam	M.com NET Cleared	Asst. Prof.	--	3 years	Nil
Asst. Prof. Leena	M.com NET Cleared	Asst. Prof.	--	2 years & 6 Month	Nil
Asst. Prof. Parul	M.com	Asst. Prof. (Contract)	--	1 years & 7 Month	Nil
Asst. Prof Pooja	M.com Net Cleared	Asst. Prof. (Contract)	--	4 years	Nil

11. List of Senior visiting faculty:
  ➢ Nil

12. Percentage of lecturers delivered and Practical classes handled (programme wise) by temporary faculty:-
  ➢ 31 %

13. Student-Teacher Ratio (programme wise):-

B.Com.	29:1
M.Com.	8:1

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

15. Qualifications of teaching faculty with (PG-4 Net Qualified-3)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Asst. Prof. Poonam	M.com NET Cleared	Asst. Prof.	--	3 years	Nil
Asst. Prof. Leena	M.com NET Cleared	Asst. Prof.	--	2 years & 6 Month	Nil
Asst. Prof. Parul	M.com	Asst. Prof. (Contract)	--	1 years & 7 Month	Nil
Asst. Prof Pooja	M.com Net Cleared	Asst. Prof. (Contract)	--	4 years	Nil

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: -
   - Nil

19. Publications:
   - **Mrs. Poonam, Assistant Prof.**

   a. Research papers published in International Journals. Digital Marketing opportunity problems in India: Journal south Asian Academic Journal of Marketing and Research (March 2015).
   b. Operational Risk / Enterprise Risk.
   c. Published in International Journal of Financial Services and Marketing Research in July 2015 GST challenges and prospectus in India.
   d. Published in International Journal of Commerce and Management in June 2015.
   e. Indian Financial Markets Published in Indian Research Journal in August 2015.

20. Areas of Consultancy and Income generated: -
- Nil

21. Faculty as members in
   a.) National Committees: -
   - Nil

   b.) International Committees: -
   - Nil

   c.) Editorial Boards: -
   - Nil

22. Students projects
   a.) Percentage of students who have done in House projects including Inter department/programme: -
   - Yes for M.Com. 100 %

   b.) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories/ Industry/ other Agencies: -
   - Nil

23. Awards/ Recognitions received by Faculty and Students: -
- Nil

24. List of eminent Academicians and Scientists/ visitors to the Department: -
- Nil

25. Seminars / Conferences / Workshops organized & the source of funding
   a.) National: -
   - Nil

   b.) International: -
   - Nil

26. Student profile programme / course wise: - Session (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.Com I	39	39	39	100%
B.Com II	35	35	35	100%
B.Com III	23	23	23	100%

27. Diversity of Students: -

Name of the course	% Students from the same State	% of Students from other State	% of Students from Abroad
B.Com I	100%	Nil	Nil
B.Com II	100%	Nil	Nil
B.Com III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : -
  ➢ 01 Student NET cleared

29. Students Progression: -

Students progression	Against % Enrolled
UG to PG / B.Ed.	65.22%
PG to M.Phill	Nil
PG to Ph. D.	7.8 %
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Arihant Spinning Mill Manisha Rani Passout May 2015 (8146304806)

30. Details of Infrastructural facilities
  a.) Library: -
    ➢ Yes

  b.) Internet facilities for Staff & Students: -
    ➢ Yes

  c.) Class Rooms with ICT facility: -
    ➢ Nil

  d.) Laboratories: -
    ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies:-
  ➢ 02 Students are getting Scholarship from Jindal Trust.
  ➢ 16 students as Minority Scholarship from Central Government.
  ➢ Concession: -

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Class	College Management		Others	
	Total Students	Concession	Total Students	Concession
B.Com. I	13	20000/-	01	5000/- (By Rakesh Garg)
B.Com. II	11	13600/-	-	-
B.Com. III	06	7800/-	-	-

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning:-
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test, Assignments
  ➢ Industrial visit, Demonstration Method

34. Participation in Institution Social Responsibility (ISR) and Extension activities:-
  ➢ Note: - Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans: -

SWOC ANALYSIS OF COMMERCE DEPARTMENT

S → The main strength of our commerce department is highly qualified and skilled staff. We all are trying our very best to satisfy our students in all aspects. Skilled electronic devices are available so that students can be made aware about the latest changes and developments taking place in our country and other areas of education. All our students are efficient and competent. They have achieved great positions both in Academic and Cultural activities. Our college also provides General Information for testing of students.

W → The major weakness which I feel in my department is lack of internal coordination among teachers to promote like seminars, conferences, faculty development programmes etc. for over all development of students. So we must do efforts for conducting extensions, outreach programmes along with main courses such activities so that these courses can be run side by side.

O → B.Com. and M.Com. Courses have such a wider area that students can adopt or choose any career line regarding industries, banking jobs, teaching jobs and self financed job opportunities. Students can establish industrial work at home jobs etc through which they can earn side by side "Learn and Earn Theory".

C → The biggest challenge that we face is that we should do all those things which are needed for our commerce department like industrial visits by which students can attain practical knowledge of all those aspects works which we teach them such as maintenance of accounts, filling of income tax returns etc. I want to develop these aspects for our commerce department.

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Future Plan →

- ➢ Our College going to plan to conduct Career Exhibitions/ Career Talks for the placement of students of Commerce Department at National Level.
- ➢ Our College wishes to start M.Com. With Specialization in Finance and to start extra coaching classes for weaker students.
- ➢ There is also plan to start some Add On Courses related to Commerce subject and various Faculty Development Programmes, Workshops etc.
- ➢ Our College also want to organize National Level Conferences/ Workshops or Seminars collaboration with well established Industries and Renowed Units.

Evaluative Report of the Departments

1. **Name of the Department: -**
   - Computer

2. **Year of Establishment: -**
   - July 2006

3. **Names of Programmes /Courses offered:-**
   - Add-on-Course - July 2005
   - P.G.D.C.A. -July 2006
   - B.C.A. -July 2007
   - M.SC(IT) -July 2009

4. **Names of Interdisciplinary Courses and the Departments/Units involved: -**
   - Nil

5. **Annual/Semester/Choice based credit system (programme wise):-**
   - Semester-B.C.A., P.G.D.C.A., M.Sc.(IT), M.Sc. (IT) Lateral entry
   - Credit System in P.G.D.C.A.-2014

6. **Participation of the Department in the Courses offered by other Department: -**
   - Nil

7. **Courses in collaboration with other Universities, Industries, Foreign Institutions etc.:-**
   - Nil

8. **Details of Courses / Programmes discontinued (if any) with reasons: -**
   - Nil

9. **Number of teaching posts**

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	07	07

10. Faculty profile with Name, Qualification, Designation, Specialization,
   (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mr. Punnet Sapra	B.E., M.Tech (I.T.)	Asst. Professor	---	9 years 5 months	Nil
Mrs. Rashi Jain	M.C.A. , M.A. (Eco)	Asst. Professor	---	7 years 2 months	Nil
Mrs. Jasvir Kaur	M.C.A.	Asst. Professor	---	6 years 5 months	Nil
Mrs. Renu Bala	M.Com, M.C.A., B.Ed	Asst. Professor	---	5 years 5 months	Nil
Mrs. Priya Gupta	Msc(IT) Gold Medalist, MCA, UGC Net	Asst. Professor	---	4 years 5 months	Nil
Mr. Harish Gupta	B.Tech. (CSE), M.Tech (I.T.)	Asst. Professor	---	5 years 4 months	Nil
Mrs. Kanica Gupta	B.C.A., M.C.A.	Asst. Professor	---	2 years 5 months	Nil

11. List of senior visiting faculty:
   ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
   ➢ Nil

13. Student-Teacher Ratio (programme wise):-

B.C.A.	15:1
P.G.D.C.A.	20:1
M.Sc. (IT)	17:1

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

15. Qualifications of teaching faculty with (D.Sc. /D.Lit. /Ph.D. /M.Phill. /PG etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mr. Punnet Sapra	B.E., M.Tech (I.T.)	Asst. Professor	---	9 years 5 months	Nil
Mrs. Rashi Jain	M.C.A. , M.A. (Eco)	Asst. Professor	---	7 years 2 months	Nil
Mrs. Jasvir Kaur	M.C.A.	Asst. Professor	---	6 years 5 months	Nil
Mrs. Renu Bala	M.Com, M.C.A., B.Ed	Asst. Professor	---	5 years 5 months	Nil
Mrs. Priya Gupta	Msc(IT) Gold Medalist, MCA, UGC Net	Asst. Professor	---	4 years 5 months	Nil
Mr. Harish Gupta	B.Tech. (CSE), M.Tech (I.T.)	Asst. Professor	---	5 years 4 months	Nil
Mrs. Kanica Gupta	B.C.A., M.C.A.	Asst. Professor	---	2 years 5 months	Nil

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:-
   - Nil

19. Publications:
   * Publication per faculty:-
   - Nil

20. Areas of consultancy and income generated:-
   - Nil

21. Faculty as members in
  a.) National Committees: -
  - Nil

  b.) International Committees: -
  - Nil

  c.) Editorial Boards: -
  - Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme :-
  - House projects 100% (2006 to 2010)

  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies:-
  - Nil

23. Awards/ Recognitions received by faculty and students:-
  - Nil

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National:-
  - Nil

  b.) International:-
  - Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.C.A. I	10	10	10	100%
B.C.A. II	14	14	14	100%
B.C.A. III	23	23	23	100%
P.G.D.C.A.	18	18	18	100%

M.Sc. (IT) I	24	24	24	100%
M.Sc. (IT) II	12	12	12	100%
M.Sc. (IT) (L.E.)	03	03	03	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.C.A. I	100%	Nil	Nil
B.C.A. II	100%	Nil	Nil
B.C.A. III	100%	Nil	Nil
P.G.D.C.A.	100%	Nil	Nil
M.Sc. (IT) I	100%	Nil	Nil
M.Sc. (IT) II	100%	Nil	Nil
M.Sc. (IT) (L.E.)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :-
  ➢ Nil

29. Students progression

Students progression	Against % Enrolled
UG to PG / B.Ed.	85%
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	• Nil • 15%

30. Details of Infrastructural facilities
  a.) Library :-
  ➢ Yes

b.) Internet facilities for Staff & Students:-
  ➢ Yes

c.) Class rooms with ICT facility:-
  ➢ Nil

d.) Laboratories:-
  ➢ 04

31. Number of students receiving financial assistance from college, university government or other agencies:-
  ➢ Students get financial assistance as college students not department wise.
  ➢ Concessions :

Class	Management		Others	
	Total Students	Concession	Total Students	Concession
B.C.A. I	01	2500/-	-	-
M.Sc. (IT) I	06	16500/-	01 01	5000/- (By Aggarwal Sabha, Malerkotla) 5000/- (By Tapa Baradari, Malerkotla)
M.Sc. (IT) II	03	11000/-	-	-

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Note: - Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<div align="center">

SWOC ANALYSIS OF COMPUTER SCIENCE

</div>

S➔As technology develops in leaps and bounds, the opportunities for expanding the field of computing grow even more rapidly. Computers have become a ubiquitous part of modern life, and

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new applications are introduced every day. The strength of our department is that we have dedicated staff members. They personally take care of students and try to solve their problems so that they can focus effectively on their studies. In our department, there is transparency in academic and administrative process. We have adequate modern teaching aids. The focus is on the computer system designed as an element within a computer network, as well as Networking Technology. We have four computer labs with latest configuration computers, and there is networking in all the four labs.

W➔In the world of competition, our students should be best in field like Technology and Communication but in spite of our efforts, we are not that much able to groom the student in both areas. There is no time to train students beyond academics because of huge amount of syllabus. There is no industry exposure to students .they are not familiar with industry. There are very few faculty development programs, less number of International Conferences, seminars, refresher courses .There is lack of interactive teaching methods, there is no project based training and no research work is done. There is lack of funded projects from government.

O➔Opportunity to learn and teach new Technologies like Cloud computing, Ethical hacking and Android Applications. The career opportunities for computer science graduates can develop web sites, graphics and multimedia. Also they can work as systems analysts, database administrators, computer programmers and software developers and software testers .Also they have wide scope in telecommunications and networking, computer science *research*, web and Internet and   medicine and health care.

C➔To complete the syllabus in short period of time with complete understanding and encouraging students. There is big challenge for students to compete with students of other institutes .The computer subject is a practical subject, whatever you have studied, you have to learn, how to apply in your daily life. As you introduced yourself as computer expert at any public place (like conferences), if any problem occurs in the computer, then you must be competent enough to handle the problem. A challenge for department is to conduct workshops, make some industry visits. Assign some project works to students and help the students so that they must get completed in time. Some inter active methods to be used to make the study easier, interesting and full of knowledge.

Future Plans ➔

The Department aims to keep pace with the emerging Technology by organizing National Seminars/ Conferences. Workshops in recent developments in our subject, also by strengthening the library by procuring more Computer Text Books, Computer and IT Journals and Computer Reference Books. In the coming years, the Department will work to push more students in the Research activities. Also the Department is making effort to develop a relationship between the Institute and the Computer Industry so that students will be aware of industry atmosphere. By this year we are ready to join with the IIT Mumbai to conduct learning through various Spoken Tutorials for free and open source software's.

Evaluative Report of the Departments

1. Name of the Department: -
- Economics

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- UG- as a subject in B.A**.**

4. Names of Interdisciplinary courses and the Departments/Units involved: -
- B.Com.

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual- B.A. III, B.A. II
- Semester- B.A. I

6. Participation of the department in the courses offered by other department:-
- B.Com – I (Principles of Economics)

7. Courses in collaboration with other Universities, Industries, Foreign Institutions etc.:-
- Nil

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

9. Number of teaching posts: -

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

**10. Faculty profile with Name, Qualification, Designation, Specialization,
(D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)**

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Sonia Goyal	M.A., M.com, UGC Net Cleared	Asst. Professor	-	4 years	Nil

11. List of senior visiting faculty:
  ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
  ➢ Nil

13. Student-Teacher Ratio (programme wise):-

B.A. I	8:1
B.A. II	11:1
B.A. III	10:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Sonia Goyal	M.A., M.com, UGC Net Cleared	Asst. Professor	-	4 years	Nil

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: -
➢ Nil

19. Publications:
➢ Nil

20. Areas of consultancy and income generated: -
➢ Nil

21. Faculty as members in
   a.) National Committees: -
➢ Nil

   b.) International Committees: -
➢ Nil

   c.) Editorial Boards: -
➢ Nil

22. Students projects
   a.) Percentage of students who have done in house projects including inter department/programme: -
➢ Nil

   b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
➢ Nil

23. Awards/ Recognitions received by faculty and students: -
➢ Nil

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

25. Seminars / Conferences / Workshops organized & the source of funding
   a.) National: -
➢ Nil

   b.) International: -
➢ Nil

26. Student profile programme / course wise: - (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	08	08	08	88%
B.A. II	11	11	11	100%
B.A. III	10	10	10	90%

27. Diversity of Students : -

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➤ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	Nil
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we Don't have any record

30. Details of Infrastructural facilities
  a.) Library:-
  ➤ Yes

  b.) Internet facilities for Staff & Students: -
  ➤ Yes

  c.) Class rooms with ICT facility: -
  ➤ Nil

d.) Laboratories: -
  ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies: -
  ➢ Students get financial assistance as college students not department wise.

32. Details on student's enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<div align="center">

SWOC ANALYSIS OF ECONOMICS

</div>

S ➔ Without studying a course like Economics a lot of people remains ignorant of how the world works, including industries, businesses and governments. It's very important to be educated in this subject to understand how an economy works. From, 'how a government prepares its budget to' 'How a firm decides the price of their product' everything is a part of our economy and to understand that you must study economies.

W ➔ The main weakness in this subject is found to be lack of imparting practical knowledge to students. The area of subject should be widened by adding up practical work for the students. So that they can have a better understanding of the subject.
Weakness can be summed up as "economics needs to become more problem led as oppose to method led "

O ➔ Nearly two third of economics graduates after graduation were in employment after six months (the data above is based on 2005 statistical enquiry) Economics provides job opportunities nearly in each and every sector of economy. Be it banking sector, non banking, financial institutions (like L.I.C., U.T.I.), companies everywhere there is huge demand of graduates and postgraduates in economics. Even in many competitive exams, remarkable portion of questions are related to the current affairs of economy. So economics as a subject helps students for making their base strong for appearing in such competitive exams.

C ➔ "To impart among students the basics of fundamentals of economics and to encourage them to understand practical aspects of this theoretical subject is biggest challenge in front of Asstt. Prof. The challenge is to make the subject interesting and make a better understanding of the theories and relevant concepts.

Future Plans →

➢ The study of Economics is essential to understand the complex nature of economy. Todays Economic is almost part of every competitive exam.

➢ To enrich the knowledge of students, more Seminars will be conducted in forthcoming Semesters.

➢ Students will be motivated to read the related Newspapers, Magazines like the Economic times.

➢ Students will be given more Assignments to unbderstand the complex nature of Economy.

➢ To prepare students for competitive exams, they will be taught with practical aptitude of subjects.

Evaluative Report of the Departments

1. Name of the department: -
- English

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- B.A. July 1981 (Compulsory & Elective)
- Add-on-Course in spoken English July 2005
- M.A. July 2012

4. Names of Interdisciplinary courses and the departments/units involved: -
- B.Com. / B.C.A. (Communication Skills)

5. Annual/Semester/Choice based credit system (programme wise):-
- **Annual –** B.A. III, B.A. II
- **Semester –** B.A. I, B.Com. B.C.A., M.A., Add on as per University Rules**.**

6. Participation of the department in the courses offered by other department: -
- 02 -Computer, Commerce

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	02	02
Asst. Professors	03	03

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Seema Suri	M.A. M.Phil	Asso. Professor	Novel	34 years	Nil
Mrs. Sukhvinder Kaur	M.A. M.phil, M.Ed	Asso. Professor	Poetry	30 years	Nil
Mrs. Disha	M.A. M.phil, Ph. D Pursuing	Asst. Professor	Drama	1 year 10 months	Nil
Mr. Harbans Lal Sharma	M.A. Eng, Pol.Sci., Music (vocal)	Asst. Professor	-	44 years	Nil
Miss Shweta	M.A. B.Ed	Asst. Professor	-	2 years	Nil

11. List of senior visiting faculty:
  ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:
  ➢ 40.9

13. Student-Teacher Ratio (programme wise):- Session (2014-2015)

	Compulsory	Literature
B.A. I	51:1	20:1
B.A. II	53:1	25:1
B.A. III	43:1	14:1
M.A. (Eng.) I	15:1	
M.A. (Eng.) II	17:1	

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

15. Qualifications of teaching faculty with (Ph.D. / M.Phill. /PG etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Seema Suri	M.A. M.Phil	Asso. Professor	Novel	34 years	Nil
Mrs. Sukhvinder Kaur	M.A. M.phil, M.Ed	Asso. Professor	Poetry	30 years	Nil
Mrs. Disha	M.A. M.phil, Ph. D Pursuing	Asst. Professor	Drama	1 year 10 months	Nil
Mr. Harbans Lal Sharma	M.A. Eng, Pol.Sci., Music (vocal)	Asst. Professor	-	44 years	Nil
Miss Shweta	M.A. B.Ed	Asst. Professor	-	2 years	Nil

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: -
   ➢ Nil

19. Publications:
   Publication per faculty:-
   1. **Mrs. Sukhvinder Kaur, Associate Prof. in English**

   Published Work - In Jan Sahit by Language Department Patiala

   a.   Ladki Da Ghar Kehra?
   b.   Pehla sassan Nooha Mangdiya

2. **Mrs. Disha, Assistant Prof. in English**
   Published Work

   a. Article titled 'Demythesising Reinterprelahe of Myth in Swaraj Krishna in Pragati's English Journal Vol. 14, No 1, June 2014. Page No. 57 to 62.
   b. Article Titled Swaraj Bir Da Mukhti Badal: Astik Da Aagni Kund in a book titled Swaraj Bir De Naal Jugal, Edt. By Dr. Harjodh Singh ISBN 978-93-5112-188-6

3. **Mr. Harbans Lal Sharma, Assistant Prof. in English**
   Published Work

   a. 'Badaltey Rang'– a collection of Hindi poems published in 1987 by Bablisa Parkashan, Patiala.
   b. 'Tootati Sarak'– Ghazals published in 1987 by Bablisa Parkashan Patiala.
   c. 'Sukhe Pattey'– Hindi Poems Published in September 2001 by Tarkash Parkashan Malerkotla.
   d. 'Khilone Kaanch Ke'-- Ghazals in Hindi and Urdu Published in 2008 by Kafla Intercontinental Chandigarh.
   e. 'Dreams Untold'–English poems Published in 2008 by Kafla Intercontinental Chandigarh.
   f. Ghazals and poems are often published in various magazines and papers.
   g. 'Hole in the Air'—(Fiction) Published by author house U.K. Ltd. Both in U.K. and U.S.A. on royalty basis.
   h. 'The Dusty roads' – (Poems) Published by author house U.K. Ltd. Both in U.K. and U.S.A. on Royalty basis.

20. Areas of consultancy and income generated: -
   ➢ Nil

21. Faculty as members in
   a.) National Committees: -
   ➢ Nil

   b.) International Committees: -
   ➢ Nil

   c.) Editorial Boards: -
   ➢ Nil

22. Students projects
   a.) Percentage of students who have done in house projects including inter department/programme:-
   ➢ Nil

b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
➢ Nil

23. Awards/ Recognitions received by faculty and students:-
➢ Md. Seema Suri Honored by Bharat Vikas Parishad
➢ Md. Seema Suri Honored by S.B.I. Bank Malerkotla as best teacher.
➢ Md. Sukhvinder Kaur Honored by Bharat Vikas Parishad as best teacher.
➢ Md. Sukhvinder Kaur Honored by Best programme officer by N.S.S. Department Punjabi University, Patiala
➢ Mr. Harbans Lal Sharma was Honored
   1. By S.G.T.B. College of Education, Sehke for extension lecture to B.Ed. Students on 22/12/2012.
   2. By organizers J.K.C. College, Gantur A.P. in International Poetry festival held on 21, 22 Sept, 2015.
   3. By Principal Government College of Education, Malerkotla for being a member of the Presidium in a National Seminar on 26 and 27 March, 2015.
   4. By Mata Gujari Autonomous College, Shri Fatehgarh Sahib for reading paper on 'South Indian Literature' in National Conference.
   5. By Shri Guru Granth Sahib World University, Fatehgarh Sahib for reading paper on 'Environmental Sustainability' in International Conference held on 1 and 2 March, 2016.
   6. By organizers of Sarvhitkari Vidya Mandir for delivering lecture to the Teachers on 'Poetry and Prose' at Jalandhar on 02/06/2016 in a Workshop.
   7. By S.D.M. Fazilka with an appreciation letter for organizing Music Program 08/09/1992.
   8. By Director Youth Services, Punjab University, Chandigarh for giving good direction to a Group Song presented in University Zonal Youth Festival held at D.A.V. College Jalalbad on 17-20 Nov, 1994.
   9. As Guest of Honor being invited for various cultural programs organised by different Educational Institutes.
   10. With appreciation letters by various principals of colleges under whom I served.
   11. Honored byValmik Mandir Sabha (Regd.) Fazilka on 23 Oct, 1991.
   12. Honored by Maa saraswati production (Propriter) by Pt. Durga Parsad at Kali Mandir, Patiala.
   13. Hindi Sahitya Samelan, Malerkotla as Judge in Competition of different schools of Malerkotla at Hanuman Mandir, Malerkotla.

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

25. Seminars / Conferences / Workshops organized & the source of funding
a.) National:-
➢ Nil

b.) International: -
- Nil

26. Student profile programme / course wise: (2014-2015)

Name of the Course / programme	Application received		Selected		Enrolled (Female)		Pass percentage	
	Literature	Compulsory	Literature	Compulsory	Literature	Compulsory	Literature	Compulsory
B.A. I	20	102	20	102	20	102	75%	56%
B.A. II	25	106	25	106	25	106	100%	73.42%
B.A. III	14	87	14	87	14	87	85.71%	88%
M.A. Eng I	15		15		15		100%	
M.A. Eng II	17		17		17		100%	

27. Diversity of Students

Name of the Course	% Students from the same State		% Students from the other State		% Students from abroad	
	Compulsory	Literature	Compulsory	Literature	Compulsory	Literature
B.A. I	100%	100%	Nil	Nil	Nil	Nil
B.A. II	100%	100%	Nil	Nil	Nil	Nil
B.A. III	100%	100%	Nil	Nil	Nil	Nil
M.A. Eng I	100%		Nil		Nil	
M.A. Eng II	100%		Nil		Nil	

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?

- 01 (Rakhi Sharma cleared NET and is working as Asstt. Prof. in College, Jaipur)

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	70% (Approx.)
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. D. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • More than 70% pass outs from M.A. are doing jobs in schools and some are working in colleges.

30. Details of Infrastructural facilities
a.) Library: -
  ➢ Yes

b.) Internet facilities for Staff & Students: -
  ➢ Yes

c.) Class rooms with ICT facility: -
  ➢ Nil
d.) Laboratories: -
  ➢ English Lab

31. Number of students receiving financial assistance from college, university government or other agencies: -
  ➢ 07 PG students and 92 UG student are getting Minority Scholarship.
  ➢ 36 SC students are getting Scholarships.
  ➢ 4 students are getting Sita Ram Jindal Trust Scholarship.
  ➢ Concession : -

Class	College Management		Sister Fees		Others	
	Total Students	**Concession**	**Total Students**	**Concession**	**Total Students**	**Concession**
B.A. I	27	27700/-	3	720/-	-	-
B.A. II	16	11535/-	2	480/-	1	5500/- (By Rishabh Jain (Advocate))
B.A. III	10	11035/-	-	-	2	20000/- (By Sh. Gian Chand Garg (Judge))

Class	College Management	
	Total Students	**Concession**
M.A. I (Eng.)	-	-
M.A. II (Eng.)	03	3000/-

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts: -
- ➢ Nil

33. Teaching methods adopted to improve student learning
- ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
- ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<u>**SWOC ANALYSIS OF ENGLISH**</u>

S →
1) Well Qualified, Experienced & Devoted faculty
2) Diverse, background of students.
3) English being taught at P.G. level and as elective/compulsory subject at U.G. level, & Add on course for communication skills at three levels: Certificate, Diploma & Advance Diploma.
4) No. of students both in elective English in U.G. & P.G. have been increasing every year and showing good results.(approx.)100% pass percentage at both levels Inspite of their low level of English.
5) Extra Care given to the subject.
6) Majority of Post Graduates passed out have been serving as teachers in various schools, as well as colleges.

W →
1) Majority of entrants very weak in English both written, and spoken
2) No clarity of fundamentals, so find the subject very difficult.
3) Lack of confidence and communication skills.

O →
1) Large scope in every sphere: fluency in English first requirements of every recruiting agency.
2) Communication skills infuse confidence and helps in personality development.
3) Vast career opportunities, If having command in English.

C →

1) Non-Availability of net qualified teachers.
2) Students lacking interest and poor response in class.
3) Time constraints.
4) Decreasing presence in class rooms.
5) Improvement required in English being taught at school level.
6) Remedial classes needed.

Future Plans:-

1) Bridge courses to be held.
2) Remedial classes to be arranged.
3) More focus on communication skills.

Evaluative Report of the Departments

1. Name of the department: -
> Hindi

2. Year of Establishment:-
> July 1981

3. Names of Programmes /Courses offered
> UG- B.A. July 1981
> PG – M.A. July 2011

4. Names of Interdisciplinary courses and the departments/units involved: -
> Nil

5. Annual/Semester/Choice based credit system (programme wise):-
> Annual – B.A. III, B.A. II
> Semester- B.A. I, M.A. (Hindi)

6. Participation of the department in the courses offered by other department: -
> Nil

7. Courses in collaboration with other universities, industries, foreign institutions etc.:-
> Nil

8. Details of courses / programmes discontinued (if any) with reasons: -
> Nil

9. Number of teaching posts: -

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	03	03

**10. Faculty profile with Name, Qualification, Designation, Specialization,
(D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)**

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Sujata	M.A.(Hindi, Sanskrit, Punjabi), M. Phill , Ph. D	Asst. Professor	Drama	25 years	Nil
Dr. Anu Gaur	M.A. B.Ed, Ph.D	Asst. Professor	Criticism	5 Years	Nil
Miss Ritu Gaur	B.A. Honors, M.A. (Hindi, History, Pol. Sci.) B.Ed	Asst. Professor	-	2 and half year	Nil

11. List of senior visiting faculty:
   ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
   ➢ 27.27 % Per Day

13. Student-Teacher Ratio (programme wise):-

	Literature
B.A. I	18:1
B.A. II	21:1
B.A. III	19:1
M.A. (Hindi) I	8:1
M.A. (Hindi) II	13:1

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

15. Qualifications of teaching faculty with (Ph.D./M.Phill./PG etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Sujata	M.A.(Hindi, Sanskrit, Punjabi), M. Phill , Ph. D	Asst. Professor	Drama	25 years	Nil
Dr. Anu Gaur	M.A. B.Ed, Ph.D.	Asst. Professor	Criticism	5 Years	Nil
Miss Ritu Gaur	B.A. Honors, M.A. (Hindi, History, Pol. Sci.) B.Ed	Asst. Professor	-	2 and half year	Nil

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: -
   ➢ Nil

19. Publications:

Dr. Anu Gaur, Assistant Prof. in Hindi

Published Work: -
Yatra Tatr Sarvtr (approved by Bhasha Vibhag Punjab, Patiala) 2012 (ISBN- 978-93-81692-04-02).

Chapters in Books- Poetry:

a. Manjil Ki Aur (Edit 3 Poems) Sangam Prakashan Samana 2012(ISBN-978-93-82246-43-5)
b. Apna Apna Akash (Edit 3 Poem Books Pvt. Ltd Chandigarh 2012.(ISBN-978-93-82246-43-5).

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c. Antarbhav, Sangam Publications, Samana, (ISBN 978-93-82804-91-8)
d. Rahon ke Anveshi (Edit 5 Poems) 21st Century Prakashan Patiala 2008.
e. Mandakani (Edit 5 Poems) Ganga Sanstha Jalgaon, 2012.

Research papers published in books:-

a. Sujan Singh Dian Khanian Vich Vyanga, Khoj Patrika, Punjabi University, Patiala September 2006. (ISBN 81-302-0235-7)
b. Sahitya Di Shakshat VidhaVyangya, Punjabi Duniya, Bhasha Vibhag, Sep 2007
c. Kranti De Mahanayak Shaheed-e-Azam Bhagat Singh, Jan Sahitya Bhasha Vibhag, Punjab, Sep 2008.
d. Vyangkar Sharad Joshi Ate Harishankar Parsai De Vicharak Dharatal, Jago International, Patiala June 2008.
e. Kranti Da Mahanayak Shaheed-e-Azam Bhagat Singh, Sumandron Par, Patiala, June 2008.
f. Kulwant Singh Virk Dian Khanian :KrunaVichon Upjya Vyanga, Punjabi Duniya, Bhasha Vibhag, Punjab, Feb-Mar, 2008.
g. Parsai De Vyanga Vich SarvharaVarg Da Chitran, Jan Sahit Bhasha Vibhag, Punjab, July 2009.
h. Pashchatya Prepekshya Mein Hindi Katha Sahitya ka Istri-saver, (Samkalin Hindi Sahitya ke Charchit Vimarsh) Edited by Dr. Sukhwinder Kaur Bath, Hindi Department , Publication Beauro, Punjabi University,Patiala-2012.(ISBN:978-81-302-0136-8)
i. Gill Morawali De Dohian Vich Samaj, Book- Navian Paida Di Talash Da Kavi, Gill Morawali di Pustak "Shree De Sandharv Vich, Trilochan Publication, Chandigarh-2012. (ISBN: 978-81-7914-567-8).
j. Ik Manovigiyanik Drishtikaun, Manvi Chetna, Harsimran Kaur De Kahani Sang Rah "Risdi Akh" de par sangVich Trilochan Publisher, Chandigarh-2012. (ISBN:978-81-7914-606-4).
k. Manvi Kamzorian Prati Sevedenshilta, Adhura Supna, Manvi JagatDa Yatharth, Dr.Janak Singh, Trilochan Publisher, Chandigarh-2013(ISBN: 978-81-7914-606-4)

20. Areas of consultancy and income generated: -
  ➢ Nil

21. Faculty as members in
a.) National Committees: -
  ➢ Nil

b.) International Committees: -
  ➢ Nil

c.) Editorial Boards: -

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> Nil

22. Students projects
   a.) Percentage of students who have done in house projects including inter department/programme:-
   > Nil

   b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
   > Nil

23. Awards/ Recognitions received by faculty and students:-
   > Md. Sujata awarded by Parshuram Sewa Sangh & S.B.I. Bank Malerkotla as best teacher.
   > Md. Sujata awarded by President Hindi Sahitya Sammalen(Regd.) Malerkotla as best teacher.
   > Md. Sujata Honored by S.S. Jain Sabha Malerkotla & S.S. Jain Sabha Bagha Purana for social services.

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

25. Seminars / Conferences / Workshops organized & the source of funding
   a.) National: -
   > Nil

   b.) International: -
   > Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A.I	18	18	18	55.5%
B.A. II	21	21	21	100%
B.A. III	19	19	19	100%
M.A. Hindi I	08	08	08	100%
M.A. Hindi II	13	13	13	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A.I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil
M.A. Hindi I	100%	Nil	Nil
M.A. Hindi II	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B. Ed.	80 %
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we don't have any record

30. Details of Infrastructural facilities
  a.) Library: -
    ➢ Yes

  b.) Internet facilities for Staff & Students: -
    ➢ Yes

  c.) Class rooms with ICT facility: -
    ➢ Nil

  d.) Laboratories:-
    ➢ Nil

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31. Number of students receiving financial assistance from college, university government or other agencies:-

- ➢ Students get financial assistance as college students not department wise.
- ➢ 06 PG Students are getting Minority scholarship
- ➢ 13 Students are getting Hindi Speaking State Scholarship from Centre Government.
- ➢ Concession: -

Class	College Management	
	Total Students	Concession
M.A. I (Hindi)	02	2000/-
M.A. II (Hindi)	01	2000/-

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

- ➢ Nil

33. Teaching methods adopted to improve student learning

- ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

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

- ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<u>**SWOC ANALYSIS OF HINDI**</u>

S→ Hindi is our national language. We can communicate of with entire India with this language. This language is the Centre point of all aspects according to constitution this language would be used in all government institution.

This language is contact language. All Indians can be tied up by this language. Literature of Hindi is also very rich. All kind of Literature is available in this language like social, Economic, religious, culture and political. It is important in media, films, literature. It express as the sorrow, happiness, hopes of the common people. It spreads secularism. It worked well in freedom struggle. According to Bhartandu Harish Chander, our language is cause of all progress.

W→Position of Hindi is not good today. Maximum people speak, read and write in English. They prefer to teach their children in English. They feel shy and backward to teach in Hindi medium. There is also less number of students taking admission as a Hindi Subject. It is the matter of sorrow. That south Indian people are not accepting Hindi as a national language. They work in other languages like state and international languages.

O→ Modern methods of teaching Hindi can also take Hindi qualifying language subject. India in implementing its policies and programmes for the development of Hindi confer degree and grant diplomas to persons who are satisfactorily completed the approval courses. Associate with any other institution having equal status to administrate campuses in various parts of country. Award visitor ships, stipends act in accordance with the rules of the Sansthan from time to time. Hindi scholars, literacy persons of the area have contributed their feelings in field of Hindi. Hindi teaching and learning contest of development of Indian culture, national integrations and secular society**.**

C→ Upliftment of Hindi is the need and future plan of the time. It is necessary to spread the awareness about the importance of Hindi as a language .Thus Hindi language will be able to secure. Its deserving place in the hearts of people and the number of students studying Hindi will be increased. To produce skilled human power with complete background of Hindi technology with tradition to make the subject interesting to the students.
I believe that to fulfill the dreams of Upliftment of Hindi language our plan is to make people aware about the importance of language.

Future Plans:-

Those people are stonehearted who don't love their National Language.
Hindi is our National Language. Hindi is also an official and Administrative Language. We are teaching students Hindi Lierature not functional Hindi in the Under Graduate Level. Thus we applied Punjabi University, Patiala for the subject of functional Hindi. It is very useful in Offices, banks, Industries and occupation. Only this sybject can fulfill the knowledge of official Hindi. So we can start this subject after the permission of University.
We will awared the people of nearest villages and areas concerned where the students can take admission in our college about the importance f the Hindi Language. It is usefull in the Harmony and Unity of Country. In this way wer justify our duty for our National Language and profit of students. This is our Future Plan.

Evaluative Report of the Departments

1. Name of the department: -
- History

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- UG - as a Subject in B.A**.**

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

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual – B.A. III, B.A. II
- Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
- Nil

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Paramjit Kaur	M.A.History, Education, M.Phil, Ph.D.	Asst. Professor	Medieval Age	9 Years	Nil

11. List of senior visiting faculty:
> ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by Temporary faculty: -
> ➢ Nil

13. Student-Teacher Ratio (programme wise):-

B.A. I	31:1
B.A. II	44:1
B.A. III	33:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Paramjit Kaur	M.A. History, Education, M.Phil, Ph.D.	Asst. Professor	Medieval Age	9 Years	Nil

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: -
  ➢ Nil

19. Publications:

Dr. Paramjeet Kaur, Assistant Prof. in History

Publications :

a. International Journal Gnited Minds
  ➢ Oct 2013 – Mughal Samrajya and Prakritik Aapdhyan.
  ➢ April 2014—Mughal Kal Ki Samajik Stithi Prakritik Aapdhyan Ke Prabhav.

SANSKAR CHETNA INTERNATIONAL RESEARCH JOURNAL:-

a. June 2014- Gandhi ka Ahinsa Sidhant: Ek vivechan ISSN 2347- 4041.
b. Sep-2014- Bharat Mahila Shakti Kran Samasya Aur Samadhan ISSN 2347- 4041.

International Journal of Informative & Futuristic Research.

a. June 2014 - Bharat Me Bhrashtachar Par Neyantran Ke Prkareyagatopayo Ka Adhyayan ISSN 2347-1697.
b. August 2014 - Mahatma Phule: Samajik Kranti ke AgrdhutISSN 2347-1697.
c. 1 Sept 2014 - Pracheen Kal Mein 'Istri Dhan' ISSN 2347-1697.
d. Sept- Swami Vivekanand Ke Anusar Shiksha Ke Udeshya ISSN 2347-1697.
e. January 2015- Mugul kalin Arthik Jivan ISSN 2347-1697.
f. Ph.D. Topic – Mugul Samrajya Mein Ghatit Prakritik Pdao Ka Adhyan (2550-1750 AD) Ke Sandhrab Mein

20. Areas of consultancy and income generated: -
  ➢ Nil

21. Faculty as members in
  a.) National Committees: -
  ➢ Nil

  b.) International Committees: -
  ➢ Nil

c.) Editorial Boards: -
- ➢ Nil

22. Students projects

a.) Percentage of students who have done in house projects including inter department/programme: -
- ➢ Nil

b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
- ➢ Nil

23. Awards/ Recognitions received by faculty and students: -
- ➢ Nil

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

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

a.) National: -
- ➢ Nil

b.) International: -
- ➢ Nil

26. Student profile programme / course wise:

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	31	31	31	93.5%
B.A. II	25	25	25	100%
B.A. III	33	33	33	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : -
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	20 %
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we don't have any record

30. Details of Infrastructural facilities
  a.) Library: -
  ➢ Yes

  b.) Internet facilities for Staff & Students: -
  ➢ Yes

  c.) Class rooms with ICT facility: -
  ➢ Nil

  d.) Laboratories: -
  ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies: -
  ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF HISTORY

S ➔ Strengths cited are institutional characteristics that are broader than specific programs or individuals. History is the subject through which we are connected & related to our forefather. History of past forms above for present time & prepare us for future our cultural heritage owes its base to history. We have a great numbers of books and historical records of various authors available in our college library.

W ➔ The great weakness in my subject is that we lack sufficient funds to collect all historical data through which students can attain a great knowledge. If we built such a collection it requires a lot of money. I want that all students must learn about our great history.

O ➔ The greatest opportunity in our department is that if our students learn our history, then they can attain a great job opportunity in historical departments. As a tourist guide, teaching jobs etc. So we should make all efforts for student's development.

C ➔ Due to lengthy syllabus and numerical data related to history, it becomes a challenge to prepare weak students for exam. Due to lengthy syllabus students prefer practical subjects against history. It is a challenge to coniferous & creates interest of students in history.

Future Plans:-
1) We can organise seminars.
2) Quiz competition can be held**.**

Evaluative Report of the Departments

1. Name of the department: -
- Home Science

2. Year of Establishment: -
- July 2003

3. Names of Programmes /Courses offered: -
- UG- as a subject in B.A.

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

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual – B.A. III, B.A. II
- Semester- B.A. I

6. Participation of the department in the courses offered by other department: -
- Nil

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. **Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc/D.Lit./Ph.D./M.Phill. etc.)**

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Ashima Bansal	M.Sc. (Foods & Nutrition), UGC Net Cleared	Asst. Professor	Foods & Nutrition	12 years	Nil

11. List of senior visiting faculty:
   - Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
   - Nil

13. Student-Teacher Ratio (programme wise):-

B.A. I	13:1
B.A. II	20:1
B.A. III	10:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Ashima Bansal	M.Sc. (Foods & Nutrition), UGC Net Cleared	Asst. Professor	Foods & Nutrition	12 years	Nil

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: -
  - ➤ Nil

19. Publications:
   Publication per faculty: -
  - ➤ Nil

20. Areas of consultancy and income generated: -
  - ➤ Nil

21. Faculty as members in
   a.) National Committees: -
  - ➤ Nil

   b.) International Committees: -
  - ➤ Nil

   c.) Editorial Boards: -
  - ➤ Nil

22. Students projects
   a.) Percentage of students who have done in house projects including inter department/programme: -
  - ➤ Nil

   b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
  - ➤ Nil

23. Awards/ Recognitions received by faculty and students:-

Paticipation in Rangoli (Fine arts) at Zonal Youth Festival, Punjabi University Patiala

Sr. No.	Year	Student's Name	Class	Position	Venue
1	2011-2012	Shelly Goyal	Msc(I.T.)	First	Tara vivek college, Gajjanmajra
Shelly Goyal participated in Inter Zonal Youth Festival at Punjabi University, Patiala						
2	2012-2013	Nazia	B.A. II	Second	Guru Teg Bhadhur College Bhawanigarh

Nazia participated in Inter Zonal Youth Festival at Punjabi University, Patiala					
3	2013-2014	Nazia	B.A. III	--	S.U.S. Govt. College, Sunam
4	2014-2015	Rukhsar	B.A. III	--	Govt. Ripudaman College, Nabha

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
  ➢ Nil

  b.) International: -
  ➢ Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	13	13	13	100%
B.A. II	20	20	20	80%
B.A. III	10	10	10	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B. Ed.	20 %
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working in Private Schools and Colleges

30. Details of Infrastructural facilities

   a.) Library: -
- ➢ Yes

   b.) Internet facilities for Staff & Students: -
- ➢ Yes

   c.) Class rooms with ICT facility: -
- ➢ Nil

   d.) Laboratories:-
- ➢ Yes

31. Number of students receiving financial assistance from college, university government or other agencies:-
- ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
- ➢ Nil

33. Teaching methods adopted to improve student learning
- ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
- ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<u>**SWOC ANALYSIS OF HOME SCIENCE**</u>

S → Strength is feeling of achievement after completion of syllabus (theory and practical) in all three degree classes. The knowledge of this subject gives confidence that students are in a position to

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handle various aspects of home making like resource management, budget, cutting and stitching of garments, taking care of sick patients, making flower arrangements, doing beautiful Rangoli on various auspicious occasions. The eagerness of students to learn, good response in class, good feedback from them boosts energy level to provide my best to students in given time.

W → Weakness is in this context in preparing practical files, students present good picture but actually they might have taken help from others. Students who feel stitching of garment is difficult considered it to be a tough subject. The practical's are very lengthy and consume lot of time.

O → Our subject offers tremendous opportunities to students. Besides making them competent future homemakers, various fields of home science provide employment opportunities to aspiring students. They can start their own cookery classes, offer packed tiffin services, sell home baked fresh cakes, run boutiques, sell beautifully embroidered articles, tie and dye articles, open baby crèches, work as decorators for various functions. After completing PG diploma or masters degree, they can get job as dietician in hospitals, fashion designers, work as lecturers in colleges and provide extension education services.

C → Challenges in subject are related to teaching average students to be able to perform practical well. In B.A. 1st, it's a challenge to teach Rangoli art and flower arrangement to students who lack creativity or are not so good in drawing. In B.A. 2nd, needle work and drafting needs patience and practice. In B.A. 3rd it's a challenge to prepare good recipes in class, organize students to work in groups. Students should not under estimate value and importance of this subject.

Future Plans

1. Food Festivals: we can organize food festivals where students can put various stalls of recipes at reasonable prices.
2. Exhibition: exhibition of prepared samples of embroidery, tie and dye, stitched garments can be held which will encourage students.
3. Quiz Competition: quiz based on syllabus of food and nutrition, resource management, hygiene and physiology, clothing and textiles can be organized.
4. Small workshops or training courses can be organized to teach cookery, metal cleaning, making flower arrangements, tie and dye techniques, diet planning and therapeutic nutrition.

Evaluative Report of the Departments

1. Name of the department: -
- Mathematics

2. Year of Establishment: -
- July 2005

3. Names of Programmes /Courses offered: -
- UG - as a Subject in B.A.

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

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual - B.A. III, B.A. II
- Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
- B.C.A. & M.Sc. (I.T.)

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	02	02

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Rupali Jindal	M.Sc. (Maths), Net Cleared, B.Ed	Asst. Professor	Pure Mathematics	03 years 09 months	Nil

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Miss.Manisha	M.Sc. (Maths)	Asst. Professor	-	04 years 05 months	Nil

11. List of senior visiting faculty:
- ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
- ➢ 37.5 %

13. Student-Teacher Ratio (programme wise):-

B.A. I	8:1
B.A. II	14:1
B.A. III	13:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Rupali Jindal	M.Sc. (Maths), Net Cleared, B.Ed.	Asst. Professor	Pure Mathematics	03 years 09 months	Nil
Miss. Manisha	M.Sc. (Maths)	Asst. Professor	-	04 years 05 months	Nil

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

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18. Research Centre/facility recognized by the University: -
- Nil

19. Publications:
   Publication per faculty: -
- Nil

20. Areas of consultancy and income generated: -
- Nil

21. Faculty as members in
  a.) National Committees: -
- Nil

  b.) International Committees: -
- Nil

  c.) Editorial Boards: -
- Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme: -
- Nil

  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
- Nil

23. Awards/ Recognitions received by faculty and students:-
- Dr. Sapinder Sohi Award for Economics (2004-2005) College Color (2004-2005)

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
- Nil

  b.) International: -
- Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	08	08	08	87.5%
B.A. II	14	14	14	100%
B.A. III	13	13	13	92.31%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?
> ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	80 %
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • 80%

30. Details of Infrastructural facilities
  a.) Library: -
  > ➢ Yes

  b.) Internet facilities for Staff & Students: -
  > ➢ Yes

  c.) Class rooms with ICT facility: -
  > ➢ Nil

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d.) Laboratories: -
- Nil

31. Number of students receiving financial assistance from college, university government   or other agencies:-
- Students get financial assistance as college students not department wise**.**

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
- Nil

33. Teaching methods adopted to improve student learning
- Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
- Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF MATHEMATICS

S →
1. It recognizes variables and constants: determine how they relate to each other.
2. It reduces something to its most basic elements, so that we can see how said something works.
3. Mathematics helps researchers of all kind to understand our world and how it functions using the universal language of numbers.
4. It stimulates real world circumstances to scale.
5. It uses measurements to compare data and outcomes.
6. Synthesizes qualitative data in to an easily understandable and universal format: numbers/ diagrams.
7. Some lessons motivate interest by engaging students with phenomenon.
8. Some lessons use real world examples, games to generate interest.

W →
1. Many lessons don't include an element of motivation.
2. Syllabus is very vast.
3. A number of different formulas make it complicated for students to remember them.
4. A minor mistake makes complete question wrong.

O →
1. Gearing the lesson to the developmental level of the students.
2. Providing multiple pathways to understanding a concept.
3. Creating an environment conducive to learning.
4. To ensure that all students are able to participate in learning important mathematics content.
5. To help students connect their activities to the learning goals.

C →

Career opportunities are unlimited for the mathematics majors. Some of the occupations are accountant, actuary, computer programmer, doctor, engineer, investment manager, lawyer,

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government research and laboratories, theoretical mathematician, numerical analyst, statistician, teacher, market researcher, banking, government, space aircraft industry.

Future Plans:-

Mthematics is an indispensable subject in the study of Economics, Computer Applications, Commerce and even Science & Technology.

The Department plans to organize Workshops and Seminars aimed at the application of Mathematics in Various concerned streams. It ia also an aim of the Department to have a Departmental Library for ease of consulting books and quick Ready Reference. The Department is also endeavour to hold Quiz Competitions, Puzzle Competitions, and Mathematics Olympiad etc.

The Department wants to make students aware of the usefulness of knowledge of Mathematics in various Competitive Exams like UPSC (IAS & PCS), Banking etc. It is believe that it is easy for students of Mathematics to clear these exams.

Evaluative Report of the Departments

1. Name of the department: -
  - ➢ Music Instrumental

2. Year of Establishment: -
  - ➢ July 1981

3. Names of Programmes /Courses offered: -
  - ➢ UG as a subject in B.A.

4. Names of Interdisciplinary courses and the departments/units involved: -
  - ➢ Nil

5. Annual/Semester/Choice based credit system (programme wise):-
  - ➢ Annual – B.A. III, B.A. II
  - ➢ Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
  - ➢ Nil

7. Courses in collaboration with other universities, industries, foreign institutions etc.:-
  - ➢ Nil

8. Details of courses / programmes discontinued (if any) with reasons: -
  - ➢ Nil

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01
Tabla Instructor	01	01

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Hardeep Kaur	M.A. (Music Vocal & Instrument), M.Phil	Asst. Professor	Sitar	6 years	Nil
Mr. Baldev Singh	Sangeet Visharad	Tabla Instructor	Tabla	24 Years	Nil

11. List of senior visiting faculty:
   - ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
   - ➢ Nil

13. Student-Teacher Ratio (programme wise):-

B.A. I	11:1
B.A. II	9:1
B.A. III	16:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Hardeep Kaur	M.A. (Music Vocal & Instrument), M.Phil	Asst. Professor	Sitar	6 years	Nil
Mr. Baldev Singh	Sangeet Visharad	Tabla Instructor	Tabla	24 Years	Nil

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: -
   ➢ Nil

19. Publications:
   Publication per faculty: -
   ➢ Nil

20. Areas of consultancy and income generated: -
   ➢ Nil

21. Faculty as members in
   a.) National Committees: -
   ➢ Nil

   b.) International Committees: -
   ➢ Nil

   c.) Editorial Boards: -
   ➢ Nil

22. Students projects
   a.) Percentage of students who have done in house projects including inter department/programme: -
   ➢ Nil

   b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
   ➢ Nil

23. Awards/ Recognitions received by faculty and students:-

Detail of participation in Sitar at Youth Festival

Sr. No.	Year	Student's Name	Class	Position	Venue
1	2011-2012	Diksha Jain	B.A. III	3rd	Tara vivek college, Gajjanmajra
2	2012-2013	Mehnaz	B.A. I	3rd	Guru Teg Bhadhur College Bhawanigarh
3	2013-2014	Mehnaz	B.A. II	3rd	S.U.S. Govt. College Sunam
4	2014-2015	Mehnaz	B.A. III	3rd	Govt. Ripudamn College Nabha

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
  ➢ Nil

  b.) International: -
  ➢ Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled	Pass percentage
B.A. I	11	11	11	100%
B.A. II	09	09	09	100%
B.A. III	16	16	16	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	Nil
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we don't have any record

30. Details of Infrastructural facilities
a.) Library: -
- ➢ Yes

b.) Internet facilities for Staff & Students: -
- ➢ Yes

c.) Class rooms with ICT facility: -
- ➢ Nil

d.) Laboratories:-
- ➢ Yes

31. Number of students receiving financial assistance from college, university government or other agencies:-
- ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
- ➢ Nil

33. Teaching methods adopted to improve student learning
- ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
- ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF MUSIC

S ➔ Music is the necessity of our soul. Through music a person gets spiritual energy. He becomes prepared to face each & every problem difficulty. In this subject, we become hard working and get

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mental peace. Those who have attached themselves to music may or may not be apparently satisfied but they are definitely mentally happy.

W → Students do not realize importance & value of this subject because in school, students feel music is only a source of entrainment. When students take admission in college, they do not have deep knowledge of this subject. So they follow their friends kindly. If reality of this subject is presented before students, more students will opt for this subject.

O → The main characteristics especially of music subject are that any person attached with music is never a failure in life. Never he has to beg before any one. Because this is a practical subject, a person remains always active. Now days with the help of media, dance & music show the talent of students.

C → There is limited opportunity for music students to take up teaching music as a subject school & college level. Girl students prefer teaching profession so it's a challenge to increase no. of students who option for music subject.

Future Plans →

I have future dream for my wards that apart from the syllabi sitar as prescribed by the University, I may impart them a duarable training in other forms of Music like Light Music, Gazals and Folk Songs etc. So that they may avail various opportunities provided to them in their lives for earning good name in Music.

Evaluative Report of the Departments

1. Name of the department: -
- Psychology

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- UG - as a Subject in B.A

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

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual – B.A. III, B.A. II
- Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
- Nil

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

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

9. Number of teaching posts

	Sanctioned	**Filled**
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Harjinder Kaur	B.Sc. (Nursing) M.Sc. (Psychology) U.G.C. Net Qualified Pursuing Ph. D. under Punjabi University, Patiala	Asst. Professor	Cognitive Psychology	3 years	Nil

11. List of senior visiting faculty:
  ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
  ➢ Nil

13. Student-Teacher Ratio (programme wise):-

B.A. I	52:1
B.A. II	75:1
B.A. III	34:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Harjinder Kaur	B.Sc (Nursing) M.sc (Psychology) U.G.C. Net Qualified Pursuing Ph. D. under Punjabi University	Asst. Professor	Cognitive Psychology	3 years	Nil

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: -
> - Nil

19. Publications:
    <u>**Mrs. Harjinder Kaur**</u>**, Assistant Prof. in Psychology**

    <u>**Published Work**</u>

    a. Mind and Reacting Mechanism of Human System in Online Version of Journal Confluence of knowledge (An International Multidis Reffered Journal) ISSM : 2320-5237, Jan-March Issm, 2014 and Print version ISSM 2348-91889, Jan-March 2014
    b. Under Press – Globalization – Impact of globalization on Mental Health

20. Areas of consultancy and income generated: -
> - Nil

21. Faculty as members in
    a.) National Committees: -
> - Nil

    b.) International Committees: -
> - Nil

    c.) Editorial Boards: -
> - Nil

22. Students projects
    a.) Percentage of students who have done in house projects including inter department/programme: -
> - Nil

    b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
> - Nil

23. Awards/ Recognitions received by faculty and students: -
  ➢ Nil

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
  ➢ Nil

  b.) International: -
  ➢ Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	52	52	52	65.95%
B.A. II	75	75	75	100%
B.A. III	34	34	34	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	5%
PG to M.Phill	Nil
PG to Ph. D.	Two Student (Rahiba & Shailla)
Ph. d. to Post Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	• Nil • Students are working but we have no record

30. Details of Infrastructural facilities

    a.) Library: -
- ➢ Yes

    b.) Internet facilities for Staff & Students: -
- ➢ Yes

    c.) Class rooms with ICT facility: -
- ➢ Nil

    d.) Laboratories: -
- ➢ Yes

31. Number of students receiving financial assistance from college, university government or other agencies:
- ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
- ➢ Nil

33. Teaching methods adopted to improve student learning
- ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
- ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<div align="center">

SWOC ANALYSIS OF PSYCHOLOGY

</div>

S →
It is a Practical Subject.
Scoring Subject.
Interesting subject because it is related to life, mind and behavior of human being.

W → It is practical subject so students take it easy. It needs proper attention of the students.

O → Psychology has many branches. E.g. Criminal psychology, Astrology, Physical, Cognitive, Clinical and Health etc. So by studying Psychology it helps the student to get knowledge of these fields.

C → For increasing the knowledge of students and increasing their interest in life science (Psychology) we plan for "Psycho Fest" which helps in motivation and increase the interest of subject and using Psychology in daily routine activities.

Future Plan:-

- Plan for Counselling Centre in the Department so that students can easily cope up with their Behaviourial as well as Educational Stress/Anxiety problems.
- Plan for Psycho test in which each and every student can participate in Psychological Testing and learn skills for Psychological Activities.
- Plan for a Workshop in Psychology Department in which students learn about Psychological Tests which used in their practical and how can they use these tests in future.

Evaluative Report of the Departments

1. Name of the department:-
 ➢ Physical Education

2. Year of Establishment:-
 ➢ July 2007

3. Names of Programmes /Courses offered:-
 ➢ UG – as a Subject in B.A started in July 2007.

4. Names of Interdisciplinary courses and the departments/units involved: -
 ➢ Nil

5. Annual/Semester/Choice based credit system (programme wise):-
 ➢ Annual - B.A. III, B.A. II
 ➢ Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
 ➢ Nil

7. Courses in collaboration with other universities, industries, foreign institutions etc.:-
 ➢ Nil

8. Details of courses / programmes discontinued (if any) with reasons: -
 ➢ Nil

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. / D.Lit./ Ph.D./ M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Miss Rita	B.P.Ed., M.P.Ed.	Asst. Professor	-	2 Years 4 Months	Nil

11. List of senior visiting faculty: -
- Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
- 100 %

13. Student-Teacher Ratio (programme wise):-

B.A. I	27:1
B.A. II	21:1
B.A. III	13:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Miss Rita	B.P.Ed., M.P.Ed.	Asst. Professor	-	2 Years 4 Months	Nil

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: -
  - ➢ Nil

19. Publications:
  * Publication per faculty: -
  - ➢ Nil

20. Areas of consultancy and income generated: -
  - ➢ Nil

21. Faculty as members in
  a.) National Committees: -
  - ➢ Nil

  b.) International Committees: -
  - ➢ Nil

  c.) Editorial Boards: -
  - ➢ Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme: -
  - ➢ Nil

  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
  - ➢ Nil

23. Awards/ Recognitions received by faculty and students: -

Year	Level of Participation	S. No.	Name of Student	Class	Dates	Games/ Place	Achievements
2011-12	Japan Association of India (International)	1	Rajdeep Kaur	B.A. I	02-11-2011 to 04-11-2011	National and International Karate Tournament at Amritsar	Student got entry in International Championship by getting first place
		2	Rajdeep Kaur	B.A.I	07-12-2011 to 08-12-2011	Inter college Ball-Badminton competition at	Student got 3rd Position

		3	Babalpreet Kaur and Amandeep Kaur	B.A. III	07-12-2011 to 08-12-2011	Punjabi University Patiala	They elected in University team
	State Level	4	Babalpreet and Amandeep Kaur	B.A. III	05-01-2012 to 08-01-2012	Stateball badminton competition at Amritsar	Elected in National Team
2012-13	Inter college	1	Samandeep Kaur			University College Ghanour(In judo)	Silver Medal Bronze Medal
		2	Amandeep Kaur	B.A.II	19-12-2012		
		3	Damanjeet Kaur				
		4	Sabiha				
		5	Ramandeep Kaur				

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

25. Seminars / Conferences / Workshops organized & the source of funding
   a.) National: -
     ➢ Nil

   b.) International:-
     ➢ Nil

26. Student profile programme / course wise: (2014-2015)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	25	25	25	96%
B.A. II	13	13	13	100%
B.A. III	13	13	13	76%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	10%
PG to M.Phill	1 Student
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil

Employed
  • **Campus selection**
  • **Other than campus recruitment**
	• Nil
	• Students are working but don't have any record

30. Details of Infrastructural facilities
  a.) Library: -
  ➢ Yes

  b.) Internet facilities for Staff & Students: -
  ➢ Yes

  c.) Class rooms with ICT facility: -
  ➢ Nil

  d.) Laboratories: -
  ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies: -
  ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts: -
  ➢ Nil

33. Teaching methods adopted to improve student learning: -
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Note:- Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF PHYSICAL EDUCATION

S → strength as we all know means the positive points of any department. Our college provides proper and clean environment to students through which students improve their health and build proper physique. We conduct various activities which help in removal of anxiety, over weight and build good personality.

W → As we talk about the weakness in physical department, there are so many like students are not having big grounds and basket ball court or the other hand students are not provided with adequate machines and tools to works upon lack of facilities.

O → There are ample of opportunities available to the college students .Like every year we have sports meet of our college apart from the students are also having the opportunity of participating in inter college competitions at zonal level and university level also. They are being awarded with mementos and certificates also.

C → The challenges faced by the physical department are lack of availability NET cleared staff members.

Evaluative Report of the Departments

1. Name of the department: -
- Political Science

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- UG - as a subject in B.A**.**

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

5. Annual/Semester/Choice based credit system (programme wise):-
- Annual – B.A. III, B.A. II
- Semester – B.A. I

6. Participation of the department in the courses offered by other department:-
- Nil

7. Courses in collaboration with other Universities, Industries, Foreign Institutions etc.:-
- Nil

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization,
   (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Nirmal Kanta Modi	M.A., B.Ed	Asst. Professor	-	38 years	Nil

11. List of senior visiting faculty: -
   ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
   ➢ 100%

13. Student-Teacher Ratio (programme wise):-

B.A. I	61:1
B.A. II	56:1
B.A. III	42:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Nirmal Kanta Modi	M.A., B.Ed	Asst. Professor	-	38 years	Nil

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:-
- Nil

19. Publications:
   * Publication per faculty :-
- Nil

20. Areas of consultancy and income generated :-
- Nil

21. Faculty as members in
  a.) National Committees: -
- Nil

  b.) International Committees: -
- Nil

  c.) Editorial Boards: -
- Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme :-
- Nil

  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies:-
- Nil

23. Awards/ Recognitions received by faculty and students:-
- Yes

  Every Year 5 students who score first position in College exams receive awards by Mrs. Nirmal Kanta Modi Ex H.O.D. Political Science)

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
- Nil

  b.) International: -
- Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	61	61	61	100%
B.A. II	56	56	56	100%
B.A. III	42	42	42	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :-
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG/ B.Ed.	25%
PG to M.Phill	1%
PG to Ph. D.	1%
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• One in College campus on adhoc basis • One in Islmaia College, Malerkotla

30. Details of Infrastructural facilities
  a.) Library: -
  ➢ Yes

  b.) Internet facilities for Staff & Students:-
  ➢ Yes

  c.) Class rooms with ICT facility:-
  ➢ Nil

d.) Laboratories:-
 ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies:-
 ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
 ➢ Nil

33. Teaching methods adopted to improve student learning
 ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
 ➢ Note:- Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF POLITICAL SCIENCE

S → It gave me great pleasure and proud to do masters degree in the subject of political science which is a living subject. I am serving since July 1977 in the same field. Keeping in mind the importance and utilitarian value, Aristotle, the father of political science as well as the father of comparative method gave his views in his famous contribution, 'Politics'. After studying 158 constitutions of different countries, Aristotle regarded political science as the "supreme Science "or the "masters of all social sciences". Political science is very useful to broaden our outlook and widen ones intellectual horizon, because the whole world has become a small family due to the advancement of mass-communication and inter dependence. Politics covers all the political and non-political factors which influence our life directly or indirectly. The study of political science is essential in modern democratic countries. It is rightly said, "External vigilance is the price of liberty". Man learns how to co-operate and adjust himself with his fellow beings. Inspite of the study of state government, and different constitutions, the principles of liberty equality and fraternity are made clear. The subject matter of political science is very wide.

W → Though political science is helping in understanding political behavior, political theory, and infrastructures and examines the prevalent political principles is suffering from some problems. There is an inadequacy of means, lack of unanimity among political scientists, absence of scientific basis and difficulty to classify the matter under study. Its study is more theoretical than practical. It is mainly concerned with human nature which is very complex, most of the students have made a vision that it is a tough subject without caring their bright future with the knowledge of this valuable subject.

O → The subject provides opportunity in all G.K. tests. It is job oriented subject. Men have to cooperate and adjust himself with his fellow beings. He becomes diplomatic to deal with different/difficult situations.

C → Like every human being, each subject has to face so many challenges with the changing circumstances and conditions. Illiteracy, ignorance, poverty, unemployment, casteism and communism are great challenges in the way to enrich the subject.

Future Plans:-For the survival of the subject it is very important to awake the students by organizing seminar ,work-shops and by arranging educational tours to visit "Parliament house", "Rastrapati Bhawan" to make it an interesting and valuable subject. We must educate them it is a job-oriented subject and by competing exams such as I.A.S, P.C.S, I.P.S. they can touch the height of sky and can make their future bright. In the end, I must say that political science will be realized as supreme social science in the real sense.

Evaluative Report of the Departments

1. Name of the department: -
- Punjabi

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered
- (UG July 1981)
- (PG July 2012)

4. Names of Interdisciplinary courses and the departments/units involved: -
- B.Com. B.C.A. (Punjabi Compulsory)

5. Annual/Semester/Choice based credit system (programme wise):-
- B.A. 3rd year Annual
- All others Semester

6. Participation of the department in the courses offered by other department: -
- B.Com., B.C.A. (Punjabi Compulsory)

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	2	2
Asst. Professors	3	3

10. Faculty profile with Name, Qualification, Designation, Specialization,
   (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Nirmal Kaur	M.A.Punjabi, M.A. English M.Phill	Asso. Prof.	Malwai Upbhasha Da Dhunigram Vigiyanak Adhyan	34 years	Nil
Dr. Amarjeet Kaur	M.A. Ph.D.	Asso. Prof.	Badesi Punjabi galp-Alochnatmak Adhyan	24 years 3 months	Nil
Mrs. Manpreet Kaur	M.A.Punjabi, M.A. Pol.Sci, B.Ed, Pursuing Ph.D., Net Cleared	Asst. Prof.	Punjabi Natak	3 years 4 months	Nil
Mrs. Karamjeet Kaur	M.A.(Pbi.), B.Ed., M.Ed., Net Cleared	Asst. Prof.	-	3 years 4 months	Nil
Miss. Karamjeet Kaur	M.A. (Pbi.), U.G.C. Net Cleared, CTET, B.Ed	Asst. Prof.	-	2 years 4 months	Nil

11. List of senior visiting faculty:
   ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:
   ➢ Nil

13. Student-Teacher Ratio (programme wise):-

	Compulsory	Literature
B.A. I	51:1	44:1
B.A. II	53:1	40:1
B.A. III	43:1	36:1
M.A. (Pbi.) I	9:1	
M.A. (Pbi.) II	9:1	

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

15. Qualifications of teaching faculty with (Ph.D., M.Phill., PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Nirmal Kaur	M.A.Punjabi, M.A. English M.Phill	Asso. Prof.	Malwai Upbhasha Da Dhunigram Vigiyanak Adhyan	34 years	Nil
Dr. Amarjeet Kaur	M.A. Ph.D.	Asso. Prof.	Badesi Punjabi galp-Alochnatmak Adhyan	24 years 3 months	Nil
Mrs. Manpreet Kaur	M.A.Punjabi, M.A. Pol.Sci, B.Ed, Pursuing Ph.D., Net Cleared	Asst. Prof.	Punjabi Natak	3 years 4 months	Nil
Mrs. Karamjeet Kaur	M.A.(Pbi.), B.Ed., M.Ed., Net Cleared	Asst. Prof.	-	3 years 4 months	Nil
Miss. Karamjeet Kaur	M.A. (Pbi.), U.G.C. Net Cleared, CTET, B.Ed	Asst. Prof.	-	2 years 4 months	Nil

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: -
  - ➢ Nil

19. Publications:
   Publication per faculty:

<u>Nirmal Kaur</u>, Associate Prof. in Punjabi

<u>Published work</u> – In Punjabi Duniya by Language Department Patiala

a. Punjabi Bhasha De Miarikaran Dia Samsayava
b. Markasvadi Aalochna ate Roop Chetna
c. Bhashai Faltoo Ansh

<u>Dr. Amarjit Kaur</u>, Associate Prof. in Punjabi

<u>Published works</u>

a. Partham Udan (RS Hindi Anthology) 1982.
b. Apni Apni Chan Vich Baithi Jindi (Punjabi Anthology) 1985
c. Ret De Ghar (Ghazals) 1988
d. Prose, prosody and literary genres.
e. New Boundaries in Punjabi prose-(criticism 1990)

Some poems were published by Haryana Sahit Academy

<u>Mrs. Manpreet Kaur</u>, Assistant Prof. in Punjabi

<u>Publication:</u>

 Justice for Scheduled Castes & Backward Classes: in Context of Indian Constitution in 2016.

 <u>Mrs. Karamjit Kaur</u>, Assistant Prof. in Punjabi

<u>Publication Work:</u>

a. Ajoka Badlda Sbhyachar (an essay) in Nazia Magazine in April-June 2015.
b. Safe rights of Children in India –Article no. 36 in book Social Justice and empowerment in India.
c. Translated the book 'Hole in the Air' with the help of writer Prof. H.L. Agnihotri

20. Areas of consultancy and income generated: -
   ➢ Nil

21. Faculty as members in

   a.) National Committees: -
- Nil

   b.) International Committees: -
- Nil

   c.) Editorial Boards: -
- Nil

22. Students projects

   a.) Percentage of students who have done in house projects including inter department/programme.
- Nil

   b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies.
- Nil

23. Awards/ Recognitions received by faculty and students:-
- Prof Nirmal Kaur Honored by N.S.S. Department Punjabi University Patiala as Best programme officer.
- Prof Nirmal kaur Honored by by S.B.I. Bank Branch Malerkotla as Best Teacher.

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

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

   a.) National: -
- Nil

   b.) International: -
- Nil

26. Student profile programme / course wise: (2014-15)

Name of the Course / programme	Application received		Selected		Enrolled (Female)		Pass percentage	
	Literature	Compulsory	Literature	Compulsory	Literature	Compulsory	Literature	Compulsory
B.A. I	44	58	44	58	44	58	100	97
B.A. II	40	62	40	62	40	62	100	93.3
B.A. III	36	49	36	49	36	49	100	100
M.A.(Pbi) I	09		09		09		100	
M.A.(Pbi)II	09		09		09		100	

27. Diversity of Students

Name of the Course	% Students from the same State		% Students from the other State		% Students from abroad	
	Literature	Compulsory	Literature	Compulsory	Literature	Compulsory
B.A. I	100%	100%	Nil	Nil	Nil	Nil
B.A. II	100%	100%	Nil	Nil	Nil	Nil
B.A. III	100%	100%	Nil	Nil	Nil	Nil
M.A. (Pbi) I	100%		Nil		Nil	
M.A.(Pbi) II	100%		Nil		Nil	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

➢ Net Cleared (2)

29. Students progression

Students progression	Against % enrolled
UG to PG/ B.Ed.	19%
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we have no record

30. Details of Infrastructural facilities

    a.) Library: -
- ➢ Yes

    b.) Internet facilities for Staff & Students: -
- ➢ Yes

    c.) Class rooms with ICT facility: -
- ➢ Nil

    d.) Laboratories: -
- ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies:
- ➢ 11 PG students and 92 UG student are getting Minority Scholarship. 36 SC students are getting Scholarships. 04 students are getting Sita Ram Jindal Trust Scholarship.
- ➢ Concession: -

Class	College Management		Sister Fees		Others	
	Total Students	**Concession**	**Total Students**	**Concession**	**Total Students**	**Concession**
B.A. I	27	27700/-	3	720/-	-	-
B.A. II	16	11535/-	2	480/-	1	5500/- (By Rishabh Jain (Advocate))
B.A. III	10	11035/-	-	-	2	20000/- (By Sh. Gian Chand Garg (Judge))

Class	College Management	
	Total Students	Concession
M.A. I (Pbi.)	03	5000/-
M.A. II (Pbi.)	-	-

32. Details on student's enrichment programmes (special lectures/ workshops / seminar)   with External experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning:-
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<u>**SWOC OF PUNJABI LITERATURE**</u>

In today's age literatures written in vernaculars are being paid due attention by critics and readers. The works of regional languages are rapidly translated into English to make them accessible to vast audience. The study of literature written in regional languages also serves as a medium to resist the domination of main stream culture and language. Punjabi is spoken by 102 million native speakers worldwide, making it the 10th most widely spoken language in the world. It is the native language of Punjabi people who inhibit the historical region of Pakistani and Indian Punjab. Not only in Pakistan and India, but Punjabi is third most spoken language in Canada and fourth most spoken language in United kingdom's also.

Inspite of being such an influential and important language, Punjabi has its own strengths and weaknesses. Taking into consideration the restrictions of time and space, the weaknesses and strengths are briefly assessed here.

S→
1. Punjabi is the mother tongue of Punjabis. This is the univocal view of all linguists that scientific way to impart knowledge to a child is to teach him in mother tongue. Mother tongue facilitates the natural and spontaneous expression of thoughts.
2. World is aware of the conceptual and aesthetic appeal of literature being written in Punjabi. *Gurmat* and *Sufi* literatures are the torch bearers of the ideal way of life, teaching us the lessons of communal tolerance and brotherhood. These glaring features of Punjabi Literature are tremendously relevant in present times of growing intolerance. Thus Punjabi Literature continues to echo the voice of forward motion of society and contributes in shaping the contours of future as far as possible.
3. In present times when the national character is facing the threat of degeneration, the creation of human personality with high virtues is utmost urgent. Punjabi literature certainly has incredible capability to create human beings like this.

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4. Punjabi has profound treasure of vocabulary; many words from English, Sanskrit, Arabic and Persian are enriching the word storage of Punjabi. This give and take of words from other languages also reflects the receptive and unbiased mentality of Punjabis.

W→
1. Medium of instruction in the fields of medical, computers and commerce etc. is English and the study material is not available in Punjabi.
2. In the wake of globalization, all the regional languages are facing great challenges. Punjabi is not an exception in this regard.

O→
1. Punjabi is not only the mother tongue of Punjabis but is official language of Punjab as well. In Punjab, it is mandatory to study Punjabi till graduation. To qualify Punjabi till metric is essential to get employment under Punjab government. Thus, there are vast job opportunities in the area of Punjabi teaching.
2. Punjabi literary criticism, lexicography and translations are other fields which can provide jobs for Punjabi literates.
3. Ancient and Modern Punjabi Literatures are the source of inspiration for creative Punjabi writing.

C→

Globalisation and westernization is a great challenge. Parents and their wards prefer English to Punjabi. They feel derogatory to speak their mother Tongue even in their houses. To awaken parents and their wards that motherly affection can not be obtained from Step Mother is the biggest challenge

Future Plans:

1. To emphasize the important of Punjabi Language. Department will conduct seminars and extensions lecturers.
2. In the present scenario of ever growing influence of English, Punjabi and other regional languages are struggling. But with the assurance of wide range of Punjabi speakers, Punjabi is far from the threats of being extinct. Its influence and importance is growing every day.

Evaluative Report of the Departments

1. Name of the department: -
- Sanskrit

2. Year of Establishment: -
- July 1981

3. Names of Programmes /Courses offered: -
- UG – as a Subject in B.A.

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

5. Annual/Semester/Choice based credit system (Programme wise):-
- Annual – B.A. III, B.A. II
- Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
- Nil

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	01	01
Asst. Professors	Nil	Nil

10. Faculty profile with Name, Qualification, Designation, Specialization, (D.Sc. /D.Lit. /Ph.D. /M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Baljit Kaur	M.A.(Hindi & Sanskrit), M.Phill, Ph. D	Asso. Professor	Bharto Uttar Nuttan Udhbabnyo Ka Alochnatmak Adhyan	30years	Nil

11. List of senior visiting faculty:
  - ➢ Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty: -
  - ➢ Nil

13. Student-Teacher Ratio (programme wise):- Session (2014-2015)

B.A. I	03:1
B.A. II	03:1
B.A. III	06:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Dr. Baljit Kaur	M.A.(Hindi & Sanskrit), M.Phill, Ph. D	Asso. Professor	Bharto Uttar Nuttan Udhbabnyo Ka Alochnatmak Adhyan	30years	Nil

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: -
  - ➢ Nil

19. Publications:
    Publication per faculty: -

Dr. Baljeet Kaur, Associate Prof. in Sanskrit

Published Work

Article on Sankhya Darshan Me Dukh Trai and Moksh in Kalyan Patrika in 2012.
    Books

    a. Agni Purna.
        b. Acharya Bhart Parvarti Matysastri : Critical appreciation.

20. Areas of consultancy and income generated: -
    ➢ Nil

21. Faculty as members in
  a.) National Committees: -
    ➢ Nil

  b.) International Committees: -
    ➢ Nil

  c.) Editorial Boards: -
    ➢ Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme: -
    ➢ Nil
  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
    ➢ Nil

23. Awards/ Recognitions received by faculty and students: -
    ➢ Nil

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
    ➢ Nil

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b.) International: -
  ➢ Nil

26. Student profile programme / course wise:

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	03	03	03	100%
B.A. II	03	03	03	100%
B.A. III	06	06	06	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
  ➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B.Ed.	Nil
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we don't have any record

30. Details of Infrastructural facilities
  a.) Library: -
  ➢ Yes

  b.) Internet facilities for Staff & Students: -
  ➢ Yes

  c.) Class rooms with ICT facility: -
  ➢ Nil

d.) Laboratories: -
  ➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies.
  ➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

SWOC ANALYSIS OF SANSKRIT LITERATURE

S → Sanskrit is an ancient language, as old as the hills, language of divinity, language of goods, language of classical literature, and mother of all Indian languages. Sanskrit is language of scriptures and religious that only the people of certain professions opt like Pandits or the priests. Its vocabulary is endless, treasure of human wisdom started in Sanskrit literature uniformity found only in Sanskrit has not changed even after many millennia of its expansion as well as migrations to so many lands outside India. There are so many reasons for this amazing power of Sanskrit which all explain the richness of this classical language. One of its universality it can do all functions-scriptural (holiness) technical (derivative power) and romantic (resourceful and flowery style) but can never be slang. By knowing Sanskrit, you are now in touch with the language which is very natural (sound oriented) rationally developed or systematized in its structure a versatile in its usage. Even while retaining its purity and uniformity. Its ancient, abundant, full of variety and everlasting. Every Sanskrit word has a meaning built in to the word itself, its economy Sanskrit letters can be used to write other languages as well. People use Sanskrit mantras for healing. Its knowledge helps in studying. lots of technical terms are similar between Sanskrit, Latin, Greek etc. in many technical fields like medicine, law, physics, chemistry, math's, astronomy. In other words understanding and appreciator of numerous Indians think whether music, dance, arts, rituals, traditions, religions, values, languages, science etc. will be easy for one who knows Sanskrit. Sanskrit being the mother of all Indian languages of all the European languages with its knowledge, you are capable of learning most of the current world languages. Knowledge of Sanskrit adds many important dimensions to our personality.

W → Sanskrit is a dead language, i.e. outdated. That it is not and can never be and was never a virtually everything including those subjects which are technical like science. It has not territory, has no bias, and hence has no limitations. Indian must learn that language whether the significance of Sanskrit is to periodic, renewals or forced rebirths, sometimes in connection with a politics of trans

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local aspiration. No board still has marking system for Sanskrit subject, students are not interested in subject, as a part from tale of two sons-one began from weakness, another from strength.

O → Modern methods of teaching Sanskrit can also take Sanskrit qualifying language course. To act as nodal agency for government of India is implementing its policies and programmes for the development of Sanskrit. To confer degrees, grant diplomas and certificates to persons who are satisfactory completed the approval courses. Associates with any other institute having equal status to administrate compose in various parts of country. Award visitor ships, stipends etc. accordance with the rules of the Sansthan from time to time. Sanskrit scholars, literary persons of the area have contributed their mito in field of Sanskrit, Sanskrit teaching and learning in context of development of Indian culture, national integration and secular society.

C → To produce skilled human power with complete background of Sanskrit. Technology with tradition to make the subject interesting to the students. One of the other challenges in teaching Sanskrit is that unlike English, Hindi, Punjabi students do not get opportunities to listen to it either at home, in the media or in the streets.
I believe that the influence of Sanskrit literature will succeed in under studying them for the challenges of an increasingly global society in this work or interest in possibly teaching the subject.

Future Plans →

➢ Full strength of faculties with immense urge to contribute to the Sanskrit studies. We contribute to the Sanskrit studies a lot with the help of our intelligent group of students; train them for that besides satisfying their needs for examinations.
➢ Adopting all the MODERN methods and approaches to language teaching in order to make Sanskrit learning easy, enjoyable and effective.
➢ No board still has marking system for Sanskrit subject. Students are not interested in subject, as apart from to tale of two sons. One began from weakness another from the strength. For this purpose University Sanskrit Department moved demand letter to PSEB Mohali, waiting for hopefull action.
➢ We make efforts for Sanskrit add as teaching subject in all the B.Ed. colleges.
➢ Increasing number of students with strength of scoring subject, good results.
➢ Opportunities are it may be compulsory subject on school level, Manuscript-Logy, Indology, Consultancy for Speech Improvement.

Evaluative Report of the Departments

1. Name of the department: -
  - Urdu

2. Year of Establishment: -
  - July 1994

3. Names of Programmes /Courses offered: -
  - UG - as a Elective Subject started in July 1994

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

5. Annual/Semester/Choice based credit system (programme wise):-
  - Annual – B.A. III, B.A. II
  - Semester – B.A. I

6. Participation of the department in the courses offered by other department: -
  - Nil

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

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

9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associated Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with Name, Qualification, Designation, Specialization,
   (D.Sc. / D.Lit. / Ph.D. / M.Phill. etc.)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs.Sajeela Parveen	M.A., M.Phil, PGDCA, B,Ed, Hons of Urdu certificate course in Persian	Asst. Professor	Faiz Ahmad Faiz – Life & Contribution	9 years	Nil

11. List of senior visiting faculty:
- Nil

12. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty:-
- 100%

13. Student-Teacher Ratio (programme wise):- Session (2014-2015)

B.A. I	8:1
B.A. II	9:1
B.A. III	9:1

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

15. Qualifications of teaching faculty with (PG)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last years
Mrs. Sajeela Parveen	M.A., M.Phil, PGDCA, B,Ed, Hons of Urdu certificate course in Persian	Asst. Professor	Faiz Ahmad Faiz – Life & Contribution	9 years	Nil

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: -
- Nil

19. Publications:
Publication per faculty: -
- Nil

20. Areas of consultancy and income generated: -
  - ➢ Nil

21. Faculty as members in
  a.) National Committees: -
  - ➢ Nil

  b.) International Committees: -
  - ➢ Nil

  c.) Editorial Boards: -
  - ➢ Nil

22. Students projects
  a.) Percentage of students who have done in house projects including inter department/programme: -
  - ➢ Nil

  b.) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: -
  - ➢ Nil

23. Awards/ Recognitions received by faculty and students: -
  - ➢ Nil

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

25. Seminars / Conferences / Workshops organized & the source of funding
  a.) National: -
  - ➢ Nil

  b.) International: -
  - ➢ Nil

26. Student profile programme / course wise:

Name of the Course / programme	Application received	Selected	Enrolled (Female)	Pass percentage
B.A. I	11	11	11	100%
B.A. II	08	08	08	100%
B.A. III	04	04	04	100%

27. Diversity of Students

Name of the course	% students from the same state	% of students from other state	% of students from abroad
B.A. I	100%	Nil	Nil
B.A. II	100%	Nil	Nil
B.A. III	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
➢ Nil

29. Students progression

Students progression	Against % enrolled
UG to PG / B. Ed.	Nil
PG to M.Phill	Nil
PG to Ph. D.	Nil
Ph. d. to Post Doctoral	Nil
Employed • **Campus selection** • **Other than campus recruitment**	• Nil • Students are working but we don't have any record

30. Details of Infrastructural facilities
a.) Library: -
➢ Yes

b.) Internet facilities for Staff & Students: -
➢ Yes

c.) Class rooms with ICT facility: -
➢ Nil

d.) Laboratories: -
➢ Nil

31. Number of students receiving financial assistance from college, university government or other agencies:- These students get financial assistance as college students not department wise.
➢ Students get financial assistance as college students not department wise.

32. Details on students enrichment programmes (special lectures/ workshops / seminar) with external experts:
  ➢ Nil

33. Teaching methods adopted to improve student learning
  ➢ Seminars, Lecturers, Verbal & Non Verbal Test Assignments

34. Participation in Institution Social Responsibility (ISR) and Extension activities
  ➢ Students perform duties in various activities but not department wise

35. SWOC analysis of the department and future plans

<u>**SWOC ANALYSIS OF URDU**</u>

S ➔ Urdu is a language which is totally indigenous. It is created by the combination of two languages Persian and Hindustani. It is for this reason that at one time it was called Rekhta which means hybrid; it is the Hindustani language written in Persian Script .It was at first started in army. It was for this reason it was named URDU which means Lashkar (Camp).it is the language of common man in large parts of urban India. Strength of Urdu Language remains concealed in its features, mentioned below:
  ➢ That URDU no doubt is an Indian Language
  ➢ It expresses fully the troubles, sorrow, hopes and expirations of the common man.
  ➢ It is the first language of Hindi belt of the Common man.
  ➢ URDU literature has Sufi influence.
  ➢ It spreads secularism.
  ➢ It worked well in our freedom struggle.
  ➢ Hindu, Muslim, Sikh Scholars are contributing Urdu literature alike.
  ➢ Its importance in film industry cannot be forgotten.
  ➢ Khat-e-Shikast, a form of Urdu Script is short-hand writing.
  ➢ Pt. Jawaharlal Nehru, First PM of India in the constitutional assembly admitted that Urdu was his mother (Mata) and mothers mother (Nani)'s language.

W ➔ None Indian state owns URDU as its own state language directly. As such it has no home, but it is loved by all.
  ➢ Urdu has not its own vocabulary .It is wholly dependent upon Arabic, Persian, Hindi, Sanskrit and English Vocabulary.
  ➢ Its Script is Persian which is not sufficiently learnt in India.
  ➢ Sufficient books of Urdu are not available.

O ➔ Urdu is a sweet language .As such Urdu is so popular then that even masons, green grocers and scavengers hear Urdu songs and Ghazals happily.
  ➢ Urdu spreads secularism.
  ➢ Urdu spreads composite culture
  ➢ It develops politeness.
  ➢ It is also language of protect.

C → Two false notions against Urdu are being propagated. These are as under:
- ➢ That Urdu is a foreign language
- ➢ That Urdu is a language of Muslim alone.
- ➢ These are main challenges before Urdu
- ➢ In this way Urdu is being defamed

Future Plans:

The notion that Urdu is a language of Muslim alone is totally false. It is a rather of Hindu, Muslim, Sikh or Christian in large part of urban India. No country can progress if it overlooks its own language. As such it should be developed like other Indian languages.

ANNEXURE I

Kabli Mal Ramji Dass
Jain College for Women, Malerkotla
(Affiliated with Punjabi University, Patiala)
(Aided by Punjab Govt.)

Ph.: 01675- 253437,252437, Tele. Fax: 01675-253437, Email: kmrd_jain@yahoo.co.in

Ref. No. ....

Dated ....

Punjabi University, Patiala

No. 14290

Date:- 12-09-02

Principal

Kabli Mal Ramji Das Jain College for Women

Malerkotla

Sub:- Regarding permanent Affiliation

Sir,

With reference to your letter no. 515-517 Dated 06/08/2002 it is informed that your college is granted permanent affiliation by the V.C. with a hope of getting approval by the Academic Council after fulfilling the conditions presented in the report by the Inspection committee.

Faithfully

Sd/-

Assistant Registrar (Colleges)

Principal
K. M. R. D. JAIN
College For Women
MALERKOTLA-148023

ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

ਨੰਬਰ: 14290

ਮਿਤੀ: 12-9-02

ਪ੍ਰਿੰਸੀਪਲ,

ਕੇ.ਐਮ.ਆਰ.ਡੀ ਜੈਨ ਕਾਲਜ

ਫਾਰ ਵਿਮੈਨ, ਮਲੇਰਕੋਟਲਾ।

ਵਿਸ਼ਾ :- ਕਾਲਜ ਦੀ ਪੱਕੀ ਸਮੇਂਬਤਾ ਸਬੰਧੀ।

ਪ੍ਰੀਮਾਨ ਜੀ,

ਆਪਜੀ ਦੇ ਪੱਤਰ ਨੰ:515-517, ਮਿਤੀ 6.ਨ.2002 ਦੇ ਹਵਾਲੇ ਵਿਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਵਾਈਸ-ਚਾਂਸਲਰ ਸਾਹਿਬ ਵਲੋਂ ਆਪਾਰਜੀਤ ਰੌਲ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੀ ਮਾਨ ਦਿਤੀ ਅਤੇ .... ਕਾਲਜ ਵਲੋਂ ਪੱਖ ਕਰਕੇ ਜਦੋਂ ਰਿਪੋਰਟ ਵਿਚ ਦਰਜ ਕਰਤਾ ਪੂਰੀ .... ਆਪਜੀ ਦੇ ਕਾਲਜ ਨੂੰ ਪੱਕੀ ਸਮੇਂਬਤਾ ਦੇਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇ ....

ਧੰਨਵਾਦ ਸਹਿਤ,

ਮਹਾਇਬ ਪ੍ਰਿਸ਼ਾਵਦਾਰ (ਕਾਲਜ)

Photo Copy
ATTESTED

Principal.
K.M.R.D. Jain College For Women
MALERKOTLA

675
17-9-2002

ANNEXURE II

23230351, 23232705, 23237721, 23234118
23235733, 23232317, 23236735, 23239437

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

F. 8-40/2004 (CPP-I)

March, 2004

The Registrar,
Punjabi University,
Patiala (Punjab).

2 9 MAR 2004

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New College.

Sir,

I am directed to refer to your letter No. 8745/College/A-3 dated 08-12-2003 on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
K.M.R.D. Jain College for Women, Malerkotla-148 023 (Punjab).	1981	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

The documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

Self

(Sharanjit Singh)
Deputy Secretary

Copy to:-

1. The Principal, K.M.R.D. Jain College for Women, Malerkotla-148 023 (Punjab).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road, New Delhi-110 001.
4. All Sections, UGC, New Delhi.
5. Section Officer, FD-III Section, UGC, New Delhi.
6. Guard file.

(Prem Chand)
Section Officer

267

ANNEXURE III

744   7/3/09

To

तहसील लेखा परीक्षा अधिकारी
सहायक लेखाकार,
लेखा परीक्षा,
पंजाब संघ प. द.
चण्डीगढ़.

Sub: 2004-05 से 2007-08 तक की अवधि का लेखा परीक्षा सबं
निरीक्षण प्रतिवेदन

Ref: I.C. -2/G.I.A/2006 -07/398-399 dt.4.2.09 Received on 14.2.09.

Sir,   With reference to above subject Parawise report is as
follows.

        Session 2004-05 to 2007-08

Para No.1

Excess claim of grant Rs 9606/-   Excess amount Rs 9606/- has been
                                       deposited in the Govt.Treasury.
                                       (Photo Copy of Chalan is attached)

Para No.2

Non -Maintenance of Stock Register   Noted for future compliance.

Para No.3

Non -Conducting of Physical Verification: Needful has been done.
of Library books .   (Report attached)

                                       Meenu 7/3/09
                                       Principal
                                       K.R.D Jain College For Women
                                       MALERKOTLA

No 145   7/3/09.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT)PB CHANDIGARH

No Insp (C)-II/GTA/2008-09/   3   Dated:- 17-4-09

To

The Principal
Kabli Mal Ranji Dass Jain
College for Wome Malerkotla

Subnect:- Annotated reply to Audit and Inspection Note K.M.R.D.
Jain college for women for the period from 2004-05 To
2007-08 to _____

Ref:- Your No. 144 dated 7-3-09

The following further audit observations are made
against each pare.

Sr.No.   Period of LAR   Para No.   Remarks

2004-05 to 2007-08 — 1, 2, & 3 —   Facts may be
got verified at
the time of next
audit.

seen file   Asstt Audit officer
1/5/08

126
1/5/08

ANNEXURE IV

S.No.	NAME	DESIGNATION
	LIST OF REGULAR TEACHING FACULTY 2014-15	
1	Mrs. Seema Jindal	(Associate Prof. in English)
2	Mrs. Nirmal Kaur	(Associate Prof. in Punjabi)
3	Mrs. Sukhwinder Kaur	(Associate Prof. in English)
4	Mrs. Sujata	(Lect. In Hindi)
5	Mrs. Amarjeet Kaur	(Associate Prof. in Punjabi)
6	Mrs. Baljeet Kaur	(Associate Prof. in Sanskrit)
7	Mrs. Ashima Bansal	(Lect in Home Science)
8	Mr.Puneet Sapra	(Lect in Computer)
9	Mrs. Paramjeet Kaur	(Lect in History)
10	Mrs. Rashi Jain	(Lect in Computer)
11	Mrs. Jasveer Kaur	(Lect in Computer)
12	Mrs. Renu Bala	(Lect in Computer)
13	Mrs. Manpreet Kaur	(Lect in Punjabi)
14	Mrs. Karamjeet Kaur	(Lect in Punjabi)
15	Mrs. Sonia Goyal	(Lect in Economics)
16	Miss Karamjeet Kaur	(Lect in Punjabi)
17	Mrs. Harjinder Kaur	(Lect in Psychology)
18	Mrs. Anu Gaur	(Lect in Hindi)
19	Miss Disha	(Lect in English)
20	Mrs. Rupali Jindal	(Lect in Maths)

LIST OF REGULAR TEACHING FACULTY 2015-16		
S.No.	NAME	DESIGNATION
1	Mrs. Seema Jindal	(Associate Prof. in English)
2	Mrs. Nirmal Kaur	(Associate Prof. in Punjabi)
3	Mrs. Sukhwinder Kaur	(Associate Prof. in English)
4	Mrs. Sujata	(Lect. In Hindi)
5	Mrs. Amarjeet Kaur	(Associate Prof. in Punjabi)
6	Mrs. Baljeet Kaur	(Associate Prof. in Sanskrit)
7	Mrs. Ashima Bansal	(Lect in Home Science)
8	Mr.Puneet Sapra	(Lect in Computer)
9	Mrs. Paramjeet Kaur	(Lect in History)
10	Mrs. Rashi Jain	(Lect in Computer)
11	Mrs. Jasveer Kaur	(Lect in Computer)
12	Mrs. Renu Bala	(Lect in Computer)
13	Mrs. Manpreet Kaur	(Lect in Punjabi)
14	Mrs. Karamjeet Kaur	(Lect in Punjabi)
15	Mrs. Sonia Goyal	(Lect in Economics)
16	Miss Karamjeet Kaur	(Lect in Punjabi)
17	Mrs. Harjinder Kaur	(Lect in Psychology)
18	Mrs. Anu Gaur	(Lect in Hindi)
19	Miss Disha	(Lect in English)
20	Mrs. Rupali Jindal	(Lect in Maths)
21	Miss Leena	(Lect in Commerce)
22	Mrs. Poonam	(Lect in Commerce)
23	Mrs. Priya Gupta	(Lect in Computer)

ANNEXURE V

IEQA SUBMISSION DATE-22/12/2015

INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE

1 COLLEGE DETAILS

Name of the college	KMRD Jain College For women ,malerkotla	Year of establishment	1981
Location of the college	URBAN		

2 ADDRESS

Address	DEWAN KHANA ROAD , NEAR MAIN POST OFFICE MALERKOTLA .DISTT SANGRUR	City	Malerkotla
State	Punjab	Pin Code	148023
Website	www.kmrdjaincollege.org	E-Mail	kmrd_jain@yahoo.co.in
Phone STD Code	01675	Phone No	253437
Fax STD Code	01675	Fax	253437

3 HEAD OF THE INSTITUTION

Name	Dr. Meena kumari	Designation	principal
Status of appointment	PERMANENT		

4 CONTACT DETAILS OF HEAD OF THE INSTITUTION

Phone std code	01675	Phone number	252437
Fax std code	01675	Fax	253437
Mobile	+919855321703	E-Mail	kmrd_jain@yahoo.co.in

5 DOES THE COLLEGE FUNCTION FROM

a. MAIN CAMPUS

	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.
OWN BUILDINGS	0.73811757	4004.0
RENTED BUILDINGS	0.0	0.0

b. SATELLITE CAMPUS

	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.
OWN BUILDINGS	0.73811757	4004.0
RENTED BUILDINGS	0.0	0.0

6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT

University1	Punjabi University, Patiala	Other	
Nature of relationship with the university	AFFILIATED	If affiliated, status of affiliation	PERMANENT
University2		Other	
Nature of relationship with the university		If affiliated, status of affiliation	
University3		Other	
Nature of relationship with the university		If affiliated, status of affiliation	

7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)

Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?			no
Programmes offered		Name of the Regulatory Council(s)	

8 COLLEGE FUNCTIONING

Type of college	WOMENS	Time of functioning	DAY COLLEGE
Nature of funding	GRANT-IN-AID	Management	PRIVATE

9 MANAGEMENT/TRUST DETAILS

Name of the Management	KABLI MAL RAMJI DASS JAIN COLLEGE FOR WOMEN SOCIETY MALERKOTLA	Recognition under Ugc Act.1956	2f & 12b

10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER

Society's registration Act of 1960	yes	Relevant Act of the respective state Govt.	yes
Any other(please specify)			

11 NUMBER OF DEGREES OFFERED BY THE COLLEGE

UG	3	PG	6
Research	0	Others	1
Total	10		

12 DETAILS OF DEGREES OFFERED(B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.,)

Arts	B.A. M.A.	Commerce	B.COM M.COM
Science		Education	
Health Science		Engineering & Technology	
Management		Others	B.C.A., P.G.D.C.A., MSC(IT), M SC(IT) LATERAL ENTRY

Is the college opting for Assesment & Accreditation of Teacher Education department separately?	no
Is the college opting for Assesment & Accreditation of Physical Education department separately?	no
Number of departments	0

13 TOTAL NUMBER OF STUDENTS(EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)

	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	0	171	0	0	0	0	0	0
SC/ST	0	56	0	0	0	0	0	0
OBC	0	114	0	0	0	0	0	0
Total	0	341	0	0	0	0	0	0
Grand Total	341							

14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES

	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	0	111	0	108	0	0	0	0
SC/ST	0	18	0	16	0	0	0	0
OBC	0	20	0	22	0	0	0	0
Total	0	149	0	146	0	0	0	0
Grand Total	295							

Total number of students in the college	636

15 NUMBER OF TEACHING,TECHNICAL AND ADMINISTRATIVE STAFF

	Permanent		Temporary		Total	
	Male	Female	Male	Female	Male	Female
Teachers with PG	1	13	1	9	2	22
Teachers with M.Phil.	0	5	0	1	0	6
Teachers with Ph.D	0	5	0	0	0	5
Teachers with NET/SLET	0	9	0	1	0	10
Technical staff	0	0	0	0	0	0
Administrative staff	0	1	0	0	0	1
Support staff	1	1	1	1	2	2
Total no. of teachers	1	23	1	10	2	33

16 SUPPORT SERVICES

Number of titles of books	9879
Number of journals	15
Number of e-resources	0
Does the college have a registered Alumni Association?	no
Does the college have a functional Placement Cell?	no

17 UNIT COST OF EDUCATION

Unit Cost=Total annual expenditure divided by no. of students enrolled	15477.0
Unit cost calculated excluding salary component	10456.0

18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE

First	GOOD RESULTS
Second	DEDICATED AND WELL QUALIFIED STAFF
Third	COMMUNAL HARMONY
Fourth	MAXIMUM COURSES OUT OF MINIMUM RESOURCES
Fifth	AT THE SERVICE OF STUDENTS

Section 2: Institutional Data Questionnaire

1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	YES
2. Library has reading room facilities for students and faculty separately	NO
3. The college uses the students feedback for analysis and improvement purposes	YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	YES
5. The college provides financial aid to at least 10% of the general category students	YES
6. The college has a mechanism for counselling students	YES
7. An annual in-house academic calendar is prepared and implemented by the college	YES
8. The college has a mechanism for addressing grievances of students and staff	YES
9. The college promotes scholarly activities of the faculty beyond the syllabus	YES
10. Internet facility is available in the college for faculty and students	YES
11. The college campus is differently-abled friendly	YES
12. The college has a formal mechanism to promote research activities of its students and faculty.	YES
13. The college has adequate sports facility	NO
14. The college has developed a short term and a long term plan for its development and growth	YES
15. Percentage of classrooms equipped with LCD projector	YES
16. Percentage of teachers using audio-visual aids including computer-aided teaching	<25%
17. The average number of extension activities organised by the college during the last four years	20-40%
18. Average percentage utilization of annual allocated funds for the last four years ·	3-6
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	>75%
20. Average pass percentage of graduating students	>4%
21. Computer students ratio	>70%
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)	<1:30
23. Percentage of permanent teachers with Ph.D. qualification	<5%
24. Percentage of classes taught by guest faculty or temporary teachers	<20%
25. Students teacher ratio	20-50%
26. Percentage of faculty positions filled against sanctioned posts	<30:1
27. Number of add-on courses conducted by the college	60-80%
28. Awards received by the students in sports and cultural activities in the last four years	>5
29. Percentage of teachers having on-going or completed research projects in the last four years	National or International Level
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	10-25%
31. Number of Journals subscribed in the library National or International	<2
32. Percentage of students admitted against the reservation category as per Government of India norms	10-20
	50-75%

Certificate

This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.