

NAWAB JASSA SINGH AHLUWALIA GOVT. COLLEGE
KAPURTHALA



Self Study Report

Re-accreditation - Cycle II

Submitted to :

NAAC

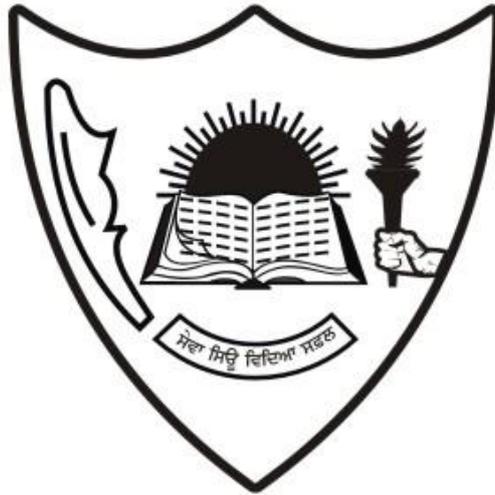
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



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GOVT. COLLEGE

KAPURTHALA



SELF STUDY REPORT

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**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**



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No.1039.....

Dated: ...06-11-15.....

Certificate of Compliance

(Affiliated /Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **N.J.S.A. Govt. College, Kapurthala** (Name of the Institution) fulfils 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 conditions 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the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn.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.


Principal
N.J.S.A. Govt. College
Kapurthala
Principal/Head of the Institution

Date : 06-11-2015

Place : Kapurthala

(Name and Signature with Seal)

(Ms. Meena Malhotra)

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PREFACE

Excellence is the gradual result of always striving to do better. Excellence is never an accident; it is the result of high intention and the vision to see obstacles as opportunities. This vision of pursuing excellence involves process of evaluation and re-evaluation. It is my privilege to submit the Self Study Report (SSR) of our college to the National Assessment and Accreditation council (NAAC), Bangalore for re-accreditation.

The Internal Quality Assurance Cell (IQAC), set up after the first accreditation of our college has played a substantial role in elevating the standards of excellence by systematically planning, executing, adopting and implementing various innovative initiatives and quality enhancing measures in the post accreditation period.

Our prestigious college is striving to carve a niche, by imparting student centric, skill oriented and holistic education to our youth by adopting innovative ideas, implementing new teaching and learning skills and introducing multidimensional activities for phenomenal growth.

The Self Study Report (SSR) is valuable document that has been prepared with utmost sincerity and honesty. At this juncture, I would like to acknowledge and appreciate the assiduous and concerted efforts of the IQAC members, Heads of the departments, members of the steering committee and all the staff members for their sincere collaborated efforts.

We shall look forward to the esteemed NAAC Peer team visit.

Ms. Meena Malhotra

Principal

Executive Summary (SWOC Analysis)

Nawab Jassa Singh Ahluwalia Government College, erstwhile known as Randhir College, Kapurthala, one of the oldest institution in the region, has transformed itself from most humble beginning as Sanskrit Vidyalaya and named Randhir School in the year 1856 by the visionary ruler of Kapurthala, His Highness Raja Randhir Singh, into one of the most vibrant and monumental college. It happens to be the same year in which three Universities in Calcutta, Madras and Bombay were established under the New Education Policy based on the Woods' Dispatch of 1854. The students used to sit under a *Peepal* tree, where a *Havan Kund* was erected and education was imparted in the traditional Guru-Shishya *Parampara*. This 200 year old *Peepal* tree still adorns the College premises. Four languages, Urdu, Persian, Sanskrit and English were taught in the premises. Besides, Sanskrit education of Priyjnna, Visharad and Shashtri was taught up to matriculation standard. Till the year of 1882, when Punjab University Lahore was set up, it remained affiliated to the Calcutta University. Being the only institution of higher learning in the region, the students from other Princely States and neighbouring British Ruled Districts of Jullundur and Hoshiarpur were also studying here, whose number had swelled to 280 by 1978-79. Most of these students were staying in the boarding. The institution made rapid strides in the field of education under the able guidance of three European Principals, Mr.Hudsen, Mr.A.R.Wood and Mr.A.W.Healy till the year 1890 as Maharaja was a minor and the control of the State was in the hands of English Administrators.

On assuming active control in 1890, His Highness Maharaja Jagatjit Singh started taking keen interest in the education system of the State and raised it to intermediate college in 1896. The subjects of Natural Sciences were also added to the curriculum of the College during this period. The Maharaja, having a great love for French, introduced the language in the College in 1916 and this became the only institution teaching French in the region. To accommodate the rising number of students, a new U-shaped building was constructed around old *Peepal* tree, consisting of modern day classrooms and verandas in the year 1912, commemorating the visit of His Highness, the King Emperor of India and was inaugurated on April 7, 1913 by Sir Louis Dane, the then Lieutenant Governor of Punjab. This building is known as U-block and the classes are held in this block even today; with the old *Peepal* tree still being intact and witness to the old as well as the modern methods of teaching in unison.

Taking further strides, degree classes in Arts and Science were started in 1946 and the College became a Post-Graduate institution in 1976 by introducing M.A. English. At present, the College has Post-Graduation in three subjects viz., English, Economics and Commerce. Three new courses, PGDCA, B.Sc. (Computer Science) and B.Sc. (Economics) have been introduced in 2006 on Self-Finance basis.

The history of school and then College has been an arduous journey. We laud the efforts of our founder and all the visionary Principals for their strong stewardship. They worked with great fortitude, facing vicissitudes and financial constraints, and successfully established the College. It has since then forged ahead, meeting new challenges in the education system with new technology. Today, in 2015, the College has the strength of approximately 2,015 students.

In cognizance of the recommendations made by NAAC Peer Team in the year 2004, we have earnestly strived to fortify our strengths and to overcome our weaknesses in honest introspection.

The SWOC Analysis of our institution for the period under NAAC analysis 2010-2014 is presented below:

- Our sprawling, spacious 33 acre campus with lush green lawns, well lit & ventilated classrooms surrounded by idyllic, scenic beauty forms a conducive ambience for the holistic development of students. The age old trees have been witness to the growth of our college from its humble beginning as Sanskrit Vidyalaya in 1856, when the founding fathers envisaged the college as an instrument for the realisation of a bold vision that aimed at providing quality education to people of remote regions.
- Our Institution resolutely advocates inclusive education and equity for all irrespective of their financial, lingual and academic background. Students are charged nominal fees, admission procedure is merit based and all other aspects are performed in accordance to the Punjab government reservation policy and GNDU, Amritsar. Educational needs of the socio/economically challenged strata of society are met by allocating 25%, 5% & 2% seats to the SC, BC, Physically challenged/ Defence Personnel/Sports persons respectively. The achievement of educational inclusion is evident from increase in proportion of SC/BC category students from 47.1% in 2012-13 to 58.7% in 2013-14. These students are also part of merit position holders of the University and actively participate in various co-curricular activities.
- The College has highly qualified and competent faculty members. The dedicated faculty of the College comprising 23 Permanent, 7 Part-timers and 26 Guest Faculty, work diligently to ascertain high academic standards and global competence in the students. Various faculty members in the College contribute a lot in promotion of research. Most of the faculty members of our College have a good number of research publications to their credit and have also organized/participated and presented papers in various research seminars and workshops at national level. The teaching learning process moves beyond the confines of the class rooms and teachers willingly make themselves available to the students even after the mandatory teaching sessions.

- The Internal Quality Assurance Cell (IQAC) of the college has been recently set up, which plays a vital role in ensuring quality in education through various quality enhancement measures and monitoring mechanisms.
- To facilitate the academic, co-curricular and sports activities, our institution has an effectual infrastructure-
 - 28 Classrooms, 02 Lecture Theatres, 02 Smart Classrooms, 03 Extra-large Rooms, Laboratories for practical subjects.
 - Well-equipped Laboratories of Science, Home Science, Geography, Music, Computer Science departments.
 - To strengthen the teaching-learning process the college is equipped with latest technological tools such as overhead projectors, Multimedia Projectors.
- The College offers a lot of support to its staff for making the learning process student centric. The College encourages the use of internet and computers by the staff and students to keep them abreast of the latest developments in their respective fields of study.
- In addition to a well-stocked Library, our College also has separate Post-graduate and Departmental libraries.
- The Botanical Garden and well-maintained lawns are home to a rare species of flora and fauna.
- The vast Playground to train the students in sports like Basketball, Volleyball, Cricket, Kabbadi so as to prepare them to compete in University, State, National and International competitions.

Weaknesses:

- Existence of vacant regular posts of teaching and non-teaching staff.
- Inability to introduce new courses as per the emerging scenario due to vacant posts of staff.
- The College Library has insufficient space for reading room, shortage of staff, latest library equipment and computers.
- College Jubilee Hall is in dilapidated state and hence unsafe to be used for cultural or examination purposes.

Opportunities:

- Expansion of Institution – Having a vast area of 33 acres prime land in heart of the city, the College has scope of expansion.
- Latest professional courses at minimum possible cost - The College has potential of starting latest professional courses provided it has the required permanent staff.
- Sports Hub – The College can be developed as a sports hub in the area.

- Research projects – The teachers can be engaged in research projects provided they are enriched with required modern equipment of research like separate rooms and advanced learning resources.
- Consultancy Services – As liaison of the Institution with local industry, the faculty members can provide consultancy services to the industry.

Threats:

- Vacant Posts in the Institution.
- Lack of latest courses.
- Infrastructure – The college lacks in proper infrastructure as the existing Infrastructure is dilapidated.

PROFILE OF THE INSTITUTION

1. Name and Address of the college:

Name: N.J.S.A. Govt. College, Kapurthala Address: N.J.S.A. Govt. College, Kapurthala City: Kapurthala Pin: 144601 State: Punjab Website: www.gckpt.com

2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Mrs. Meena Malhotra	01822-233581	098153-77851	01822-236700	gckapurthala@gmail.com
Vice Principal	Dr. V.K. Khinder	01822-233581	098141-48725	01822-236700	gckapurthala@gmail.com
Steering Committee Co-ordinator	Dr. B.S. Virk	01822-233581	098144-41141	01822-236700	Virkbs97@gmail.com

3. Status of the Institution:

Affiliated college	<input checked="" type="checkbox"/>
Constituent college	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

4. Type of Institution:

A. By Gender	i. For Men	
	ii. For Women	
	iii. Co-education	√
B. By Shift	i. Regular	√
	ii. Day	√
	iii. Evening	

5. Is it a recognized minority Institution?

Yes No

If yes, specify the minority status (Religious/Linguistic/Any other) and provide

Documentary evidence -

6. Source of funding

Government	√
Grant-in-aid	
Self-financed	
Any other	

7. A. Date of Establishment of the College: 1856

B. University to which the college is affiliated/or which governs the college (If it is a Constituent College)

GURU NANAK DEV UNIVERSITY, AMRITSAR

C. Details of UGC recognition:

Under Section	Date, Month and Year (dd-mm-yyyy)	Remarks (If any)
1.2 (f)	1969	
II 12 (B)	1969	

(Enclose the certificate of recognition u/s 2 (f) and 12(B) of UGC Act) See Enclosure-II

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
	NIL			

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as Recognized by the UGC), to 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. units:

Location *	Urban
Total area in Sq. meters	1,33,546
Covered area in sq. meter	7400

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

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

❖ **Auditorium/Seminar room with infrastructural facilities-**

Seminar Room - Yes

❖ **Sports facilities**

- * Play Ground- Yes
- * Gymnasium- Yes

❖ **Hostel**

* **Boy's Hostel**

- I. Number of Hostels- N/A
- II. Number of inmates- N/A
- III. Facilities(Mention available facilities)- N/A

* **Girl's Hostel**

- I. Number of Hostels- N/A
- II. Number of inmates- N/A
- III. Facilities(Mention Available facilities) N/A

* **Working women's Hostel-**

- I. Number of inmates- N/A
- II. Facilities(Mention Available facilities) N/A

❖ **Residential facilities for teaching and non-teaching staff (give Numbers available and cadre wise)**

- Principal House :- 01
- Class IV : Nil

❖ **Cafeteria- ✓**

❖ **Health Centre-**

- ✓ First aid

Inpatient

- ✓ Emergency care facility
- ✓ Ambulance on call

- Qualified doctor: Full time Part-time
- Qualified Nurse: Full time Part-time

❖ **Facilities like banking, post office, book shops within 100 meters. - yes**

❖ **Transport facilities to cater to the needs of students and staff- ×**

❖ **Animal House ×**

❖ **Biological waste disposal-No**

❖ **Generator or other facility for managing constant supply and voltage of electricity and voltage- ✓**

❖ **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)

Sr. No	Name of the Programme / Course	Duration (Semester)	Entry Qualification	Medium of Instruction	Sanctioned /Approved Student Places (At entry Level)	No. of Students Admitted (all semesters)
UG LEVEL DEGREE COURSES						
1.	B.A.	6 Semester	10+2 pass or equivalent exam	English, Hindi, Punjabi	700	1175
2.	B.Sc. (med., Non Med.)	6 Semester	10+2 pass with 40% marks in aggregate in concerned science group	English	150	209
3.	B.Com.	6 Semester	10+2 pass with 40% marks in aggregate in concerned science group	English	75	195
4.	B.Sc. (Computer Sci.)	6 Semester	10+2 pass with 40% marks in aggregate in concerned science group	English	60	95
5.	B.Sc. (Eco.)	6 Semester	10+2 pass with 40% marks in aggregate in concerned science group	English	60	83
PG LEVEL COURSES						
6	M.A. (Eng.)	4 Semester	Graduation with 50% Marks	English	60	55
7	M.A. (Eco.)	4 Semester	Graduation with 50% Marks	English	60	56
8	M.Com	4 Semester	Graduation with 50% Marks	English	60	109
PG LEVEL DIPLOMAS						
9	PGDCA	2 Semester	Graduation with 45% Marks	English	45	45

13. Does the College offer self-financed Programmes?

Yes No

If yes, how many?

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

Yes No

If any?

Number

15. List of 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 also do not list the departments offering common compulsory subjects for all the programmes like English, Regional languages etc.)

Particulars	UG	PG	Research
	<ul style="list-style-type: none">• Zoology• Botany• Chemistry• Physics• Computer Science		
	<ul style="list-style-type: none">• English• Punjabi• Sanskrit• History• Economics• Geography	<ul style="list-style-type: none">• English• Economics• Commerce• Computer science	
	<ul style="list-style-type: none">• Music (I)• Music(V)• Home Science• Physical Education• Commerce		

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

A. Annual system	x
B. Semester System	10
C. Trimester System	x

17. Number of Programmes with

A. Choice based credit system	x
B. Inter/multidisciplinary approach	x
C. Any other (Specify and provide details)	x

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

Yes No

If yes,

- A. Year of Introduction of Programme (s)....(dd/mm/yyyy) And number of batches that completed the programme
- B. NCTE recognition details (if applicable)

Notification No:.....

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

Validity:.....

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

Yes No

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

Yes

No

If yes,

A. Year of Introduction of Programme (s) and number of batches that completed the programme

B. NCTE recognition details (if applicable)

Notification No:.....

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

Validity:.....

C. Is the institution opting for assessment and accreditation of Physical Education Separately?

Yes

No

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

Positions	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by The UGC/ University/ State Government (RCI Requirements) Recruited	03	00	10	12	02	25	28	04	13	02
Sanctioned by the Management Society or other authorized bodies Recruited Yet to recruit	Nil									

21. Qualification of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor						Total
					Regular		Part Time		Guest faculty		
	M	F	M	F	M	F	M	F	M	F	
Ph. D.	03	--	04	05	--	--	--	--	--	01	13
M. Phil.	--	--	05	05	--	--	03	04	01	04	22
M.DHIL + NET	--	--	--	--	--	--	--	--	--	01	01
MA+NET	--	--	--	--	--	--	--	--	--	01	01
M.COM./MCA/MSC/MA	--	--	01	02	--	01	--	--	01	15	20
										Grand Total	57

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

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

Categories	2010-11		2011-12		2012-13		2013-14		2014-15	
	Male	Female								
SC	200	259	131	257	166	278	360	395	396	431
ST	Nil	02	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
OBC	102	217	72	199	108	245	191	242	175	262
General	414	517	507	517	418	500	355	483	317	434
Others	--	--	--	--	--	--	--	--	--	--

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	99.5%	99.5%	--	---	99.5%
Students from other states of India	0.5	0.5	--	---	0.5%
NRI Students	No	--	---	--	---
Foreign Students	No	--	---	--	---
Total	100	100	--	---	100

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

UG PG

26. Unit cost of Education

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

(a) Including the salary component

(b) Excluding the salary component

27. Does the College offer Distance Education Programme (DEP)?

Yes No

If Yes

a) Is it a 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 the Distance Education Council.

Yes No

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

Sr. No.		Student-Teacher Ratio		
		Part I	Part II	Part III
1.	Bachelor of Arts			
	B.A.	1-80	1-80	1-80
2.	Commerce			
	B.Com.	1-75	1-75	1-75
3.	Bachelor in sciences			
	B.Sc.	1-70	1-70	1-70

4.	POST GRADUATION			
	M. Com.	1-60	1-60	1-60
	M.A. English	1-60	1-60	1-60
	M.A. Economics	1-60	1-60	1-60
5.	DIPLOMAS			
	PGDCA	1-45	1-45	1-60

29. Is the College applying for

Accreditation: Cycle 1 Cycle 2
 Cycle 3 Cycle 4
 Re-Assessment:

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

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

Cycle 1: (16/09/2004) Accreditation Outcome/Result...**B+**
 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. (See enclosure I & III)**

31. Number of working days during the last academic year

32. Number of teaching days during the last academic year

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

33. Date of establishment of Internal Quality Assurance Cell (IQAC) – 20-04-2012

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

- (i) AQAR (2009-10) 06-11-2015
- (ii) AQAR (2010-11) 06-11-2015
- (iii) AQAR (2011-12) 06-11-2015
- (iv) AQAR (2012-13) 06-11-2015
- (v) AQAR (2013-14) 06-11-2015

35. Any other relevant data (not covered above) the College would like to include.

(Do not include explanatory/descriptive information).

CRITERIA- I : CURRICULAR ASPECTS

1 .1 Curriculum Planning and Implementation

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

Considering the urgent need to assimilate, stimulate and sustain the academic environment, our Institution upholds the following vision, mission and objectives.

Vision

To impart quality education for creating motivated and responsible citizens who become catalysts of change through value based education, particularly for weaker sections of society.

Mission

- To provide an inclusive higher education with a strong commitment to quality and creativity in teaching and learning, which ensures physical, mental and moral growth of the students and makes them responsive to societal needs and aspirations.

Objectives

- To equip our students with knowledge and skill based education, so as to enable them to compete globally in academics, sports and co-curricular activities.
- To develop sensitive, responsible and progressive citizens –who will contribute substantially towards nation building.
- To develop a balance set of capabilities, to mould them into sustainable constructive units of society and nation.

Dissemination of Information

- The aforesaid vision, mission and objectives are clearly defined in the prospectus of the College, put up on the College website and are also displayed on the Main Notice Board.
- Following the admission process, the same is communicated to all stakeholders by the Head of the Institution as follows.
- **To students:** In the assembly address at the beginning of each academic session, during Student Council meeting and on other occasions as well.

- **To teachers:** In staff meetings –where they are encouraged to enrich and enhance the curriculum in line with the mission statement of the College.
- **To the parents:** During the General Body PTA meetings and their views are duly noted, recorded and incorporated.
- During important academic functions – Annual Award Day, Sports Meet: the Principal highlights the vision and mission statement of the Institution to the select audience.
- In a nutshell, the academic programmes, curricular and co-curricular activities, sports facilities, youth club activities are closely centered on our Institution’s mission to educate, motivate and inspire our students into becoming empowered, conducive units of tomorrow: armed with education, irrigated with values and ethics.

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

Our Institution deploys the following well-chalked out action plan for effective implementation of the prescribed curriculum.

- **Time Table:** At the beginning of each academic session, the Academic Calendar along with the time table for Arts, Commerce, Science streams is prepared according to the number of elective subjects and the options offered to the students, the number of periods devoted to each subject per week and the same is displayed on the Staff and Student Notice Board.
- **Creation of Sections:** Sections are made in accordance with the subject combination and the student strength.
- **Unitization of the curriculum:** At the beginning of the academic sessions, meetings at departmental level are done for proper division of syllabus in accordance with the number of terms in a session.
- The schedule of work is duly allotted to the respective teachers for smooth and effective drift of syllabus.
- The teachers acquaint the students with the prescribed course content, texts and recommend relevant books, Students are also encouraged to be regular, attentive and perform well.
- For getting better understanding, pattern of the University paper is made clear to the students.

- **Problem solving and query clearance sessions:** Apart from the successful completion of the curriculum, adequate time is devoted for resolving problems and queries are readily cleared during the sessions. Our competent and dedicated faculty members impart the best of moral and academic guidance and training to our students. For proficiency in skill courses, our teachers dwell at length on the extensive explanation of the fundamental aspects for the students understanding and comprehension.
- **Teacher feedback:** The performance of the students is gauged by means of Internal House Test conducted in the month of December in Annual System and in the month of October in Semester System. Along with the house test, class tests are also conducted to ascertain the students' proficiency level.
- **Internal Monitoring Mechanism:** Our Institution has an internal monitoring mechanism of proctorial duties, whereby team of five teachers ensures that classes are being met on regular basis to promote discipline, efficiency and regularity.
- Regular periodic departmental meetings are held to review the progression of the syllabus.
- Proper steps are taken to ensure minimum absenteeism.

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

- The University extends support to teachers in the form of UGC sponsored Refresher/ Orientation courses and seminars, subject related workshops which are highly relevant and beneficial, as they provide an opportunity to imbibe new and advanced teaching learning practices.
- The acquired knowledge in these courses are subsequently implemented at the classroom level by motivating students to participate in interactive sessions such as group discussions and seminars, and group work activities-which would serve in strengthening students learning skills and would help in developing research aptitude.

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 of the other statutory agency.

The initiatives taken up for effective curriculum delivery and transaction are as follows:

- **Smart classrooms:** Our Institution has introduced modern teaching techniques such as multi-media projectors for undergraduate and postgraduate classes.
- Audio visual aids are used to fortify the teaching learning process.
- The theory portion of science and other practical subjects is supplemented with practical sessions as per University norms.
- **Optimum use of the College Library and Internet Facility:** Teachers adequately supplement classroom teaching with relevant resource and reference material procured from books, journals available in the library or downloaded from the internet. This is provided to the students as notes, followed by explanation and detailed discussion. This practice is adopted primarily in PG classes and elective subjects, and Sanskrit Honours classes.
- **Field Visits:** For optimum curriculum delivery and for the special element of verisimilitude, field visits are organised, for instance: students of Commerce, Arts and Science visited Science city, Kapurthala, Shri Naina Devi Temple, Hari ke Pattan, Chattbir zoo and historical city of Anandpur Sahib, where they gathered historical facts and became aware of implementation of technology, audio-visual aids that highlight the rich heritage and culture effectively; Post Graduate students of (English) and students of History, Music, Political Science, etc visited holy city Amritsar, and paid their homage at the sacred shrine- Golden Temple, Durgiana Temple and Jallianwala Bagh-site of gruesome massacre, Wagah Border. To gain awareness and sensitivity to environment and its challenges, students are taken to Seechewal, Sultanpur Lodhi. These visits help to enrich their experiences with firsthand knowledge, values, skills, critical and scientific thinking.
- **Student Interactive Activities:** To foster intellectual agility, chisel the ability to articulate with democratic outlook; teachers encourage the students to actively participate in group discussions and debates, seminars, paper reading sessions. Post-graduate students are given assignments and are also encouraged to give presentations, offering unique opportunities for learning which also help in developing their communication skills.
- **Trilingual Method:** Owing to student's diverse academic backgrounds, acquisition level varies; the trilingual method is adopted, for it enables the relatively slow paced learners towards better understanding and clarity of concepts.
- **Remedial Classes:** Special attention is paid to weak students by way of remedial classes which not only strengthens their hold on the subject but also improves their overall academic performance in the University Exams.

- **Class Tests/ Assignments:** Class tests/Assignments are administered on regular basis to assess the learner level. Students' learning is strengthened through other interactive sessions such as group discussions, debates, seminars, asking MCQ in class competitions etc.

1.1.5 How does Institution network interact with beneficiaries such as industry, research bodies and the University in effective operationalization of the curriculum?

For effective operationalization of the prescribed curriculum, our Institution network with the beneficiaries as follows:

- The College has set up a 'Career Guidance and Counselling Cell' which maintains professional relations with the representatives, experts, and research bodies. Our College organizes talks and seminars during every session in collaboration with the District Employment Office, Kapurthala, to inform the students of different prospects for their careers.
- The faculty members of the College keep in touch with the departments in University, and keep visiting University from time to time to keep abreast with latest trends in their field. They also subscribe to the journals and magazines/ Newsletters published by various teaching departments.
- Students of Music, visit several national and state-level seminars and stage shows, organised by Shri Baba Harivallabh Sangeet Maha Sabha, and various seminars at H.M.V. College, Jalandhar, D.A.V. College, Batala, G.N.D.U. Amritsar. Our students gain a lot at Shri Baba Harivallabh Sangeet Sammelan, Jalandhar, where musicians of national and international fame perform.
- Special Orientation Programme for preparing the students to appear in competitive examinations is held every year by experts and scholars.
- All departments and Subject Societies organise guest lectures by resource persons from the University and Research Institutes with expertise in their areas of research for the benefit students. The lectures are thought provoking, enriching and ennobling.

1.1.6 What are the contributions of the Institution and/or its staff members to the development of the curriculum by the University? (number of staff members/ department represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Our faculty members make tangible contributions towards curriculum development by the University by extending valuable inputs and suggestions.

- Our Staff members are represented on the Board of Studies, on the Faculty of Languages, faculty of sciences, faculty of economics and management, and in the University Moderation Committee. The following teachers had been acting as members, Board of Studies and actively involved in curriculum design.

➤ Ms. Baljit Kaur	-	Head Deptt of Chemistry
➤ Ms. Gurcharan kaur Batra	-	Head Deptt of Economics
➤ Ms. Prem lata Mittal	-	Head Deptt of Political Science
➤ Ms. Monica Khanna	-	Head Deptt of Music (i)
➤ Mr. Jaswant Singh Begowal	-	Head Deptt of History
➤ Ms. Soni Devi	-	Head Deptt of Music (v)
➤ Ms. Chander kanta	-	Faculty of Arts and social sciences
➤ Dr. Vijay Kumar Khinder	-	Head, Department of Sanskrit.

- Student feedback is another vital aspect of curriculum. To obtain comprehensive reviews and suggestions on various aspects of the curriculum, informal interactions and discussions are held during the classes.
- On the basis of classroom implementation of the prescribed curriculum, the teachers and learners feedback is conveyed by the members to University Bodies (Board of Studies and Faculty of Languages) for modification in the curriculum.

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. Not Applicable

1.1.8 How does the Institution analyze/ ensure that the stated objectives of Curriculum is achieved in the course of implementation?

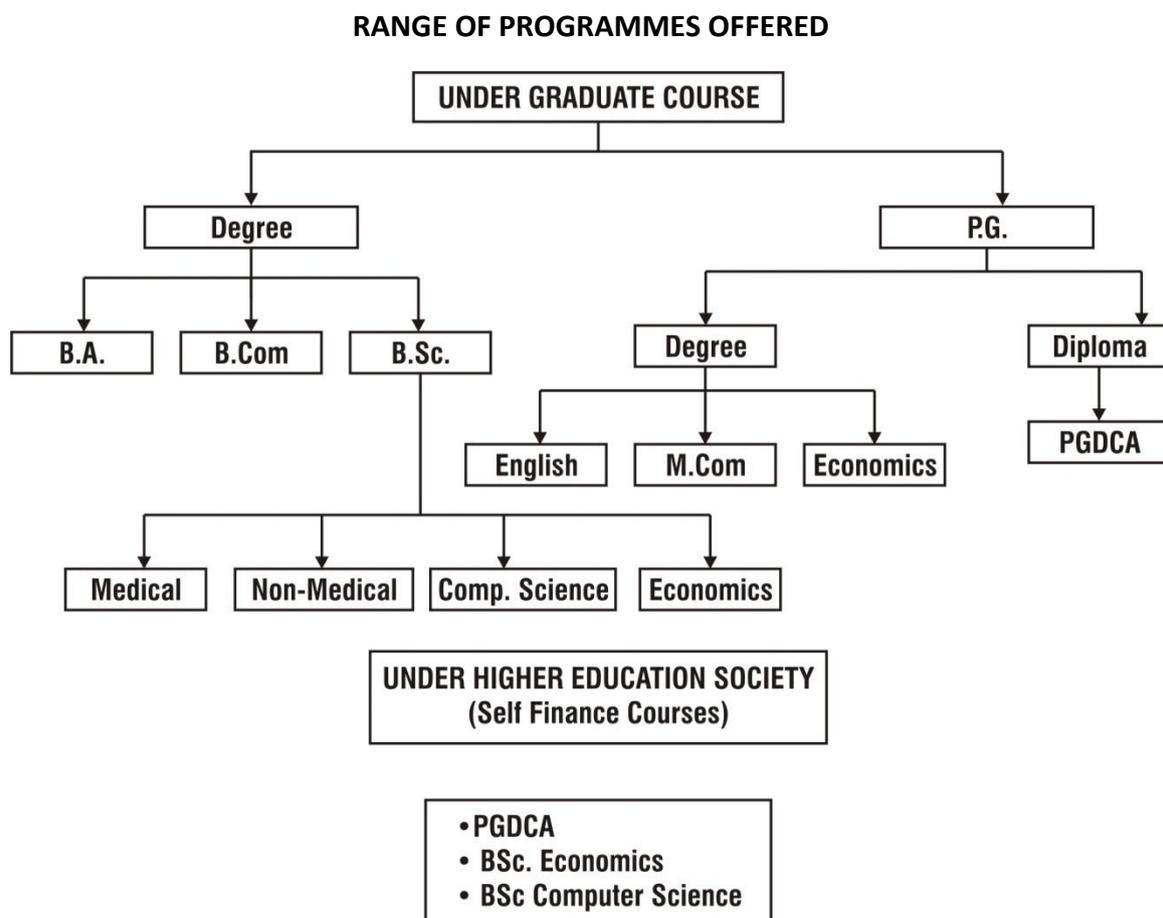
The Institution ensures that the stated objectives of the curriculum are achieved through the following measures:

- House tests and class tests are conducted to evaluate the learner's conceptual clarity and to gauge the level of understanding in regard to the specific course content.
- Home assignments are an excellent measure for analysing the students' learning outcomes.

- Classroom discussions, personal meeting in free periods, and brain storming sessions on important themes and topics are organised on a regular basis.
- Tutorial Meetings – where students are engaged in highly meaningful discussions on moral, ethical and social issues.

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.



Sr. No.	Courses	Objectives	Goals
1)	UG programme in science	<ul style="list-style-type: none"> • Provide intensive study of fundamental concepts. • To develop scientific temper and a rational approach to problem solving. 	<ul style="list-style-type: none"> • Produce individuals with scientific approach and analytical acumen.

2)	UG programme in Humanities and Arts	<ul style="list-style-type: none"> • Communicative capacity building through humanities knowledge. • Enrichment of values and perspectives. 	<ul style="list-style-type: none"> • Produce socially responsible individuals, community builders of tomorrow. • To ennoble the students, by cultivating in them high ethical and moral values.
3)	UG programmes with music (I) and music (V)	<ul style="list-style-type: none"> • To channelize students' hidden calibre/talents and impart practical training for professional growth. 	<ul style="list-style-type: none"> • To empower the students to pursue their hobby as a career. • To make them financially independent.
4)	UG programmes in Arts with Home-science	<ul style="list-style-type: none"> • To enable the girl students realise their potential and strive towards self-employment. • To make the students aware of health and hygiene. 	<ul style="list-style-type: none"> • Equip them with economic independence. • To transform them into sensitive, and responsible individuals.
5)	PG programme in English	<ul style="list-style-type: none"> • To expose students to richness and variety of English literature. 	<ul style="list-style-type: none"> • To empower the students for research aptitude, creative writing and communication skills.
6)	PG programme in Economics	<ul style="list-style-type: none"> • To upgrade skills in applied economic analysis and public policy. 	<ul style="list-style-type: none"> • For better prospects in banking, research oriented careers etc.
7)	PG programmes in Commerce.	<ul style="list-style-type: none"> • To develop and understand and impart skills in Accountancy, Taxation, Finance and Marketing as specialisation to the students 	Preparing students for corporate sector in the field of finance and marketing and enhancing their skills to become independent entrepreneurs
8)	PG Diploma in Computer Application	<ul style="list-style-type: none"> • To instil computer skills and make them tech-savvy keeping pace with ICT developments 	<ul style="list-style-type: none"> • Provides students with knowledge and skills required to operate in a large IT industry.

1.2.2 Does the Institution offer programme that facilitate twinning/dual degree? If 'yes', give Details.

As per University norms our Institution does not have twinning/dual degree option.

1.2.3 Give the details of the various Institutional provisions with reference to academic flexibility and how it has been helpful to the students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

Various Institutional provisions and concessions with reference to the academic flexibility are extended to the students in the following areas:

- **Time Frame Mobility** – students unable to complete an academic programme- undergraduate and post graduate due to various reasons, viz., financial constraints, medical emergencies or adverse family circumstances, can resume their course with an affidavit justifying the time gap, within the stipulated period of time prescribed by the University. This time frame flexibility facilitates the student's progression to higher studies despite the gap.

Total 15 Elective subjects are offered by the Institution according to the posts of teachers sanctioned by the Higher Education authorities of the Govt. of Punjab.

Choice Based Credit System: N.A.

- **Range of subject options:** In Humanities stream for UG classes, in addition of two compulsory subjects, viz., General English and General/Basic Punjabi, students have to opt for three more elective subjects out of the subjects of two paper (one paper in first semester and another in second) and carries 100 marks each.
 - Philosophy.
 - Elective English/Punjabi/Hindi/Sanskrit.
 - Political Science.
 - Economics/Philosophy/ Music Instrument.
 - Home Science/Physical Education/Geography/Music Vocal.
 - History/Math.
- Credit Transfer and Accumulation facility – N.A.
- Lateral Mobility – N.A.
- Vertical Mobility - Within and across programmes/courses, students from Arts, Science and Commerce streams, can opt for post-graduation degree in English, Economics and Post Graduate Diploma in Computer Applications (PGDCA).
- Horizontal Mobility - Students have the facility to change their elective subjects after their admission within a stipulated period of time, with due permission from their respective subject teachers.
- Enrichment Courses – Along with regular academic programme in Arts, Commerce and Science stream, the Institution offers enrichment courses like Music instruments and vocal, Home Science and PGDCA.

- P. STEP Programme - It was sponsored by Higher Education Department Govt. of Punjab and was organized by Punjab Infotech – in which training in IT, Communication and soft skills was provided.
- To promote the all-round development of the students' personality and mental growth, our Institution has organized National Conference and Workshop, Seminars, Guest lectures and field visits during each academic session.

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 admissions, curriculum, fee structure, teacher qualification, salary etc.

The following self-finance course are offered by our Institution under Higher Education Institutional Society (HEIS):

1. B.Sc.(Computer Science)
 2. B.Sc. (Economics)
 3. Post Graduate Diploma in Computer Applications (PGDCA).
- The admission process for self-finance courses is the same as per regular academic programmes. Applications are invited; merit list is prepared according to the number of seats in the course. The reservation policy of the Govt. is also implemented for admission in all classes.
 - The curriculum for the self-financed courses is prepared by the affiliating University.
 - As the courses are self-financed with no financial support from the Govt., the fee structure is marginally higher than fee for the regular courses.
 - Teachers are recruited through HEIS, and preference is given to the qualified candidates.
 - The salary structure is as per policy framed by HEIS.

1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? Is 'yes', provide details of such programme and the beneficiaries.

No, the College does not offer any additional skill based vocational programme except Post Graduate Diploma in Computer Applications (PGDCA).

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

No, the University does not provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combinations of their choice. Since ours is a Govt. College, we are bound by

Punjab Government Rules which do not permit for adopting Distance Mode of Education.

1.3. Curriculum Enrichment

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

- Keeping in mind the job employability as priority of students, the College offers the following courses :

B.A.,

B. Sc. (Medical),

B.Sc. (Non-Medical),

B.Sc. (Computer Science),

B.Sc. (Economics),

B.Com,

M.Com,

M.A. English,

M.A. Economics, and

PGDCA.

- As a Government Institution, the College offers a subsidized education to the underprivileged students owing to its moderate fee structure and reservation of seats. The Affiliating University (Guru Nanak Dev University, Amritsar) formulates the course structure and syllabus in which the Institution plays the major role with the help of our senior faculty members. The faculty members prepare lesson plan to ensure timely and effective completion of the course. It is supplemented by organizing the group discussion, academic extension lectures, seminars and conferences so that the students can be better equipped to forge their place in the highly competitive job market.
- The focus of the College always remains on quality education and the holistic development of the students, so they are provided with the atmosphere conducive for their all-round personality development. They are encouraged to participate in an array of academic, like essay writing, quiz contest, poem writing and extra-curricular activities. To boost the motivation of the students, they are honoured for their academic excellence, cultural activities and sports.

- The goal of the Institution is to enhance equity for which efforts are made. For the benefit of girl students, SC/BC and academically weak students, special remedial classes are arranged with the help of UGC fund, RUSA fund.
- Students who are aspiring to clear UGC-NET and other competitive examinations, extra coaching is given with the grants received from RUSA fund. The faculty members guide their students for this purpose after their class times.
- To offer flexibility and diversity to the students and to equip them with multiple skills, a sense of discipline, responsibility and companionship is inculcated among them.

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

- The syllabus and curriculum is framed by the affiliating University (Guru Nanak Dev University, Amritsar) and the Institution follows it strictly. However, it is organized and enriched through various orientation programmes/Seminars/Conferences/ Group Discussion so as to enhance the prospects of employability of the students in the highly competitive and ever changing job market. The following efforts have been made by the College for this purpose:
- A Two Day Workshop of '**Soft Skills and Personality Development**' was organized on January 20-21, 2011 by 'Career Counselling and Guidance Cell' of the College. This workshop played a proactive role in directing the students in the right direction as their individual acumen and aspiration. Special efforts are made by this Cell to guide the students for employment with the help of District Employment Office, Govt. of Punjab. Special lectures are arranged from District Employment office for this purpose.
- A National Seminar was organized by PG Department of Commerce on September 14, 2012 on the theme '**Post Reforms Developments in Indian Capital Market**'. Delegates from various Colleges and Students of Commerce and Economics department participated in the seminar. This seminar was fruitful for students and teachers about the recent developments in Indian Capital Market.
- Extension lectures are arranged by different departments with University teachers and experts as resource persons to develop the interest of the students in the subject and to prepare them to appear in competitive examinations.

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 is proactive in sensitizing the students regarding cross-cutting issue like Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. Numerous orientation programmes and awareness drives are organized from time to time for the benefit of students.
- **Gender Sensitization** - Special lectures are organized from time to time. Students are made aware of the issues like Domestic Violence Act, Female Foeticide, Dowry, Sexual abuses and sexual harassment etc. The College has constituted **Women Grievance Redressal Cell, Anti ragging Squad and Discipline Committee** for the help of girls and boys.
- **Climate Change** – keeping in mind the climate changes in the region, the College has set up Environmental and Science Society. Every year, the society organizes programmes to make students aware of the climate changes by arranging lecture on pollution awareness, conservation of natural resources and arranging poster making competition on these issues. It also urges the students to celebrate pollution free Diwali and other occasions and oath is administered to students for this purpose.
- **Environment Education** – Environment education is an integral part of the prescribed curriculum at under-graduate level and is compulsory to pass the examination in the second year of the course. In addition to this, we have green campus along with Botanical Garden and a vermicompost unit. Our Science and Environmental Society, Alumni, Green Glade Group, National Service Scheme (NSS) unit as well as faculty members promote tree plantation and up keeping of College gardens to keep the College campus cool, green, pollution free and rich in oxygen. The relevance of Environment Day is reaffirmed by celebrating Van Mahaotsav Day every year and the students of the College adopt sapling and nurture them with great care.
- **Human Rights** – Our Grievances and Redressal Cell monitors the problems of students. They are encouraged to discuss their problems with their respective teachers or by putting their complaints in the Grievances Box. Their problems are discussed and redressal is ensured.

The Anti-ragging Committee of the College ensures that not a single ragging incident take place in the campus.

- Boys and Girls NSS and NCC units of the College donate blood in Blood Donation Camps and participate in rallies regarding social issues of HIV-Aids awareness, Drug abuses and road Safety awareness etc.
- **Information and Communication Technology (ICT)** – To meet the challenges of computer age, the College is equipped with modern techniques of teaching and learning. We have courses like B.Sc. (Computer Science), B.Sc. (Economics) and Post Graduate Diploma in Computer Applications (PGDCA) for this purpose. Besides this, College has fully equipped smart classrooms where the conceptual, theoretical parts of the curriculum are taught with the use of Audio-visual techniques of teaching. The College has a number of LCD Projectors for teaching through power point presentations.

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**
- **Moral and Ethical Values:**
- Equal emphasis is given to the academic as well as holistic development of the students so as to ensure that they become productive members of society.
Along with the prescribed curriculum, moral and ethical values are imparted by attempting to break the age-old shackles of gender disparity in view of rising crime against women. Students are apprised about important issues like human rights, care for old etc. in their classrooms.
- NSS units nurture the spirit of social service, dignity of labour and fellow feeling among the students. On the other hand, NCC imparts military training and inculcates a sense of discipline. Both these wings make efforts to hold awareness drives regarding Blood Donation, Adult Literacy, Women Empowerment, Cleanliness and Environment Preservation etc.

Employable and life skills

- With the focus on the personality development of the students, various contests like essay writing, story writing, poem writing, debates and declamations are organized in the College. Every year, the Youth Welfare Department of the University organizes zonal and inter-zonal youth festival for the students of the affiliated Colleges. The

College takes part in a number of items so that the students undergo holistic personality development to stand with the time.

Better career options

- Career Counselling and Guidance Cell functions as the bridge between the students and their prospective employment opportunities. It makes the students aware of the various employment opportunities according to their aptitude and qualification by organizing lectures of different experts. Special efforts are made by this Cell to guide the students for employment with the help of District Employment Office, Govt. of Punjab.
- A workshop on 'Soft Skills and Personality Development' was organized for the students for directing them in the right direction as their individual acumen and aspiration.

Community orientation

- For community orientation, the College celebrates 'Van Mahotsav' by planting and owning saplings and making students aware about the environment change and the preservation of natural resources. Students are taught to preserve water and electricity etc.
- Students donated blood not only in the blood donation camps organized by the Red Cross Society but also readily donate blood whenever a call is received from the nearby hospitals.
- They took part in the AIDS awareness activities conducted by Red Ribbon Club.
- The Students of the Institution also perform voluntary service in Pulse Polio Campaign.

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

The head and faculty of the Institution interact with the academic peers in the meetings in Seminars, Extension Lectures etc. The suggestions collected on informal basis are conveyed in the meetings of Board of Studies of the affiliating University for appropriate modifications in the curriculum.

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

- To monitor the quality of programme and to propose measures for improvement, the College has formed various committees like IQAC, Grievances and Redressal Cell, Library Committee etc. These are comprised of the senior faculty members.

- The Principal monitors the regularity and punctuality with the help of Staff Council, The time-table in charge, Discipline Committee and the Proctors.

The teachers conduct class tests on individual level. The performance of the students in these tests helps to monitor their progress in their respective course of study. The teachers also impart counselling to the students to overcome their weaknesses in different areas. They also help the students by giving important tips to prepare for the competitive examinations.

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?

Many faculty members of the College are included as the member of our University Board of Studies, Faculty of Arts and Social Sciences, Faculty of Economics and Business. They help to convey the demands of the students and peers of the College in the meetings at the University, thus involved in designing the curriculum.

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

Our College does not have a formal mechanism to get feedback from the students and stakeholders on curriculum, yet we encourage the students to interact and represent to the faculty as well as heads of their respective department. The Institution also asks the parents and alumni of the College to give their valuable suggestions. These are discussed in the staff meetings and conveyed to the members of Board of Studies to be discussed in the meeting at the University.

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

During the last four years, the College did not introduce any new course.

CRITERIA – II : TEACHING-LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

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

Publicity in the Admission Process:

- Admission schedule as framed by affiliating University is incorporated in the Annual College Prospectus and implemented subsequently.
- College Prospectus is published about a month before the commencement of each academic session which contains all details about the College, its faculty members, rules and regulations for admission, admission dates and fee structure.
- Admission form is attached with the Prospectus and students are instructed to submit their duly filled admission forms in the College office within the stipulated period. .
- College has its own website and desirous students can attain all sort of information regarding admission policy.
- Flex banners on the boundary wall of the College and notices on the College Notice Boards facilitate the students to get the required information regarding the admission process.

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

The admission process:

- The process of admitting the students to various programmes/streams is carried out by way of a transparent and well - administered mechanism complying with all the norms of the Guru Nanak Dev University and DPI (Colleges) Punjab.

Admission to various Undergraduate and Post Graduate Courses is done on the basis of merit followed by interview keeping in view the eligibility criteria laid down by the University/Punjab Govt.

- To ensure transparency in the whole admission process and to minimize hassles of the students and the parents, merit list is displayed on the notice board.

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

The minimum percentage of marks for admitting the students in each programme offered by the College is exactly according to the guidelines of affiliating University and the maximum marks vary from year to year depending upon the performance of the students and marks obtained at 10+2/Graduate level.

Admission: Percentage of Marks at Entry Level

B.A- I

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
General	75	57	80	40	81	43	82	42	80	50	72	52
SC	67	50	74	39	79	40	79	40	79	47	73	41
BC	60	54	70	45	77	42	77	42	77	43	67	52
ST	----	----	----	----	60	60	----	----	----	----	----	----

B.Com-I

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min										
General	81	49	78	51	89	64	84	72	91	56	90	68
SC	68	46	76	46	70	60	72	59	73	55	90	60
BC	70	51	77	51	70	65	71	69	74	51	82	65
ST	---	---	---	---	---	---	---	---	---	---	---	---
Physically Challenged	---	---	---	---	55	55	55	55	---	---	---	---
Sports Quota	---	---	---	---	---	---	68	---	---	---	---	---

PGDCA

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min										
General	64	51	75	50	64	47	68	48	74	43	61	47
SC	61	56	63	55	55	46	49	48	48	43	57	52
BC	68	68	62	54	56	50	62	47	70	53	58	50

B.Sc.-I (Med)

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min										
General	70	62	62	57	79	62	75	59	88	60	75	63
SC	67	60	74	52	70	67	57	57	72	60	84	56
BC	72	59	76	70	64	64	81	56	86	70	64	57

B.Sc.-I (Non- Med)

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min										
General	73	35	82	47	92	52	83	58	64	51	91	66
SC	68	37	69	47	70	53	73	53	64	56	74	65
BC	73	45	79	48	83	59	84	62	60	60	79	62

B.Sc.-I (Eco)

General	63	53	73	57	65	58	64	57	61	59	65	58
SC	73	50	66	52	71	53	74	56	53	53	62	57
BC	73	51	73	51	70	60	66	54	63	53	68	58

M.Com.-I

Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15	
	Max	Min										
General	80	56	75	52	77	61	76	50	70	52	75	53
SC	71	65	65	50	71	52	58	57	73	62	62	51
BC	64	61	68	34	64	61	55	51	64	64	61	61
Teacher category	--	--	--	--	56	56	--	--	--	--	--	--

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

- Yes, there is a mechanism to review the admission process. In the beginning of each academic session, admission committees are constituted and the Principal along with the senior members of the faculty review the admission process.
- The Convenors of the admission committees, with other members, check the profile of the students to avoid any discrepancy in the process, thus making the whole admission process completely transparent, streamlined and fool proof. Consequently, only eligible students are admitted on merit basis.
- Reservation policy of Govt. of Punjab is strictly followed and the students falling under different reserved categories are admitted according to their reservation quotas.

Distribution of Seats (Class and Category Wise) (At entry Level)

S. No.	CLASS	TOTAL	SC 25 %	BC 5%	DEFENCE 2%	SPORTS 2%	TERRORIST/ RIOT AFFECTED 2%	PP/PAP PHG/PMF 2%	HANDICAPED 3%	FREEDOM FIGHTERS 1%
1	B.A. I Arts	700 (406 General 294 Reserved)	175	35	14	14	14	14	21	7
2	B.Sc. I Non Medical	60 (35 General 25 Reserved	15	3	1	1	1	1	2	1
3	B.Sc. I Comp. Science (Self Financing)	60 (35 General 25 Reserved	15	3	1	1	1	1	2	1
4	B.Sc. I Medical	60 (35 General 25 Reserved	15	3	1	1	1	1	2	1
5	B.Com. I	75 (40 General 35 Reserved	19	4	2	2	2	2	3	1
6	B.Sc. I Economics (Self financing)	60 (35 General 25 Reserved	15	3	1	1	1	1	2	1
7	M.A. I Economics	40 (23 General 17 Reserved	10	2	1	1	1	1	1	0
8	M.Com. I	40 upto (2013-14) (23 General 17 Reserved	10	2	1	1	1	1	1	0
		60 from (2014-15) (35General 25 Reserved	15	3	1	1	1	1	2	1
9	M.A. I English	40 (23 General 17 Reserved	10	2	1	1	1	1	1	0
10	PGDCA (Self Financing)	45 (27 General 18 Reserved	11	2	1	1	1	1	1	0

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 students profiles demonstrate/reflect the National commitment to diversity and inclusion.

Being a Govt. Institution, our College strictly follows the reservation policy in each course according to the instructions of the Punjab government. Students from SC, BC, ST, categories, as well as, of defence personal and sports persons are admitted under their reservation quotas and given financial assistance as well. College also provides financial assistance to economically weaker students of the College through different channels viz. Red Cross, Alumni Association, Waheguru Club etc..

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

2009-10

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG(B.A., B.Com., B.Sc.(Med, Non-Med, CS, Eco.) Part – I	903	743	1.21:1
Part – II	423	423	1:1
Part – III	352	352	1:1
PG 1. M.A.I (Eng., Eco. M.Com.)	119	78	1.54:1
2. M.A.II	36	36	1:1
PG Diploma PGDCA	79	45	1.78:1

2010-11

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG (B.A., B.Com., B.Sc.(Med, Non-Med, CS, Eco.) Part – I	951	849	1.12:1
Part – II	325	325	1:1
Part – III	353	353	1:1
PG			

1. M.A.I (Eng., Eco. M.Com.)	120	97	1.24:1
2. M.A.II	51	51	1:1
PG Diploma PGDCA	60	38	1.58:1

2011-12

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG (B.A., B.Com., B.Sc. (Med, Non-Med, CS, Eco.)			
Part – I	981	820	1.2:1
Part – II	372	372	1:1
Part – III	292	292	1:1
PG			
1. M.A.I (Eng., Eco. M.Com.)	121	92	1.3:1
2. M.A.II	62	62	1:1
PG Diploma PGDCA	88	45	2:1

2012-13

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG(B.A., B.Com., B.Sc.(Med, Non-Med, CS, Eco.)			
Part – I	909	76	1.17
Part – II	410	410	1
Part – III	322	322	1
PG			
1. M.A.I (Eng., Eco. M.Com.)	149	100	1.5
2. M.A.II	63	63	1
PG Diploma PGDCA	85	45	1.89

2013-14

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG (B.A., B.Com., B.Sc. (Med, Non-Med, CS, Eco.)			
Part – I	1103	863	1.27
Part – II	537	537	1
Part – III	387	387	1
PG			
1. M.A.I (Eng., Eco. M.Com.)	132	127	1.02
2. M.A.II	72	72	1
PG Diploma PGDCA	92	45	2.04

2014-15

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG(B.A., B.Com., B.Sc.(M, NM, CS, Eco.)			
Part – I	982	742	1.32
Part – II	508	508	1
Part – III	497	497	1
PG			
1. M.A.I (Eng., Eco. M.Com.)	153	124	1.2
2. M.A.II	96	96	1
PG Diploma PGDCA	105	45	2.33

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS:**2.2.1. How does the Institution caters to the needs of differently-abled students and ensure adherence to government policies in this regard?**

- Differently abled students are admitted to various courses in the College according to their reservation quota as instructed in Govt. policy.
- All teaching blocks have been equipped with ramps for the convenience of these students.

- Genuine efforts are made to adjust the classes of the differently-abled students on the ground floor.
- Students having some personal/psychological problems are motivated to discuss their problems with their teachers and the results are highly encouraging.
- The library staff helps the physically challenged students by issuing books on priority basis.
- Red Cross Society and Waheguru Club also extend financial assistance to these students.

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

In our College, admission is done on merit basis. Members of the admission committee guide the students in selecting elective subjects according to their interest, aptitude and capability.

2.2.3 What are the strategies adopted by the Institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice (Bridge/Remedial/Add-on/Enrichment

Courses, etc.)

- On the basis of the performance in class test and house examinations, the academically weak students are identified and additional guidance is imparted to them.
- To bridge the knowledge gap of weak students, Remedial Classes are arranged in their availability period.
- Special tests are especially conducted for these students to assess the learning outcomes of Remedial Classes.

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

- In order to sensitize the staff and the students on different issues such as gender, inclusion and environment etc., various talks and seminars are organized in the College frequently.
- **Van Mahotsav** is celebrated every year to sensitize the students and the faculty on environmental issues.
- NSS and Red Cross Wings of the College sensitize the students on these issues and motivate them to extend a helping hand to the underprivileged sections of society.

- Science and Environment Society of the College organizes activities to spread awareness concerning environmental degradation and its prevention.

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

- The Institution identifies the special educational learning needs of the advanced learners by organizing various class tests and creative writing competitions etc.
- Selected advanced learners are imparted valuable guidance and coaching in the teachers' availability timings.
- Competitive batches are also organized to cater to the needs of advanced learners.
- Special books of more advanced level are recommended to them.

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

- The information on the academic performance of the students is obtained by the teachers through class room interactions, regular class tests, assignments and surprise test. These exercises help the teachers to identify slow learners and given special attention in the classrooms along with Remedial classes to check the drop out.
- Students from the disadvantaged and economically weaker sections are also enrolled in the Remedial Classes.
- In the beginning of each academic session, applications are invited from economically weaker sections of students and financial assistance is provided to them under different heads. Apart from this, students are also the beneficiaries of various types of scholarships extended by the government .
- College tries its level best to adjust the classes of physically challenged students on the ground floor.

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.)

- In the beginning of each academic session, College time-table is prepared for both under-graduate and post-graduate classes taking into consideration the number of students in each course.

- Frequent meetings are called by the heads of various departments for unitization of the syllabus designed by the University and to frame the teaching strategies for the academic session.
- Seminars and interactive session are arranged in the classes.
- Oral and written test are organized by all the faculty members at the end of each chapter or unit.
- According to University guidelines, one house test is conducted in each academic session to evaluate the performance of the students. In semester classes, Mid Semester Tests are conducted by the College.

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

- Internal Quality Assurance Cell contributes a lot in improving the teaching learning process of the College, thus enabling it to achieve academic excellence.
- Taking into consideration fast changing global scenario in the field of education, innovative teaching-learning methodology is implemented to upgrade the knowledge of the learners. Our College, under the guidance of DPI* (Colleges) Punjab has, adopted the process of educating students through EDU- SAT. This visual class room learning offers new technology for supporting effective teaching in the College.
- All the laboratories of various departments like Physics, Chemistry, Computers, Geography and Home Science etc. are upgraded with the latest equipment and tools, to supplement theoretical knowledge of the learners with practical skills.
- Teachers use innovative teaching methodology like interactive sessions, projects, presentations and group discussions to enhance the knowledge of the students.
- The Principal, along with senior members of the faculty, ensures the regularity of the classes.
- Teachers evaluate the learning process of the students through class tests, oral tests, assignments and house tests which are organized and evaluated methodically and students are informed about their performance regularly.
- Students enrich their knowledge and prepare their assignments and questions with the help of books available in the College Library.
- The Institution ensures healthy teaching learning environment by maintaining proper discipline in the campus with the help of Proctorial Teams

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

- In order to make teaching more student-centric, teachers encourage active participation of the students in class-room interactive sessions. In their attempt to make their lectures highly motivating, they incorporate their lectures with audio-

visual aids, multi-media and over-head projectors. Various well-equipped Science, Computer Science, and Home Science laboratories allow the students to explore and experiment innovatively.

- Independent learning is developed especially among post-graduate students by encouraging them to prepare their assignments with the help of reference books of selected writers and critics. Teachers, on the other hand upgrade their knowledge by undertaking UGC sponsored refresher courses and orientation courses.
- Collaborative learning among the students is promoted through practical groups in case of laboratory based courses.
- Various Forums viz. NCC, NSS, Red-Cross Society and Subject Societies for group activities of the students also facilitate collaborative learning and community servicing among them.

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

- To nurture critical thinking, creativity and scientific temper among students, the College faculty motivates them to participate in various inter-College, State and national level competitions in the field of academics, sports and cultural events.
- College endeavours to inculcate the sense of responsibility among students by assigning them different duties during functions organized by various Societies and Clubs of the College.
- The Institution organizes seminars and workshops on different topics to enhance their knowledge. .
- Logical and rational thinking among students is developed through their participation in debates, declamation and other creative activities at College, inter College and University levels.
- Various books, magazines and journals available in the College library help in enhancing logical and critical thinking among the students.
- The annual literary magazine `ARAMBH' published by Punjabi Department of the College provides opportunity to the students to express their thoughts and creativity in the form of articles, stories and other literary writings.

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

In order to make teaching more effective and motivating, College in collaboration with DPI (Colleges), Punjab has started educating students through Edu-Sat. Enlisted members of College faculty were invited to deliver their lectures through Edu-Sat.

Resource Persons

Sr. No.	Year	Resource Person	Topic	Class
1.	2011-12	Dr.T.R.Basra	Working Capital Management	B.Com. III rd.
2.	2011-12	Dr.Jasvinder Singh	Marginal Costing	B.Com IIInd.
3.	2011-12	Ms.Seema Rani	Commercial & labour Laws	B.Com. I
4.	2013-14	Dr.T.R. Basra	Issues and Redemption of Preference Shares	B.Com IIInd.
5.	2013-14	Dr.Jasvinder Singh	Process Costing	B.Com IIInd.
6.	2014-15	Dr.Satvinder Kaur	International Trade	B.A. IIInd

- The College has provided multi media projectors to different departments and these teaching aids are being effectively utilized in the classrooms for effective teaching and learning.
- Our well-equipped laboratories of science (Physics/ Chemistry/Biology/Comp.Sc/ H.Sc/Geography) facilitate the students to acquire practical training necessary for these subject.

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

- In order to enable the students and the faculty members to keep pace with the fast moving world, our College takes number of steps to equip and to expose them to advanced level of knowledge.
- Distinguished Resource Persons and Eminent Scholars are invited to deliberate on important issues of academic concerns
- Field visits of science students to Pushpa Gujral Science City, Tissue Culture Lab of Hans Raj Mahila Vidyalaya, Jalandhar, Mushroom Cultivation Centre provide the exposure to latest development.

- Newspapers in all the languages are available in the College library to equip the students with the present scenario of the world around.
- Books, Journals and Magazines available in the library enable the students and faculty to upgrade their knowledge.
- Keeping in mind the professional growth of teachers and exposure of students, conferences, faculty development programmes and workshops are organized in the College.

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

Our College tries its level best to provide academic, personal and psychological support and guidance to its students.

- Career Counselling and Guidance Cell provides guidance services to students for professional choices and career prospects.
- Economically deprived students discuss their financial problems with their teachers who lend a helping hand and enable such students to continue with their studies.
- Personal Counselling is also given to the students having psychological and personal problems.
- Field Visits are arranged to provide required exposure to the students.
- Guidance and Counselling cell of the College organizes various seminars and lectures in which the students are acquainted about the placement opportunities and their procedural requirement: For details please refer to 5.1.2

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

In order to make their teaching highly effective and student-centric, teachers adopt innovative approaches like group discussions, presentations, assignments, field studies and inter-active sessions in the classroom.

- Teachers supplement their lectures with audio-visual aids, overhead projectors and computers.
- Teachers encourage the students to undertake socio-economic surveys for better understanding of issues confronting different strata of society.

- These innovative practices make the teaching learning more effective and enhance the learning outcomes of students

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

Library of the College plays a vital role in augmenting the teaching-learning process.

- College library is well equipped with 47000 books, 17 Journals of various subjects and 18 general magazines.
- In the beginning of each academic session, the librarian holds orientation programmes for the students and acquaints them with library rules as well as library facilities.
- The library staff extends a helping hand to all the students in searching library resources especially to visually/physically challenged students by getting them books issued on priority basis.
- Departmental Library of College also facilitates the teaching learning process through provision of Book Bank facility to the needy students.
- Departmental Library of Economics has also become functional in the current session with the help of books donated by faculty and Alumni of the department for reference of the students.
- Users' feedback is also collected through the suggestion box and through personal interaction with the students from time to time. While most of the suggestions are handled at the departmental level, major matters like library infrastructural enhancement and procurement of knowledge resources is done through meetings of the library committee with the Principal.

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

No, the College does not face any challenge in completing the assigned syllabus/curriculum within the planned time framework and the academic calendar of Guru Nanak Dev University.

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

To monitor and evaluate the knowledge and skills of the students, class room performance, class tests, practicals in the labs, interactive sessions and house examinations are conducted. At post graduate level students performance is evaluated through seminars, presentations and assignments. In addition to this, feedback collected

through parents in PTA meetings which enables the institute to monitor and evaluate the quality of teaching-learning.

2.4 TEACHER QUALITY

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

Please Refer to table in Question 21 of Profile

Being a Govt. Institution, the appointment of regular employees is channeled through Punjab Public Service Commission and D.P.I. Colleges, Punjab. The guest faculty of course is engaged by the College and that too strictly according to the rules and conditions laid down by UGC and D.P.I. Colleges, Punjab.

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

To cope up with the growing demand/scarcity of qualified senior faculty, College employs guest faculty but strictly according to the rules and conditions laid down by U.G.C./D.P.I. (Colleges), Punjab. Guest Faculty employed during last four years:

Year	PTA/SFS
2009-2010	11
2010-2011	13
2011-2012	14
2012-2013	23
2013-2014	24
2014-2015	24

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

a) Nomination to staff development Programmes.

Academic Staff Development Programmes	Number of Faculty Nominated
Refresher Courses	
HRD Programmes	
Orientation Programmes	
Staff Training Conduced by the University	
Staff Training conducted by other Institutions	
Summer /Winter Schools, Workshops, etc.	

b) Faculty training programmes organized by the Institution to empower and enable the use of various tools and technology for improved teaching- learning.

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

c) Percentage of faculty

- Invited as resource persons in workshops/Seminars/Conferences organized by external professional agencies
- Participated in national/international professional bodies
- Presented papers in workshops/Seminars/conferences conducted or recognized agencies

(a) Since most of the regular faculty members have already attended the required Orientation and Refresher Courses, nomination to above mentioned programmes is negligible.

b) Our Institution organizes faculty development programmes and workshops to enable the staff members to use various tools and technology to improve their teaching-learning methodology. (Please Refer to 3.5)

- Faculty members are also facilitated to attend faculty development programmes and workshops conducted by other Institutions.
- For improved teaching learning, our faculty members put strenuous efforts to handle new curriculum, teachers take help of newly introduced text books, reference books as well as the material available on internet. Books from the University library are also consulted.
- A major portion of the prescribed syllabi is covered with the help of text books and reference books recommended by GNDU (Affiliating University) In case of non-availability of material or equipments, special lectures of eminent speakers are organized by departments..
- Visits of science students to Laboratories of other Institutions are organized for their practical knowledge.
- Field visits are also planned which widens the domain of learner's knowledge and understanding.

Cross Cutting Issues

The efforts made by the College to integrate the cross cutting issues into the curriculum are as follows:

- Environmental Education has become an integral part of the syllabus for under graduate classes in which the students are acquainted with comprehensive knowledge about how to save their environment.

- Science and Environment Society, Green Glade Group and NSS unit of the College work constantly towards tree plantations in the College
- NSS units Cross Society are committed towards the goals of community servicing and awareness concerning drugs, HIV /AIDS, Female Foeticide etc.
- College also has a **Grievance and Redressal Cell** which monitors the problems of the students. They are encouraged to discuss their problems with their teachers in tutorial classes or by putting their complaints in grievance box outside the common room.
- To meet the challenges of computer age, multi-media projectors are installed in a number of classrooms and the conceptual and the theoretical parts of the curriculum are made clear through the use of audio-visual technique.

Strategies by the Institution in enhancing the teacher quality:

- The College organizes workshops/seminars/conferences for enhancing the teachers 'quality.
- The College facilitates the participation of faculty members in national and international conferences and seminars
- The College has provided formal training to the teachers regarding use of multi-media projectors, computers and other teaching aids.
- Eminent speakers from reputed Colleges and universities are invited to deliberate on specific topics.

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 programmes industrial engagement etc.)

The Institution is committed towards extending all possible help as per UGC guidelines and Punjab Govt. rules and regulations for any research project undertaken by the faculty.

To recharge the teachers, our Institution organizes various seminars, workshops and lectures by eminent scholars from different academic bodies, Colleges and universities. The result is evident from the following table

Percentage of Faculty

	2009-10	2010-11	2011-12	2012-13
Participation of faculty members in external Workshops/seminars conferences recognized by national and international professional bodies.	22.5%	25.7%	22%	34.6%
Presented papers in seminars/conferences conducted by recognized professional agencies.	25%	30%	25%	38%

2.4.5 Give the number of faculty awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the Institutional culture and environment contributed to such performance/achievement of the faculty?

Recognitions and awards by the faculty:

Name	Department	Number of Awards
Mrs. Meena Malhotra	Principal	03
Dr. Jaswant Singh	History	02
Prof. Prabhjot Singh	Physics	02
Prof. B.S. Virk	Commerce	02
Dr. Monika Khanna	Music (Instrumental)	01
Prof. Sarbjit Singh Dhir	Math	04

Our Institution provides comprehensive support to enable the faculty members to keep abreast with the latest developments and to seek improvement in their work. Thus they work tirelessly and bring individual and Institutional excellence in the form of awards and recognitions. (Refer to 3.4.4)

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

There is no formal procedure for evaluation of teachers by the students.

However, the Annual Confidential Reports of the faculty members are assessed and processed by the Principal and forwarded to the DPI (Colleges), Punjab for appraisal. (Annexure.....)

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?

To ensure that the stakeholders of the Institution are aware of the evaluation process, Institution takes the following steps:

- Information about the evaluation process is conveyed through College prospectus, notices on the notice-boards, tutorial classes and assemblies conducted especially before the commencement of house examinations.
- Subject teachers hold special discussions in their respective classes about the pattern of the question papers and the division of marks according to University pattern. The Principal holds special meetings with the staff members to discuss the examination schedule.
- Class tests/oral tests/ house-examination are conducted to evaluate the academic performance of students.
- Parents of the students detained from University exam are intimated about their wards' detention so that they can seek the advice of the teachers and the Principal.
- Parents of the students, securing less than the minimum required lectures, are also informed about their wards' detention.

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?

- Affiliating University has introduced semester system in place of annual system in all UG as well as PG level.
- The process of table-marking initiated by the University.
- Students dissatisfied with their University results can apply for re- evaluation to ensure fair evaluation.

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?

Evaluations reforms initiated by the University and adopted by the College:

Evaluation reforms at College level:-

Following reforms have been initiated by the College in the evaluation system;

- Special tests for slow learners are arranged.
- Special tests are also conducted for the NCC cadets, NSS volunteers and participants of co-curricular activities who remain busy with their activities during regular conduct of house examination.
- Being an affiliated Institution, evaluation reforms initiated by the University are implemented in words and spirit.
- House examination answer sheets are evaluated and discussed in the classrooms to dispel the students' doubts and queries.
- OMR sheets similar to that of University pattern are introduced in House Examination and special demo sessions are held to acquaint the students with sheets.

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

The following formative and summative evaluation approaches are adopted by the College to measure students' achievements in academics and extra-curricular activities and fields.

Academics

- As per University guidelines, house test is conducted in each academic session.
- Special test is organized for the students who could not appear in house examinations because of some unavoidable situations.
- Viva-voce examination of students of practical based courses is also conducted.

Co-curricular Activities

- In the beginning of each academic session, Talent Search event is organized to tap the talent of new entrants.
- Sports and cultural activities incharges put strenuous efforts to prepare the students for various competitions at University and state level.
- Students are enrolled as NSS volunteers, NCC cadets and members of Youth Welfare Club and Red Cross Society.

Summative Evaluation Approach

- Trained and talented students participate at district, State and National Level competitions in various activities.
- Sincere efforts by the faculty of the College have enabled the students to bring laurels in academics, co-curricular activities and sports.

A Few examples which have positively impacted the system:

Achievements:

NCC

2009-10

Gurchetan Singh (B.A. I), participated in Weapon Training Competition (5.56 mm Riffle) and won the Gold Medal.

2010-11

Gurchetan Singh (B.A. II), participated in Inter Group Shooting Competition at Chandigarh and won the Gold Medal.

2011-12

Gurchetan Singh (B.A III), Selected for Mahavalakar Shooting Competition

2012-13

Harleen Kaur (10+2)

- Attended Republic Day Parade in 2013 at New Delhi. It is a matter of great pride for our College.
- Declared Best Camper in RDC, New Delhi in Oct. 2013 and also awarded Rs. 500 as Cash prize.
- Declared Second Best Cadet in RDC DCAT-C-I and awarded Rs. 1000 as Cash prize.
- Awarded cash prize worth Rs. 2500/- on 18-feb-2013 by Jalandhar Group (NCC).
- Awarded cash prize worth Rs.200/- on March 2013 in inter BN Shooting Competition by Jalandhar group (NCC).

2013-14

- Tree Plantation at College campus.
- NCC Cadet, Simran (B.A.-I), got gold medal and cash prize worth Rs. 200/- in Inter Batalian Firing Competition held at PAP Kapurthala.
- NCC Cadet, Amandeep Kaur (B.A.-I), got gold medal and cash prize worth Rs. 200/- in Inter Batalian Firing Competition held at PAP Kapurthala

- NCC Cadet, Jaspreet Kaur (B.A. I), got gold medal and cash prize worth Rs. 200/-.

2014-15

NCC Cadets participated in:

- Traffic awareness March
- Drug Awareness March

Sports participation:

2009-10

National level

Jotinder Singh (B.A. I), participated in National Taekwondo competition.

Inter- College

College Cricket Team won 2nd place in G.N.D.U inter-College competition.

Badminton and Kabaddi Teams participated in inter-College competition.

2010-11

Inter-College

Following College Teams participated in GNDU inter-College competitions:

Kho-kho, Kabaddi, Best Physique, Power Lifting and Basketball Team participated in G.N.D.U inter- College competitions.

2011-12

Inter College

College Cricket Team got 2nd position in inter-College competition.

Taekwondo Team member Jotinder Singh (B.A.-III), got 3rd position in individual category in inter-College competition.

Wrestling Team member Gaurav Verma also got 2nd position individual category in inter-College competition, Kabaddi and Athletics.

2012-13

Inter-University

Our College Taekwondo player Harandeep Singh (B.A.-I), participated in all India inter- varsity competition.

2013-14

Inter-University

Our College Taekwondo player Harrandeep Singh (B.A.-II), participated in all India inter- varsity competition held at Chennai.

Inter College

Taekwondo team member Harrandeep Singh (B.A.-II), got 1st position in individual category in inter-College competition.

GATKA Team member, Gurjeet Singh got 2nd position in Fari sotti in individual category in inter-College competition.

2014-15

Inter-University

Our College Taekwondo player Harrandeep Singh (B.A.-III), participated in all India inter-University Taekwondo competition .

Inter-College

Our College Gatka Team members, Satinder, Harmandeep, Kulwinder got 2nd position in group Fari Sotti and Satinder Singh got 2nd position in individual Fari Sotti inter-College Gatka competition.

Our College Best Physique team members Lovepreet Singh (B.A. III), and Novjot Singh (B.A. III), stood 2nd in individual category in inter College competition.

Kabaddi Team under the captaincy of Varinder Singh got 2nd position in inter-College competition.

Wrestling Team member Mukesh got 3rd position in individual category in inter-College competition.

Cricket, Volleyball and Athletics Teams participated in inter-College competition.

Inter College

Taekwondo Team got 3rd position in iner-College competition.

In individual category, Harrandeep Singh got 1st Position and Jotinder Singh got 3rd position .

Cricket Team got 3rd Position in inter-College competition.

Kabaddi and Athletics team participated in inter College competition.

Achievements: Youth Festival

Kindly Refer to 5.3.2 of Criterion-V

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

- In order to ensure transparency in internal assessment, teachers supervise the classroom performance and behavior of the students vigilantly.
- Advance learners are encouraged and motivated by the faculty members to make them independent thinkers to achieve new heights in academics.
- Communication skills of the students are enhanced through their classroom presentations and other interactive sessions.

2.5.6. What are the graduates attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the students?

The main objective of the College is to ensure holistic development of students on academic as well as social and personal level. The faculty members extend ceaseless efforts to attain the aforesaid goals. Special competitive batches/ counseling session/ interactive sessions with experts are organized.

2.5.7. What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

- After each class test/house test, answer sheets are evaluated and question papers are discussed thoroughly in the class.
- If a student is doubtful about the marks awarded in any of the questions, that question is discussed thoroughly to his/her satisfaction.
- At University level, students dissatisfied with their University results, can apply for re-evaluation to ensure fair evaluation.

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 ?

The College vision and mission statements reflect learning outcomes which the College aims at. These are providing quality education to the students to enable them to find employment and to develop their personality to become good citizens. We also aim at providing education to economically weaker sections of society. The curriculum and the

syllabi of the academic programmes as offered in the GNDU University Academic Calendar are transacted in such a way that these objectives and Mission are realized successfully.

2.6.2. Enumerate on how the Institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/Course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The Progress and Performance of the students is monitored through Continuous assessment in classes, Monthly tests, House exams and Oral tests also. The records of Student results are properly maintained and timely communicated to them and their Wards as well. The student's results and achievements during the last four through years are given below:

House Examination:

B.A-I						
Subject	2010-11	2011-12	2012-13	2012-13	2013-14	2013-14
			Sem-I	Sem-II	Sem-I	Sem-II
General English	17%	15%	20.74%	25%	26%	35%
General Punjabi	65%	69.9%	57.48%	60%	67%	69%
Elective English	50%	54.5%	99.90%	95%	56%	78%
Elective Punjabi	58%	55.5%	63.26%	65%	59%	59%
Economics	51%	45.6%	30.23%	35%	58%	53%
Political Science	50%	48.8%	56.09%	55%	53%	53%
History	70%	74.4%	62.19%	60%	78%	81%
Math	35%	33.3%	75%	72%	63%	73%
Philosophy	55%	52.4%	66.97%	65%	59%	68%
Hindi	20%	17.2%	42.35%	45%	39%	49%
Sanskrit	65%	63.6%	61.90%	63%	63%	74%
Music-V	50%	55%	66.66%	64%	59%	63%
Music-I	55%	50%	100%	95%	58%	73%

Geography	40%	38.8%	75.40%	70%	71%	73%
Home Science	85%	89.3%	92.68%	95%	86%	69%
Physical Education	90%	91.5%	100%	98%	85%	79%
B.A-II						
Subject	2010-11	2011-12	2012-13	2013-14 Sem III	2013-14 Sem IV	
General English	55%	50.81%	39.4%	40%	78%	
General Punjabi	90%	89.7%	68.7%	65%	99%	
Elective English	60%	55.5%	100%	95%	71%	
Elective Punjabi	95%	100%	68.4%	65%	94%	
Economics	70%	75.7%		65%	85%	
Political Science	80%	77%	63.3%	65%	91%	
History	75%	79.88%	73.2%	75%	65%	
Math	99%	100%	80%	85%	95%	
Philosophy	65%	60.7%	46.4%	50%	86%	
Hindi	65%	63.6%	87.5%	85%	93%	
Sanskrit	75%	80%	84.6%	80%	82%	
Music-V	50%	56.25%	61.5%	62%	71%	
Music-I	60%	57%	100%	95%	95%	
Geography	75%	74.2%	97.4%	98%	89%	
Home Science	95%	98%	94.7%	95%	56%	
Physical Education	95%	100%	100%	99%	93%	
B.A-III						
Subject	2010-11	2011-12	2012-13	2013-14		
General English	40%	51.1%	71.79%	50.81%		
General Punjabi	65%	93%	99.48%	89.7%		
Elective English	95%	81.8%	71.42%	55.5%		

Elective Punjabi	65%	81.9%	94.11%	100%		
Economics	65%	37%	82.35%	75.7%		
Political Science	65%	89.4%	91.30%	77%		
History	75%	60.8%	67.11%	79.88%		
Math	85%	100%	100%	100%		
Philosophy	50%	65.7%	89.36%	60.7%		
Hindi	85%	66.7%	95.83%	63.6%		
Sanskrit	80%	81.8%	88.88%	80%		
Music-V	62%	88.9%	77.77%	56.25%		
Music-I	95%	80%	100%	57%		
Geography	98%	61.5%	100%	74.2%		
Home Science	95%	85.7%	97.56%	98%		
Physical Education	99%	100%	100%	100%		
B.Sc. – I (MED.)						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
General English	80%	81.25%	75%	83%	80%	78%
General Punjabi	85%	81.25%	100%	85%	99%	99%
Chemistry	55%	56.3%	25%	53%	30%	52%
Botany	65%	66.3%	41.7%	62%	45%	47%
Zoology	45%	43.8%	83.3%	48%	85%	88%
B.Sc. – I (NON-MED.)						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
General English	80%	78%	84%	82%	80%	83%

General Punjabi	99%	83.6%	100%	86%	85%	92%
Chemistry	65%	76%	43%	78%	55%	45%
Math	65%	78%	47%	71%	65%	51%
Physics	85%	67.4%	47%	64%	45%	53%
B.Sc.-I (CS)						
Subject	2010-11	2011-12	2012-13	2012-13	2013-14	2013-14
			Sem I	Sem II	Sem I	Sem II
General English	80%	81.8%	100%	78%	90%	98%
General Punjabi	99%	96.9%	90.9%	93%	83.6%	93%
Physics	50%	54.5%	78.8%	56%	76%	84%
Math	55%	51.5%	87.8%	53%	78%	86%
Computer	90%	99.9%	100%	91%	98%	96%

B.Sc.I (Eco.)						
			2012-13	2012-13	2013-14	2013-14
Subject	2010-11	2011-12	Sem I	Sem II	Sem I	Sem II
G.English	56%	56.5%	89.3%	65%	80%	56%
G.Punjabi	95%	100%	100%	86%	100%	95%
Economics	985%	41.3%	92.8%	98%	85%	41%
Math	50%	35%	50%	53%	50%	41%
Computer	75%	78.3%	78.6%	72%	85%	73%
B.Com I						
			2012-13	2012-13	2013-14	2013-14
Subject	2010-11	2011-12	Sem I	Sem II	Sem I	Sem II
G.English	49%	49.4%	42.9%	44%	50%	49%
G.Punjabi	98%	93.8%	98.7%	98%	100%	97%
Financial	64%	32%	64%	36%	60%	63%

Accounting						
Commercial Labour Law	80%	74%	87%	75%	90%	78%
QT	64%	68.3%	68.4%	63%	65%	64%
Mgt.	66%	53%	65%	55%	60%	65%
MA-I (Eco)						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
Paper I	42.9%	68%	31.3%	48%	49%	86%
Paper II	98.7%	72%	93.5%	96%	98%	73%
Paper III	64%	60%	65.6%	67%	64%	62%
Paper IV	87%	76%	96.8%	78%	80%	68%
Paper V	68.4%	80%	100%	62%	64%	70%
MA-I (Eng)						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
Paper I	20%	18.51%	29.6%	19%	30%	16%
Paper II	60%	55.55%	51.8%	75%	52%	52%
Paper III	45%	44.44%	7.7%	54%	9%	40%
Paper IV	50%	55.55%	50%	51%	58%	55%
M.Com.-I						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
Managerial Eco.	85%	83%	100%	88%	83%	86%
Statistical Analysis	93.5%	100%	97%	95%	98.7%	98%
Mgt & Org	65.6%	80%	100%	66%	64%	85%

Beh.						
Business Environment	68%	53%	80%	62%	87%	58%
Mgt. Accounting	52%	46.7%	94.3%	58%	68.4%	47%
PGDCA						
Subject	2010-11	2011-12	2012-13 Sem I	2012-13 Sem II	2013-14 Sem I	2013-14 Sem II
Paper I	93%	100%	97.5%	87%	100%	97%
Paper II	67.5%	100%	100%	62%	100%	100%
Paper III	95.4%	97.7%	100%	73%	97.7%	100%
Paper IV	88.4%	100%	72.9%	95%	100%	79%
Paper V	100%	93%	87.5%	100%	97.5%	93%
Paper VI	100%	67.5%	62.2%	100%	100%	57%
Paper VII	97.7%	95.4%	73.2%	91%	100%	94%
E-Commerce	100%	88.4%	97.5%	99%	72.9%	88%

B.Sc.-II(Med.)					
Subject	2010-11	2011-12	2012-13	2013-14 Sem III	2013-14 Sem IV
G.Eng	96.7%	100%	91.7%	100%	97%
G.Pbi	90%	100%	91.7%	100%	92%
Chemistry	96.7%	50%	58.3%	72%	95%
Botany	93.3%	50%	41.7%	84%	98%
Zoology	73.3%	67%	50%	80%	75%
B.Sc. – II (NON-MED.)					
Subject	2010-11	2011-12	2012-13	2013-14 Sem III	2013-14 Sem IV

G.Eng	91.7%	100%	96.7%	100%	89%
G.Pbi	91.7%	100%	90%	100%	90%
Chemistry	58.3%	72%	96.7%	50%	76%
Math	41.7%	84%	93.3%	50%	43%
Physics	50%	80%	73.3%	67%	80%
B.Sc-II(CS)					
				2013-14	2013-14
Subject	2010-11	2011-12	2012-13	Sem III	Sem IV
G.Eng	90%	100%	96.9%	92%	75%
G.Pbi	85%	100%	93.7%	100%	89%
Physics	72%	81.25%	50%	75%	70%
Math	82%	87.5%	93.7%	83%	76%
Computer	81%	96.8%	93.7%	96%	86%

B.Sc.II(Eco.)					
				2013-14	2013-14
Subject	2010-11	2011-12	2012-13	Sem III	Sem IV
G.Eng	71.9%	87.5%	77.7%	79%	81%
G.Pbi	87%	100%	83.3%	85%	85%
Economics	25%	93.75%	22.2%	20%	28%
Math	991%	75%	94.4%	93%	70%
Computer	85%	81.25%	94%	90%	92%

B.Com II					
				2013-14	2013-14
Subject	2010-11	2011-12	2012-13	Sem III	Sem IV
G.Eng	92.9%	94.3%	92.9%	93%	91%
G.Pbi	34.3%	96.2%	34.3%	92%	95%

Comp. Law & Audting	81.4%	82.7%	81.4%	87%	86%
Corp. Accunting	87.2%	80.8%	87.2%	88%	88%
Cost Accounting	82.8%	82.7%	82.8%	82%	87%
Business Economics	46.5%	48%	46.5%	48%	43%
Computer Application	100%	98%	100%	99%	98%

MA-II (Eco)					
				2013-14	2013-14
Subject	2010-11	2011-12	2012-13	Sem III	Sem IV
Paper VI	100%	100%	50%	95%	89%
Paper VII	99%	100%	30%	99%	93%
Paper VIII	98%	100%	80%	92%	95%
Paper IX (OR)	100%	100%	90.5%	88%	80%
Paper IX (Agri. Eco.)	95%	100%	94.5%	92%	85%
Paper X (opt. II)	80%	80%		82%	81%
Paper X (Eco. Of Public enter.)	93%	100%		91%	93%

MA-II (Eng)					
				2013-14	2013-14
Subject	2010-11	2011-12	2012-13	Sem III	Sem IV
Paper I	47%	18.51%	41.7%	18%	47%
Paper II	70%	55.55%	75%	55%	56%
Paper III	52%	44.44%	58%	40%	57%

Paper IV	66%	55.55%	66.7%	57%	60%
M.Com.-II					
Subject	2010-11	2011-12	2012-13	2013-14 Sem III	2013-14 Sem IV
Corp. Leg. Envs.	92%	70.8%	100%	100%	93%
Corp. Fin. Ac & Aud.	85%	87.5%	100%	100%	78%
Cont. Account.	98%	95.8%	92.8%	98%	92%
Fin. Services	80%	66.7%	100%	94%	83%
SAPM	85%	87.5%	100%	85%	85%
Corp. Tax Learning	87%	83.3%	85.7%	87%	87%
E-commerce	95%	70.8%	100%	100%	93%
Paper VIII	83%		100%	100%	85%

B.Sc.-III(Med.)				
Subject	2010-11	2011-12	2012-13	2013-14
G.Eng	100%	100%	100%	95%
G.Pbi	66.7%	100%	66.7%	66%
Chemistry	33%	50%	33%	35%
Botany	33%	91.7%	33%	40%
Zoology	50%	75%	50%	52%
B.Sc. – III (NON-MED.)				
Subject	2010-11	2011-12	2012-13	2013-14
G.Eng	100%	100%	55.5%	92%

G.Pbi	66%	100%	100%	100%
Chemistry	33%	66.7%	90%	50%
Math	33%	88.9%	100%	91.7%
Physics	55%	66.7%	77.3%	75%
B.Sc-III(CS)				
Subject	2010-11	2011-12	2012-13	2013-14
G.Eng	95%	100%	100%	85%
G.Pbi	100%	96%	90.9%	100%
Physics	50%	52%	78.8%	90%
Math	96%	76%	87.8%	88%
Computer	77%	76%	100%	73%
B.Sc.III(Eco.)				
Subject	2010-11	2011-12	2012-13	2013-14
G.Eng	90%	94.7%	100%	85%
G.Pbi	85%	100%	100%	91%
Economics	97%	89.5%	93.7%	93%
Math	73%	89.5%	75%	72%
Computer	97%	84.20%	93.7%	91%
B.Com III				
Subject	2010-11	2011-12	2012-13	2013-14
G.Eng	97%	96%	100%	89%
G.Pbi	93%	94%	93.3%	92%
Banking	88%	100%	84.8%	84%
Mgt Accounting	68%	68.6%	63.8%	62%

Indian Economy	99%	54.9%	100%	89%
OR	92%	47%	100%	95%
Income Tax law & Practice	49%	31.4%	48.9%	49%
PHC	100%		100%	100%

University Examination :

Compiled results of University Examination for various subjects have been given in Departmental Evaluation Report. The comparative analysis of the results indicates an over-all improvement in academic performance of the students for the different courses.

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

- The Institution promotes Student Centric Learning through interactive and innovative teaching methods involving greater use of ICT enabled techniques, assignments, seminars etc.
- The Career Counselling and Guidance Cell of the College takes initiative in helping students to have good career choices. Such programmes involve maximum student involvement which results in gearing towards achievement of intended learning outcomes.
- The Institution encourages field visits, industrial visits and interaction with experts through seminars and workshops, by which the students develop their knowledge, personality and social orientation.

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

With the view to enhancing the economic relevance of the education being imparted by the College, the following measures have been initiated in the recent years:

- The social relevance aspect of the education being imparted in the College is initiated through the community oriented programmes such as NSS, NCC, Red Cross etc. to orient the students for playing an active role in reaching out to the society at large and contribute their bit to social upliftment.
- All the programmes offered in this Institution equip the students to undertake quality jobs and materialize their career ambitions. The Career Guidance and

Placement Cell is functioning in the campus to enhance the career opportunity and skills of the students. This Cell organizes lectures/workshops on Career Guidance and Job opportunities for students of various academic streams.

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

Performance of the students in Mid-semester exams/House exams, their classroom attendance and their involvement in various activities such as group discussions, presentations and classroom seminars provide the relevant data about the performance of the students. Based on the analysis of this data, academically weak students are identified and they are given extra attention in the form of Special Tests and Remedial Classes. Generally, the barriers are inadequate communication skills, socially, economically and educationally impoverished backgrounds. These barriers are sought to be removed by encouraging the weak students to have an exposure in the classroom teaching, by providing easily comprehensible reading material. They are given home assignments also.

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

The Institution monitors and ensures the achievements of learning outcomes through-

- Internal Quality Assurance Cell of the College
- Class room performance by the students.
- Participation of students in interactive sessions.
- Organizing seminars and workshops.
- By imparting practical training through visits to science laboratories of the University other Institutions of the region.
- Alumni association and PTA also monitor the achievements of the students.

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

Yes, the Institution and the individual teachers use the following measures to evaluate the performance/achievement of learning objectives and formulate plans in that regard:

- Class room participation of the students, regularity in theory and practical classes.
- Performance in class tests/oral test/surprise test.
- Performance in house examinations.

- Participation in Extra-curricular activities.
- Awards/Honours won by the students in academics, co-curricular activities and sports.

CRITERION – III RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the Institution have recognized research centers of the affiliating University or any other agency/organization?

The Institution encourages and promotes research culture among its faculty and students. Five permanent staff member have completed their Ph. D. degree while in service during the Last five years. A number of staff members are pursuing their Ph. D. programme. Part time faculty members have completed their M.Phil. Course during this period. However, the College is yet to initiate the process of setting up a Research Centre as per University norms.

Teachers who completed their Ph.D.

Name	Department	Topic	University
Dr. Vijay Kumar Khinder	Sanskrit	Sanskrit Sahitye Main Jeevan Mulya Kalidasa Ke Jandarpan Main (1977)	GNDU, Amritsar
Prof. Jaswant Singh	History	The Lubanas in Punjab-Social Economic and Political Change (1849-1947)	GNDU, Amritsar
Dr. B.S. Virk	Commerce	“Customer Satisfaction with Hospital Services- A comparative study of Govt. and Voluntary Hospitals in Punjab” (1999)	GNDU, Amritsar
Dr. Jasmeet Kaur Sethi	Chemistry	Comparison of double shift system & single shift system of Institutions (2002)	Chaudhary Charan Singh University
Dr. Satvinder Kaur	Economics	Unit cost of higher education- A case study of universities of Punjab (Oct. 2010)	GNDU, Amritsar
Dr. Chander Kanta	History	Historical Monuments of Kapurthala State (1849-1947) (June, 2011)	GNDU, Amritsar

Dr. Jaswinder Singh	Commerce	India's External Debt Management in Post Liberalisation (2011)	HNB Gharwal University, Sri Nagar
Dr. Tirath Ram Basra	Commerce	Role of Merchant Banking in Managing Public Issues-An Empirical Study with Special Reference to Post 1997 era. (Sep. 2011)	Punjabi University, Patiala
Dr. Monika Khanna	Music Inst.	Role of all India Radio in Prachar and Parsar of Hindustani Shastri Sangeet- An Analysis (March, 2015)	GNDU, Amritsar

Teachers who completed their M.Phil.

Name	Department	Topic	University
Mrs. Taran Bir Kaur	English	Class Conflict in Rupa Bajwas Sari Shop	Vinayaka Missions University, Salem, Tamil Nadu
Mrs. Sneha Sharma	Geography	"Urbanization & Development of Bikaner City"	Chandra Mohan Jha University, Meghalaya
Mr. Ajay Kumar	Chemistry	"Complexes of Some Transition Metals with N,N,N',N'-tetraalkylpyridine-2,6-dicarboxamide"	Madurai Kamaraj University Madurai, Tamil Nadu

Faculty members have also supervised the research work of M.Phil. Students from various universities of India.

M.Phil. Dissertations Supervised by Faculty

Name	Department	No. of M. Phil. Dissertations Supervised	University
Mrs. Gurcharan Kaur Batra	Economics	02	Vinayaka Mission University Tamil Nadu
Prof. Jaswant Singh	History	08	Shimla University, Vinayaka Mission University Tamil Nadu
Prof. B.S. Virk	Commerce	03	Periyar University, Kurukshatra University, Indra Gandhi National Open University
Dr. Satvinder Kaur	Economics	05	Kurukshatra University Periyar University, Vinayaka Mission University, Tamil Nadu
Mrs. K.K. Bawa	Economics	01	Vinayaka Mission University, Tamil Nadu
Prof. Harbans Singh	English	10	Kurukshatra University, Chaudhary Devi Lal University, Vinayaka Mission University, Periyar University, Sai Venkateward University, Himachal Pradesh University

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

PG students of the College are motivated and guided to go for research after completing their Post-Graduation Course. Students are encouraged to appear in UGC-NET exam for Junior Research Fellowship. College Library has a collection of books, to cater to the need of aspiring students for the competitive exam especially in the subject of Commerce, Economics and English. The College has constituted a Research Committee

of senior faculty members holding Ph.D. degrees to evaluate the proposals of UGC Minor Research Projects of staff members and to see that it fulfills all the conditions laid by UGC. The Committee also encourages faculty members to present the research papers in National Seminars held across the region and also for publication of the research papers in National Journals.

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

The Institution is committed towards extending all possible help as per UGC guidelines & Punjab Govt. rules and regulations for any research scheme/Projects undertaken by faculty members. Senior faculty members have been provided separate department rooms with internet and Wi Fi facility to promote their research activities during their free time in the College.

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

In order to promote scientific temper and research culture, following activities have been initiated in the Institution:

- Well qualified faculty members encourage the students to develop scientific approach towards various issues concerning society.
- Seminars and presentations by the students in the classrooms sharpen their skills and boost confidence.
- Use of various technology based aids by the teachers in the classrooms to enhance the learning outcome of the students.
- Various Subject Societies organize intra-College contests in declamation, debate, essay writing, poetical recitation, quiz etc. to develop literary logical and rational thinking.
- Students are involved in research activities through survey in issues concerning socio-economic and political relevance.
- Extension lectures, seminars and conferences are organised to provide an opportunity to students to interact with distinguished personalities and resource persons.

3.1.5 Give details the faculty involvement in active research (Guiding student's research, leading research projects, engaged in individual/collaborative research activity, etc.)?

Faculty members are actively involved in research as described in the following table:

Papers Presented in Conferences/Seminars/Symposia

Name	Title of Paper Presented	Title of Conference/Seminar etc.	Date(s) of the event	Organised by	Whether International/National/State/Regional/University or College Level
Dr. Jaswant Singh	Importance of Change in the composition of the Lubana Community in the Punjab (1849-1947)	Punjab History Conference	March, 2008	Punjabi University, Patiala	National Level
	Impact of Land Alienation Act on the Lubanas in the Punjab	Punjab History Conference	March, 2009	Punjabi University, Patiala	National Level
	Change in the Status and Occupation of the Lubanas in Punjab	Punjab History Conference	March, 2011	Punjabi University, Patiala	National Level
	Role of the Banjaras in the Economy of Medieval India	Punjab History Conference	March, 2012	Punjabi University, Patiala	National Level
	Compositional Change among the Lubanas 1849-1947	Punjab History Conference	March, 2013	Punjabi University, Patiala	National Level
	Role of Military Service for Socio-Economic Change Among the Lubanas	Punjab Partition revised	2014-15	Lyallpur Khalsa College for Women, Jalandhar	National Level

Dr. Chander Kanta	Services of Kapurthala State in World War-II	Punjab History Conference	March 14-16, 2008	Department of Punjab Historical Studies, Punjabi University, Patiala	National Level
	Smadhis and Memorials in Kapurthala State	Punjab History Conference	March 19-21, 2010	Department of Punjab Historical Studies, Punjabi University, Patiala	National Level
	The French Chateau of Kapurthala- A marvelous Legacy of Maharaja Jagatjit Singh	Punjab History Conference	March, 2011	Department of Punjab Historical Studies, Punjabi University, Patiala	National Level
	Rajkumari Amrit Kaur- An extra Ordinary Freedom Fighter	Women of Punjab in the Freedom Struggle of India	March 10, 2012	Department of History, S.D. College for Women, Jalandhar	National Level
	Contribution of Royal Women of Kapurthala for the State and Nation	Punjab History Conference	March 15-17, 2013	Department of Punjab Historical Studies, Punjabi University, Patiala	National Level
	Condition of Muslim Mosques in the Princely State of Kapurthala after the partition of Punjab	Punjab History Conference	March 14-16, 2014	Department of Pb. Historical Studies, Punjabi University, Patiala	National Level

	Punjab Agrarian Agitation of 1907	Reforms, Revival and Revolutionary Movements in the Colonial Punjab	March 19, 2014	Lyallpur Khalsa College for Women, Jalandhar	National Level
	Kapurthala- A Heritage and Religious Tourist Centre	Historical Perspective and Recent Trends of Tourism in Punjab	March 29, 2014	D.A.V. College, Amritsar	National Level
	Demand for a Separate Sikh State and its Denial	Partition of Punjab	November 7-8, 2014	Lyallpur Khalsa College for Women, Jalandhar	National Level
	Historical Educational Institutions of Kapurthala State from 1856-1947	Punjab History Conference	February 27-March 1, 2015	Department of Punjab Historical Studies, Punjabi University, Patiala	National Level
	Palace Building- Monuments of Kapurthala	Architectural and Cultural heritage of India through Ages	March 26-29, 2015	Lyallpur Khalsa College for Women, Jalandhar	National Level
Dr. Bikram Singh Virk	Positive Attitude	Soft Skills and Personality Development	January 20-21, 2011	NJSA Govt. College, Kapurthala	National Level
	Punjab Right to Service Act 2011	Right to Service Act 2011	October 14, 2011	MGSIPA, Chandigarh	State Level
	Careers in Commerce	Career Counseling and Personality	August 26-27, 2011	Govt. Mohindra College, Patiala	National Level

		Development and Emerging Trends in Job Markets			
	Punjab Right to Service Act 2011	Right to Service Act 2011	November 17, 2011	MGSIPA, Chandigarh	State Level
	Use of Technology in Capital market of India	Post Reforms Developments in Capital market in India	September 14, 2012	PG Deptt. Of Commerce, NJSa Govt. College, Kapurthala	National Level
	Punjab Financial Crisis: Reasons and Remedies	State Finances	January 15-16, 2011	CRRID, Chandigarh	National Level
	Management Education in India	Institutional Seminar of Commerce Department	February, 2015	CEM, Kapurthala	College Level
	MGT Education India Vs Abroad	Challenges before higher education in India	March 27-28, 2015	GNDU College, Jalandhar	National Level
	Skill Development in Higher Education- Some Issues	Skill Development in Higher Education	August 22, 2015	PCMA and AS College, Khanna	National Level
Dr. Tirath Ram Basra	Merchant Banking and Public Issues in India- A paradigm Shift	National Seminar on Service Sector	March 16, 2008	Department of Commerce, Punjabi University, Patiala	National Level
	Primary Market and Merchant Banking in India	National Seminar on Emerging Scenario of Capital Mkt in India	September 26-26, 2010	Kanya Maha Vidyalaya, Jalandhar	National Level
	Post Reforms Transformation of Indian Capital Market	National Seminar on Post Reforms	September 14, 2012	NJSa Govt. College, Kapurthala	National Level

		Developments in Capital Market in India			
	Growth and Sustainability of Indian Capital Market	UGC Sponsored National Seminar on Value Creation and Sustainable Development	March 5, 2013	University School of Applied Management, Punjabi University, Patiala	National Level
	Integration of Domestic and Global Capital Markets	5 th National Conference on Innovative Management Practices for Business Excellence	March 15, 2014	GNA Institute of Management and Technology	National Level
	Revolution in Indian Capital Market: An Entry into Silicon World	National Seminar on Advancement in IT and Innovations in Management	February 24, 2015	SCD government College, Ludhiana	National Level
	Indian Capital Market: Transformation for Sustainability	National Conference on Sustaining and Enhancing Competitiveness in Today's Business Scenario	March 21, 2015	GNA University, Phagwara	National Level
Dr. Jaswinder Singh	India's External Debt Flows	Post Global Financial Perspective	2013	NJSA Govt. College, Kapurthala	National Level

	India's Foreign Debt Sustainability- An International Perspective	Innovative Management Practices for Business Excellence	March 15, 2014	GNA-IMT, Phagwara	National Level
Dr. Satvinder Kaur	Invisible Hand & Visible Interference in Education	New Economic Order & Human Development	February 21-22, 2009	K.R.M. DAV College, Nakodar	National Level
	Financing of Higher Education In India	Seminar on Education Scenario in Punjab	March 4-5, 2010	GNDU, Amritsar	National Level
	Financing of Higher Education	Conference on Higher Education	March, 2010	Joint Action Committee Punjab, HMV Jalandhar	National Level
	Financing of Higher Education: Implications for Inclusive Growth	Development Perspective: Focus on Sustainable & Inclusive Growth	October 23, 2010	Hans Raj Mahila Maha Vidyalaya, Jalandhar	National Level
	Quality & Excellence in Higher Education	NAAC Sponsored Seminar on Quality of Higher Edu	March, 2011	PCMSD College for Women, Jalandhar	National Level
	Economic Reforms & Financing of Higher Education in Punjab	UGC Sponsored Seminar on Second Generation Reforms in India	November 12, 2011	PCMSD College for Women, Jalandhar	National Level
	Education of Economic Development	UGC Sponsored Conference on Social Sector in	October 26-27, 2012	Hindu Kanya College, Kapurthala	National Level

		India			
	Role of Banks in Industrial Development of Punjab	Seminars on Revitalisation of Industrial Development in Punjab	March 27, 2014	PCMSD College for Women, Jalandhar	National Level
	Inter-Regional Disparities in Industrial Growth w.r.t Punjab	Seminars on Revitalisation of Industrial Development in Punjab	March 27, 2014	PCMSD College for Women, Jalandhar	National Level
	Quality in Higher Education Institutions	Seminar on Role of Governance, Leadership & Management for Higher Education Institution	September 5-6, 2014	Hans Raj Mahila Maha Vidyalaya, Jalandhar	National Level
	Role of State Vs Market Forces in Higher Education	Challenges in Higher Education	September 26-27, 2014	Desh Bhagat University, Mandi, Gobindgarh	International Level
	Linear Programming & Business Management	UGC Sponsored Seminar on Application of Mathematics to Business Management	September 2014	PCMSD College for Women, Jalandhar	National Level

Dr. Meena Kumari	Artificial Rain	Colloidal State & how its principles are helpful in daily life	February 1-2, 2014	Swami Swantantranand Memorial College, Dinanagar	National Level
	Study of the Oil Content in <i>Cyperus rotundas</i> L. Rhizome	New Paradigm in Chemical Sciences	February 13, 2014	Department of Chemistry, Punjabi University, Patiala	National Level
	Physiology of Resurrection in Grasses <i>Saccharum Spontaneum</i> and <i>S. Munja</i>	Emerging Trends in Botanical Sciences	February 17-18, 2014	Department of Botany, Punjabi University, Patiala	National Level
	Desiccation Tolerance in sedge <i>Cyperusrotundus</i> L.	Perspectives & Trends in Plant Sciences and Biotechnology	February 21-23, 2014	Department of Botany, Punjab University, Chandigarh & Society for Plant Research India	National Level
	Effect of Growth Regulators on the Sprouting Capacity of Desiccated Rhizomes of <i>Cyperusrotundus</i> L.	Recent Trends in Chemical & Environmental Sciences	February 27-28, 2014	Arni University, Kathgarh, Indora	National Level
	Studies of Chickpes	Science Colloquium- Emerging Trends in Basic & Applied Sciences	March 6-7, 2014	DAV College, Jalandhar	National Level
	An Alternative Fuel- Algal Biofuels	Advance in Agricultural Sciences & Biotechnology	February 28, 2015	DAV College, Jalandhar (Sponsored by Department of Biotechnology, Ministry of Science & Technology Govt.	National Level

				of India, New Delhi)	
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Prof. Sukhpal Singh Thind	Sukhmata Nal Smajak Sarokara de Gall Kardi Shyari	Harbans Chahal de Pustak 'kadey kdai he sahi' te Goshti	August 31, 2014	Sahit Sabha Sultanpur Lodhi (Kapurthala)	State Level
	Mnukhi Dukh Dildar ate isdey Haal da Matta Lyondi kavita	Kavita Seminar te Kavi Darbar	September 13-14, 2014	Sahit Sabha, Gurdaspur	State Level
Mr. Happy Kumar	Guru Ravidas Bani Da Chehan Vigyanik Adhiyan- Ajoke Sandarb Vich	Relevance of Philosopy of Guru Ravidas in the Era of Globalization	2014-15	RR Bawa DAV College for Women, Batala	National Level

3.4 Conference/Seminar/Workshop/Professional Courses/Training Programmes

Attended

Name	Title of Conference/Seminar etc.	Date(s) of the event.	No. of Days	Organised by	Whether International/ National/State/ Regional/University or College Level
Dr. Tirath Ram Basra	Workshop on Application of Statistical Methods in Research	January 28-29, 2009	Two Day	Department of Commerce, Punjabi University, Patiala	National Level
	Workshop on Soft Skills and Personality Development	January 20-21, 2011	Two Day	NJSA Govt. College, Kapurthala	Regional Level
	Short Term Training cum Awareness on National Missing on Education through ICT for faculty	October 19, 2012	One Day	Dr. B.R. Ambedkar National Institute of Technology, Jalandhar	Regional Level

	Workshop on Analytical Techniques for Research	September 29 – October 5, 2014	Eight Day	Global Network of Business Researchers Apeejay College of Fine Arts, Jalandhar	Regional Level
	FDP on Value Additional in Teaching and Research	March 16, 2015	One Day	NJSA Govt. College, Kapurthala	Regional Level
Dr. Jaswinder Singh	Soft Skills and Personality Development	January 20-21, 2011	Two Day	NJSA Govt. College, Kapurthala	National Level
	Social Sector in India: Perspective and Solutions	October 26-27, 2012	Two Day	Hindi Kanya College, Kapurthala	National Level
	Analytical Techniques for Research	September 29- October 5, 2014	One Week	Global Network of Business Researchers Apeejay College of Fine Arts, Jalandhar	Regional Level
Mrs. Manjit Kaur	Corporate Governance In India-Emerging Issues	February 2-4, 2009	Three Day	Hindu Kanya College, Kapurthala	National Level
	Environment and Sustainable Development	November 3-4, 2009	Two Day	Guru Nanak Dev University, Amritsar	National Level
	Scaling New Zeniths in Biosciences	November 26, 2009	One Day	Hans Raj Mahila Maha Vidyalaya, Jalandhar	National Level
	Recent Advances in Green, Eco-Friendly and Sustainable Chemistry	September 10-11, 2010	Two Day	Hans Raj Mahila Maha Vidyalaya, Jalandhar	National Level
	Soft Skills and Personality Development	January 20-21, 2011	Two Day	NJSA Govt. College, Kapurthala	National Level
	World Red Cross	May 8,	One Day	Tagore Theatre,	Regional Level

	Day Celebration	2012		Sector-18, Chandigarh	
	Post Reforms Development In Capital Market in India	September 14, 2012	One Day	NJSA Govt. College, Kapurthala	National Level
	Science Colloquium: "Emerging Trends in Basic & Applied Science	March 6-7, 2014	Two Day	DAV College, Jalandhar	National Level
Dr. Meena Kumari	Practical Workshop for Botany Teachers	March 8- 14, 2014	One Week	Academic Staff College, Punjabi University, Patiala	National Level
Dr. Monika Khanna	Role of Gharana System	September, 2009	One Day	Apeejay College of Fine Arts, Jalandhar	National Level
	Classical Music Lecture/ Demonstration	2012	One Day	Kulwant Rai Jain DAV Public School, Kapurthala	School Level
	Punjab Ke Lok Sangeet Ka Badalata Swaroop	2013	Two Day	Khalsa College for Women, Amritsar	National Level
	Music Therapy	2014	One Day	RR Bawa DAV College for Girls, Batala	National Level
	Tradition, Creativity and Innovations in Indian Classical Music (Vocal, Instrumental and Dance)	2015	One Day	Hans Raj Mahila Maha Vidyalaya, Jalandhar	National Level
Dr. Satvinder Kaur	Inter College faculty Development Program	March 10, 2010	One Day	Hindu Kanya College, Kapurthala	District Level

	Capacity Building of Women Managers in Higher Education- Sensitivity/Awareness/ Motivation	February 14-18, 2011	Five Day	Kamla Nehru College for Women, Phagwara	National Level
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Mrs. Sadhna Chadha	Emerging Trends in Academic Librarianship	September 22-23, 2011	Two Day	Punjab University, Chandigarh	Regional Level
	E-Granthalya	August 22-24, 2012	Three day	Mahatma Gandhi State Institute of Public Administration, Chandigarh	Regional Level
	Role of Libraries in Promoting Reading Habit in Electronic Environment	October 19, 2012	One Day	Regional Institute of Cooperative Management, Chandigarh	National Level
Jatinder Pal Singh	Problem Solving & Decision Making	May 14-18, 2012	Five Day	Mahatma Gandhi State Institute of Public Administration, Chandigarh	Regional Level
	Post Reforms Development In Capital Market in India	September 14, 2012	One Day	NJSA Govt. College, Kapurthala	National Level
Prof. Sukhpal Singh Thind	Economic Globalization & Punjabi Literature and culture	February 16-17, 2009	Two Day	KRMDAV College, Nakodar	National Level
	Teacher Taught Relation	March 10, 2010	One Day	Hindu Kanya College, Kapurthala	Inter College Level
	Post reforms Development in capital Market in India	September 14, 2012	One day	NJSA Govt. College, Kapurthala	National Level
	Development of Punjabi language	October 5, 2014	One day	Kendri Punjabi Lekhak Sabha (Regd.) Punjab	National Level
	Value Addition in Teaching and research	2015	One day	NJSA Govt. College, Kapurthala	College Level
Prof. Kashmir Singh	Workshop on Soft Skills and Personality Development	January 20-21, 2011	Two Day	NJSA Govt. College, Kapurthala	National Level

	Post Reforms Developments in Capital Market in India	September 14, 2012	One Day	NJSA Govt. College, Kapurthala	National Level
	Radiochemistry and Applications of Radioisotopes	October 23-27, 2013	Five Day	K.U. Kurukshatra	National Level
	FDP on Value Additional in Teaching and Research	March 16, 2015	One Day	NJSA Govt. College, Kapurthala	Regional Level
Prof. Prabhjot Singh	Workshop on Soft Skills and Personality Development	January 20-21, 2011	Two Day	NJSA Govt. College, Kapurthala	National Level
	Post Reforms Developments in Capital Market in India	September 14, 2012	One Day	NJSA Govt. College, Kapurthala	National Level
	Radiochemistry and Applications of Radioisotopes	October 23-27, 2013	Five Day	K.U. Kurukshatra	National Level
	FDP on Value Additional in Teaching and Research	March 16, 2015	One Day	NJSA Govt. College, Kapurthala	Regional Level
Prof. Anita Sagar	Teacher Taught Relation	March 10, 2010	One Day	Hindu Kanya College, Kapurthala	Inter College Level
	Post Reforms Developments in Capital Market in India	September 14, 2012	One Day	NJSA Govt. College, Kapurthala	National Level
	FDP on Value Additional in Teaching and Research	March 16, 2015	One Day	NJSA Govt. College, Kapurthala	Regional Level

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

Workshops/Conferences organised in the College

Department	Theme	Resource Persons
Career Counseling and Guidance Cell	UGC Sponsored Workshop on “Soft Skills and Personality Development” 2010-11	<ul style="list-style-type: none"> • Dr. Mohanjit Sethi Principal, D.D. Upadhaya College, Jandiala (Amritsar) • Eng. Vikasdeep, University School of Business Studies, Punjabi University Campus, Talwandi Sabo • Dr. D.J. Singh, Additional Director Police Academy, Phillaur (Ludhiana) • Dr. Usha Kapoor, Princiap Guru Nanak Dev University College, Jalandhar • Dr. BS Virk, Mr. Prabhjot Singh and Mr.
Commerce Department	National Conference on “Post Reforms Development in Capital Market in India” 2013-1	<ul style="list-style-type: none"> • Prof. Raghbir Singh, Commerce & Business Management Department, GNDU (Amritsar) • Prof. B.K. Vashist, UBS, Punjab University, Chandigarh • Prof. Jaspal Singh, Commerce & Business Management Department, GNDU (Amritsar) • Prof. Manjit Singh, Deptt. Of Applied Management, Punjabi University Patiala
Computer Department	“Basics of Computer Languages”	<ul style="list-style-type: none"> • KP Sharma, Dream Tech Lab, Jalandhar
College IQAC	Institutional level Faculty Development Programme in Writing Skills.	<ul style="list-style-type: none"> • Principal Madam Meena Malhotra, NJSa Govt. College, Kapurthala • Prof. Harbans Singh, English Department, NJSa Govt. College, Kapurthala

		<ul style="list-style-type: none"> • Dr. Sukhpal Singh Thind, Punjabi Department, NJSA Govt. College, Kapurthala • Prof. B.S .Virk, Commerce Department, NJSA Govt. College, Kapurthala
Organizing Committee RUSA Grant	“National Level Faculty Development Programme on Value Addition in Teaching & Research”	<ul style="list-style-type: none"> • Prof. (Dr.) RS Ghuman CRIID, Chandigarh • Prof. (Dr.) Amarjit Singh Sethi, Punjab School of Economics, Guru Nanak Dev University, Amritsar. • Prof. (Dr.) Manjit Singh, School of Applied Management, Punjabi University, Patiala. • Dr. Usha Kapoor, Principal (Retd.), Guru Nanak Dev University College, Jalandhar. • Dr. Lakhwinder Singh Kang, Head, Department of Commerce & Business Management, Guru Nanak Dev University, Amritsar. • Dr. Baldev Singh Dhaliwal, Department of Distance Education, Punjabi University, Patiala.

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

It has already been mentioned that faculty members from different departments are involved in research work and have a good number of research publications to their credit. The College is primarily a teaching Institution and as such there is no formal research centre.

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

Distinguished scholars and experienced faculty members from various Universities of the region are invited to deliberate on different topics of relevance. They are invited to interact with our students and faculty members, especially for extension lectures, seminars and conferences. The Institution makes arrangement for their convenient journey and comfortable stay during their visit as per UGC norms.

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

A good number of faculty members have pursued and accomplished research degrees without availing leave and hence have continued with their teaching assignments with DPI (Colleges) Punjab approval. The Institution has a rich library and departmental rooms which help the teachers to continue with their research activity even after the teaching hours.

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

The faculty members impart skills and knowledge to the students of the Institution. Moreover, they are also invited as resource persons in various other Institutions of the region for dissemination of their knowledge. The faculty members of the College share their research finding and policy implication and hence interact with the students regarding these. The students are also motivated to take up research after their post-graduation in Commerce, Economics and English.

3.2 Resource Mobilization for Research

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

Nil

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

Not applicable

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

Financial provisions to support students' research projects are not feasible on account of the fact that Institution is a government entity. However, provisions are made available

to the students in the form of internet access, labs and library facilities to facilitate research related activities. Faculty members motivate and guide the students whenever required.

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

Inter-disciplinary research initiatives are not carried out as such but Inter-disciplinary interactive sessions are held and lectures are delivered across departments to motivate students to pursue research in areas of socio-political and economic relevance.

- A seminar on Life and Teachings of Swami Vivekanand was organized by NSS units of the College for the students of different departments.
- Environment society of Botany, Physics and Chemistry departments organized seminar on Environmental Protection for students of different faculties of the College. The main objective of the seminar was to make the students aware of the environmental issues.
- Department of Punjabi and History organised seminars on Life and Struggle for freedom of Shaheed Udham Singh. Madam Chander Kanta of History department delivered a keynote lecture on the topic to enlighten the students about contribution of Shaheed Udham Singh.
- Department of Philosophy celebrates 'Teachers Day' on 5th September every year. Special lectures are delivered by Madam Anita Sagar to students of different departments.

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

The College is privileged to have updated laboratories for subjects of Physics, Chemistry, Botany, Zoology, Geography, Home Science, Music and Computer Science. These equipment are well utilized by teachers and students for the purpose of teaching and learning. Internet facility to teachers and PG students is provided for updating knowledge. College library is well-stocked with latest editions of books and rarest published sources.

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

No

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

NA

3.3 Research Facilities

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

The Institution does not have any established research centre, still research facilities are extended to faculty members and students are also inspired to undertake research in future.

- Faculty members are provided an access to internet for value addition in teaching and research.
- Faculty members and students are provided with opportunities to interact with reputed scholars and academicians. Such initiatives provide an exposure to young faculty and post-graduate students. They are motivated to begin with research in their respective areas of interest.
- Different departments are equipped with computers to be used by faculty as well as students.
- Teachers are encouraged to participate in seminars, conferences and workshops. They are also encouraged to present their research papers at national level seminars and conferences. The Institution facilitates them with special duty leaves for this very purpose.

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

The Institution undertakes efforts to upgrade the existing infrastructure with emerging trends in technology.

- The laboratories are updated with essential equipment as and when required.
- Internet facility is made available to faculty members so that they can have an access to online sources for keeping themselves updated in their respective subjects for the purpose of research and teaching.
- New books and journals are added to College library and these are made available to faculty members and students.

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

The Institution being a Government entity, any financial transaction with industry or other beneficiary agency cannot be made.

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

Arrangements are made for the visit of the students of different departments to different places in order to provide them with an exposure to the outside world.

- Science students visit places where successful vermi-compost plants and other cultivation practices are being adopted.
- Science students are provided with opportunity to visit Science City. The purpose is to provide them an exposure to scientific developments and also to inspire them for future research.
- Students of Botany department visit laboratories of other Institutions
- Students from History department visit historical monuments for better understanding of our history.
- The students are encouraged to undertake surveys on important issues concerning our society and economy.
- The Post-Graduate students of Economics and Commerce are imparted with skills to collect data and application of Research Methodology.

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

The College library is upgraded from time to time and it is highly enriched with large number of books. There are more than 47,000 books available. In addition to this, there are subject related journals and reference books to cater to the needs of aspiring students which are made accessible to them for research purposes.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the College for e.g. Laboratories, library, instruments, computers, new technology etc.

The College upgrades the library and laboratories with the judicious use of UGC grants and self-generated resources.

3.4 Research Publications and Awards

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

- **Patents obtained and filed (process and product)**
- **Original research contributing to product improvement**
- **Research studies or surveys benefiting the community or improving the services**
- **Research inputs contributing to new initiatives and social development.**

Faculty members and students of the College undertake primary surveys on issues of socio-economic concern:

1. Students of Economics department have worked on following surveys and applied basic research methodology on the primary data collected through questionnaire method.
 - ❖ Estimation of Consumption Function- A case study of Households of Kapurthala.
 - ❖ Socio-economic analysis of rickshaw pullers in Kapurthala with special reference to their migratory status, earnings and drug addiction.
 - ❖ Socio-economic analysis of people engaged in informal sector- A Case Study of Kapurthala City.
2. Students of Commerce department have carried following primary surveys:
 - ❖ Insurance consciousness among parents of students of N.J.S.A. Govt. College Kapurthala.
 - ❖ Consumer awareness among Households- A Case Study of Kapurthala.
3. Students of Economics and Commerce collaborated to undertake socio-economic survey of Women Domestic Workers in Kapurthala.

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

The College does not publish any research journals but the Punjabi Department of the College publishes magazine "ARAMBH", which has original articles and other literary writings of students. Faculty members of Punjabi department guide and encourage the students to sharpen their literary writing skills and also give them appreciation awards in annual meet of the 'Punjabi Sahit Society of the College'.

3.4.3 Give details of publications by the faculty and students:

Annexure 3.6 Research Papers Published in Journal/Magazines/Edited Books

Name	Name of Research Paper/Books Published	Name of the Journals/ Magazines	Volume, Place & Year
Dr. Jaswant Singh (History)	Impact of Land Alienation Act on the Lubanas in the Punjab PP. 391-395	Punjab History Conference (42 th Session) Proceedings	ISBN:81-302-0072-9, March 2010, Publication Bureau, Punjabi University, Patiala
	Role of the Banjaras in the Economy of Medieval India PP. 163-166	Punjab History Conference (45 th Session) Proceedings	ISBN:978-81-302-0268-6, March 15-17, 2013, Publication Bureau, Punjabi University, Patiala
	Compositional Change among the Lubanas 1849-1947	Punjab History Conference (46 th Session) Proceedings	ISBN:978-81-302-0320-1, March 14-16, 2014, Publication Bureau, Punjabi University, Patiala
	Role of Military Service for Socio-Economic Change Among the Lubanas	Punjab Partition Revised 2015 Proceedings	ISBN:978-93-84081-12-6, Department of History, Lyallpur Khalsa College for Women, Jalandhar
Dr. Chander Kanta (History)	Moorish Mosque: A Historical Monument in Kapurthala	Punjab History Conference (39 th Session) Proceedings	ISBN:81-302-0146-1 2008, Publication Bureau, Punjabi University, Patiala
	Kapurthala State in World War-II	Punjab History Conference (40 th Session) Proceedings	ISBN:81-302-0192-5 2009, Publication Bureau, Punjabi University, Patiala
	Smadhis and Memorials in Kapurthala State	Punjab History Conference (42 th Session) Proceedings	ISBN:978-81-302-0072-9 2011, Publication Bureau, Punjabi University, Patiala
	Rajkumari Amrit Kaur- An extra Ordinary Freedom Fighter	Women of Punjab in the Freedom Struggle of India	ISBN:978-81-922709-5-1 2012, Department of History, S.D. College for Women, Jalandhar

	Royal Women of Kapurthala and Their Contribution	Punjab History Conference (45 th Session) Proceedings	ISBN:978-81-302-0268-6 2014, Publication Bureau, Punjabi University, Patiala
	Muslim Mosques in Kapurthala City	PRAGTI	ISSN: 2349-6878, 2014 Social Science Department, Hindu Kanya College, Kpt.
	Condition of Muslim Mosques in the Princely State of Kapurthala after the partition of Punjab	Punjab History Conference (46 th Session) Proceedings	ISBN:978-81-302-0320-1 2015, Publication Bureau, Punjabi University, Patiala
Dr. Meena Kumari (Botany)	Chickpea- An Analytical View	Biospectrum	ISBN No. 0973-8023
	Role of Eco-Friendly Fabrics in our life Page No. 841-817	Emerging Trends in Traditional & Tech. Textiles	ISBN No. 978-93-5156-700-4
	Conservation of Wetlands- A case study of Kanjli Wetland Page No. 258-261	Science, Engineering & Technical Innovations	ISBN No. 978-81-929077-10
	Lipid Analysis in Latex of Alstoniascholaris (L) R. Br. Page No. 130-136	Chemistry for a better tomorrow : Current Trends and Challenges	ISBN No. 978-93-82815-09-9
Dr. Monika Khanna Music(I)	Punjab Ke Lok Sangeet Ka Badalata Swaroop	Proceedings of UGC Seminars, Organised by K.C. for Women, Amritsar	ISBN-978-93-81278-53-6 Amritsar (2013)
	All India Radio Jalandhar Ka Sangeet Ke Prachar Evam Prasar Main Yogdaan: Ek Mulyankan	Research link (International Registered and Referred Journal)	ISSUE-125 Vol. XIII(6), ISSN- 0973-1628 (August 2014)
	Sangeet Ke Ksheter Main All India Radio Ka Yogdaan: Punravlokan	Research link (International Registered and Referred Journal)	ISSUE-127 Vol. XIII(8), ISSN-0973-1628 (October 2014)
	Hindustani Shastriya Sangeet Ki Parivardhan Evam Samvardhan Prakriya main All India Radio, Jalandhar Ki Bhumika Ka Vishleshan	Research link (International Registered and Referred Journal)	ISSUER-134 Vol. XIV(3) ISSN- 0973-1628 (May 2015)

Dr. Satvinder Kaur (Eco.)	Determinants of Unit Cost of Higher Education: A study of Univ. Education in Punjab”	The Feduni Journal of Higher Education	August-November 2009, Hyderabad
	Cost Recovery in Univ. Education in Punjab: Trends and Implications	The Feduni Journal of Higher Education	Vol. 6, No. 3, August 3 2011, Hyderabad
	Eco. Reforms and Financing of Univ. Education with special Reference to Punjab	Economic Surge- 2011	Vol. 1, November 2011, Jalandhar
	Education and Economic Development	Social Sector in India- Perspective and Solution (Edited)	2011, Kapurthala
	Inter –Regional Disparities in Industrial Growth in India with Special References to Punjab	Economic Surge- 2014	Vol. 11, March 2014, Jalandhar
	The role of Banks in Industrial Development of Punjab	Economic Surge- 2014	Vol. 11, March 2014, Jalandhar
	Linear Prog. And Business Management	Mathematical ascent	September 2014, Jalandhar
	Private cost of Education- A case study of Govt., Private Aided and Private unaided Institutions	Socialistas Galaxia	Vol. 1, 2015, Jalandhar

Dr. Bikram Singh Virk (Commerce)	Punjab Financial Crisis: Reasons and Remedies	Ed. Book Fiscal Reforms and Sub National Government- Reflections from State Studies	CRRID, Jan 2014
Dr. Tirath Ram Basra (Commerce)	India’s Expert Potential in Education Services	Service Sector- The Next Wave PCMA Conference Proceedings, 2006	Punjab Commerce and Management Association, Ludhiana, 2008
	Underwriting of Public Issues of Equity by Lead Merchant Bankers	PCMA Journal of Business	Vol. 3, No. 1. December 2010, ISSN: 0974-9977, Punjab Commerce and Management Association, Patiala

	Role of Merchant Bankers in the pricing of Public issues of Equity Shares	Global Journal of Accounting & Management	Vol. 2, No. 1. Jan-June, 2011, ISSN: 0976-9366, G.S.S.D.G.S. Khalsa College, Patiala
	FDI in Retail Sector in India: Some Challenges	Proceedings of National Conference on Contemporary Innovative Practices in Management	September, 2012 Hans Raj Mahila Vidyalaya, Jalandhar
Dr. Jaswinder Singh (Commerce)	Short Term External Debt & Financial Volatility- India's monitoring Perceptions	National Conference Proceedings, 2011, INDIA Inc. Challenges Ahead	ISBN No. 978-81-921-7660-4
	Lean Accounting: Transforming Traditional Cost Management System	National Conference Proceedings, 2013, Building Competitiveness in Indian Manufacturing Sector	ISBN No. 978-81-9217660-2-8
Dr. Sukhpal Singh Thind (Punjabi)	Atit atey samkal de dvalley virodh vichoo upjadi kavita	Alochak Akhday ne: Khrawan	ISBN- 817883855-9 Ludhiana, 2011
	Newey jeewan jtharth Da Katha vivek: Apney Apney Kargil	Baldev Singh Dhaliwal da Kahani Birtant	ISBN- 978-93-5017-5514, Chandigarh, 2011
	lthey ve mafey vargi gall bani pawey hai	Gallan Cho Gall	ISBN- 978-938090655-3, Patiala, 2012
	Merey Supney jtharth de bahut Narey San	Gallan Cho Gall	ISBN- 978-935068397-2, Patiala, 2012
	Mnuk de declass hon de jadojehad	Inder Singh Khamosh da Noval: Kafir Masiha	ISBN- 9382804-80-3
	'Heer' Waaris	Punj Aab Prakashan	ISBN:978-93-82413-14-1
	Baldev Singh Dhaliwal di Safarnamakari	Lokgeet Prakashan	ISBN:978-93-5068-172-5
	Punjabi Galap De Aar-Paar	Punj Aab Prakashan	ISBN:978-93-82413-15-8
	Canada: Ik Bag Bhorangi (Travelogue)	Lokgeet Prakashan	P1358-S115

Annexure 3.7 Book Published by the Faculty Members

Name	Title of the Book	Publisher	ISBN No
Mr. Varinder Kumar (Comm)	Information Technology and Business Communication for BHU	Kalyani Publisher, Ludhiana	ISBN No. 978-81-272-5795-8
	Business Communication	Kalyani Publisher, Ludhiana	ISBN No. 81-272-3109-6
	Soft Skills for Business for B.Com.	Kalyani Publisher, Ludhiana	ISBN No. 978-93-272-3257-8
	Soft Skills for BBM	Kalyani Publisher, Ludhiana	ISBN No. 978-93-272-3264-6
	Managerial Communication for MBA	Kalyani Publisher, Ludhiana	ISBN No. 978-81-272-6770-4
	Human Values and Professional Ethics	Kalyani Publisher, Ludhiana	ISBN No. 978-93-272-4630-8
	Communication Skills	Kalyani Publisher, Ludhiana	ISBN No. 978-93-272-2846-5
	Business Communication BBA, Jammu University	Kalyani Publisher, Ludhiana	ISBN No.93-272-4377-2
	Business Communication: GNDU	Kalyani Publisher, Ludhiana	ISBN No. 93-272-3202-8
	Contemporary Issues in Business	Kalyani Publisher, Ludhiana	ISBN No. 93-272-3796-2
Dr. Jaswant Singh (History)	Sant Prem Singh ji Murala: Ik Vilakshan Shakshiat (1882-1950)	Kos Geet Prakashan, Chandigarh, 2010	ISBN- 978-93-5017-042-7,
	The Lubanas of the Punjab- Socio-Economic and Political Change	Writers Choice, New Delhi, 2013	ISBN- 978-93-840-81-09-6,
Dr. Satvinder Kaur (Econmics)	International Economics and Public Finance	Modern Publishers, Jalandhar City, 2013	ISBN- 978-93-839-07-47-2

3.4.4 Provide details (if any) of research awards received by the faculty:

The faculty and Principal of the Institute have received the following awards:

1. Madam Principal Meena Malhotra is recipients of:
 - Award of Honour by Nehru Yuva Kendra, Kapurthala
 - Award of Honour by SSP, Kapurthala
 - Award of Honour by Dist. Administration for drive against Female Foeticide
2. Prof. Captain Dr. Jaswant Singh was recipient :
 - Appreciation award from 21 Punjab Battalion NCC on 03-11-2012.
 - Appreciation award by Group Commander NCC, Jalandhar in 2012.
3. Prof. Prabhjot Singh, Deptt. of Physics was recipient award of:
 - Best teacher Award by CT Educational Society, Jalandhar.
 - Award of Honour by Red Cross Society, Kapurthala.
4. Prof. B.S. Virk, Deptt. Of Commerce was recipient of :
 - Best Teacher Award by CT Educational Society, Jalandhar.
 - Commendation Certificate by Govt. of Punjab (Deptt. Of Education) for being member of education Policy Core Committee to draft the Education Policy-Vision 2025.
5. Dr. Monika Khanna, Deptt. Of Music (instrumental) was recipient of:
 - Best Research Paper Award by Research Link National Registered Journal of Higher Education, Indore.
6. Prof. Sarbjit Singh Dhir, Deptt. of Mathematics is recipient of
 - Award of Honour on Voluntary Blood Donors Day by Civil Hospital Blood Bank, Kapurthala.
 - Award of Honour by Nehru Yuva Kender, Kapurthala for extending community services.
 - Award of Honour by Indian Red Cross Society, Kapurthala
 - Award of Honour by Lions Club Kapurthala and other NGOs of Kapurthala.

3.5 Consultancy

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

Institute industry interface is facilitated for the Commerce students through visits to banks and insurance companies for their project reports as per the curriculum. This provides an exposure to the students in financial sector.

Students from Science department visit Pushpa Gujral Science City, Horticulture department and Practical Labs of other institutes for the purpose of interaction and employability.

Students from Home Science department get practical training for stitching, tie & dye, block-printing, flower arrangement, rangoli etc. these students are 'Earning while learning and enhance gaining experience to be established as professionals in their field. Arrangements were made for the visit of students to the 'Hand Operated Looms' at Mansoorwal Dona, District Kapurthala.

Students from the Botany department visited Jagatjit Distillery, Hamira, in District Kapurthala. Their visit to Mushroom Cultivation and Vermi Compost Ventures were also initiated.

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

The Institution is privileged to have competent faculty to provide consultancy services, but being Govt. Institution we can't engage ourselves in independent formal consultancy services. However, faculty members provide counselling to the students at the time of admissions and in the class-rooms. The Career Counselling and Guidance Cell provides platform to the students to interact with experts from outside as well as our own faculty also.

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

The faculty members are encouraged to utilize their expertise for consultancy in the following manner:

- Faculty members are appointed by University as paper setters.
- Faculty members are appointed by Punjab Government as subject experts for evaluation of answer books of PCS examination.
- Members of the faculty frequently visit other Institutions as Resource Persons in their areas of specialization.
- Members of faculty are also appointed as subject experts by Higher Education Department for selection of suitable candidates in other Institutions of higher education.
- Good number of faculty members act as judges for various competitions at College and University levels.
- College Principal Mrs. Meena Malhotra is deputed as member, Sports Committee

(W) of GNDU, Amritsar.

- Faculty members from Physical Education Department of the College act as member of Sports Selection Committee of GNDU, Amritsar.
- Faculty members are invited to participate in Panel Discussion and Talks in All India Radio and Jalandhar Doordarshan.

Faculty members are also members and honorary office bearers of various clubs, societies and associations at local, national and international level.

A list of the same is given below:

1. Madam Principal is member of
 - ❖ Community Policing Resource Centre (CPRC), Distt. Kapurthala.
 - ❖ Advisory Committee, Guru Nanak District Library, Kapurthala.
 - ❖ District Red Cross Society, Kapurthala
 - ❖ Nodal Officer, District Kapurthala, for consultations on New Education Policy(National Level).
2. Dr. Jaswinder Singh, Associate Prof. in Commerce, is nodal officer as sanctioning authority of scholarships for SCs and BCs for 26 Colleges of district, Kapurthala.
3. Dr. Baljit Kaur, Associate Prof. in Chemistry was member of
 - ❖ Faculty of sciences of Guru Nanak Dev University, Amritsar for the period 1.07.2008 to 30.06.2010.
 - ❖ Board of studies of Chemistry, Guru Nanak Dev University, Amritsar for the term 2010 to 2012.
4. Dr. Chanderkanta, Associate Prof. in History was member of faculty of Social Sciences, Guru Nanak Dev University, Amritsar for the term 2010 to 2012.
5. Dr Meena Kumari, Associate Prof. in Biology, is member of
 - ❖ Punjab Academy of Science
 - ❖ Indian Society of Plant Physiology
 - ❖ Indian Association of Biology Teachers (Colleges)

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

Career Guidance and Counselling Cell of the College organizes different consultancy services in collaboration with different agencies and Institutions. The students get an opportunity to interact with experts from different fields and are enlightened through their expertise.

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

Our Institution being a Govt. undertaking, consultancy services are provided on honorary basis. Other self-generated resources are added to PTA and SFS Fund which are utilized for:

- Infrastructural development
- Salaries of Guest Faculty
- Disbursement to temporary Lab & Library attendants and Office Staff
- Financing co- curricular, cultural and welfare activities of students

3.6 Extension Activities and Institutional social Responsibility (ISR)

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

Students engaged in Institution-Community network is an important aspect of the Institution. The students are encouraged and motivated to participate in community service activities like **NSS(Girls and Boys wing), NCC(Girls & Boys unit), Red Ribbon Club, Participation in District Level Literacy Drive, Red Cross and Youth Club**

- One day and seven days' Camps are organized by **NSS Units** of the College. During these camps lectures are delivered on important issues like health and hygiene, cleanliness, traffic rules, rights of women etc. NSS units undertake activities that create social awareness and generate a sense of responsibility among the students. The volunteers adopt nearby village and work tirelessly for the betterment and upliftment of its people. Drug de-addiction initiatives are also taken by NSS wing.
- **NCC** cadets attend camps organized by their respective Directorates. They also undertake training which makes them disciplined and self-reliant.
- **NSS Units & Red Cross Unit**, in collaboration with the Civil Hospital and District Red Cross Society, organizes Blood Donation Camps. Various seminars on social evils are also organized.
- The collective **participation** of the student and faculty members is reflected in activities like tree plantation, water conservation and other environment sustenance programmes.

- **District Legal Literary Drive** carried out by the Institution for awareness and knowledge about rights and responsibilities among the students, particularly regarding rights of women.
- **Red Cross Society with the help of Red Ribbon Club** organizes AIDS awareness camps for the students.
- After the College hours, the young sports enthusiasts from the community engage themselves in outdoor sports activities like Basketball and Cricket etc. on the College grounds.
- In addition to the above, the College as an effort to promote social responsibility has formed the following Committees, which are functional to redress the grievances, are given below:
 - Mahila Shikayat Niwaran Committee
 - Anti-Ragging Committee
 - Grievance and Redressal Cell

Visits and Excursions

Different departments like Commerce, History, Philosophy, Home Science, Economics and Science departments undertake **educational visits and activities** that promote holistic development of students. The following is a list of excursions:

- Students of Botany and Zoology departments went for Educational tour to Science City, Kapurthala.
- Department of Commerce arranged educational excursions for their students to Sri Anandpur Sahib, Naina Devi, Chintpurni and Jawala Ji.
- NSS organized visit to Chhat Bir, Chandigarh., Visit to Seechewal village, where Baba Balbir Singh ji Seechewal (eco-activist) has taken initiative to spearhead an anti-pollution campaign, Visit to Harike WetLand which is also known as Hari-ke-Pattan.
- Department of Philosophy and Economics organized separate visits to Pushpa Gujral Science City, Kapurthala, Wonderland and Rangla Punjab, Jalandhar.

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

Our Institution is committed to make our students aware of their social responsibilities and continuous efforts are made to groom them to become responsible citizens. The students are enrolled as volunteers for two NSS units in the College to carry out community servicing programme. Students are also enrolled as cadets for two wings of NCC. Faculty members as

NSS Programme Officers and NCC Officers supervise the involvement of students who undertake activities like training, attending camps, social service and Institution community interaction. Student involvement in these activities is highlighted in Annual Report, College Prospectus and Newspapers.

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

The College regularly solicits feedback from its stakeholders to improve quality of education and standard of services. The College provides different platforms to seek feedback of its various stakeholders.

Students:

The students of the College are its greatest asset, so their opinions and needs are highly valued.

*Students communicate their problems to their respective Teachers.

* Students are free to approach the Principal during working hours without prior appointment to convey their grievance/feedback.

*The College administration holds separate meetings with meritorious and academically weak students during the academic session to improve learning outcomes of the students..

Parents:

- The Parents of any student are free to meet the teachers and the Principal on all working days to convey their suggestions or complaints.
- The Parents are also members of PTA, an Executive Body of the College.
- The feedback and opinion of parents is taken into consideration while chalking out programs such as infrastructural development of the College, student support initiatives and co-curricular activities in the College.

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

The Institution plans and organizes the extension and outreach programmes to sensitize the students towards societal needs and their social responsibilities with the help of NSS units, NCC wings, Red Cross Society, Youth Club and subject societies. Some of the extension activities undertaken in the previous years are mentioned below:

1. Activities of NSS:

NSS units of the College work throughout the year and carry out extension and outreach programmes with the zeal of social service. The NSS volunteers extend their services in collaboration with Civil Hospital, Kapurthala for carrying out various programmes like Aids Awareness, Pulse Polio Drive and Blood Donation etc. These volunteers also work for the upliftment of neighboring villages.

- NSS volunteers participated in Seven (Ten days) days camps and five (One day) camps on annual basis.
- Special lectures were organized for NSS volunteers regarding Road Safety Rules, Fire Safety, Environment Preservation and HIV/ AIDS Awareness.
- NSS Wings celebrates Van Mahatotsav by planting trees in the campus and outside at various places in Kapurthala.
- NSS Wings organized consumer awareness camp at Sidhwan Dona in 2010-2011.
- NSS Volunteers visited Old Age Home at Jalandhar during 2010-2011.
- Volunteers visited Home for Mentally Challenged Children and Dr. BR Ambedkar Bhawan for cleanliness drive.
- Two days workshops, in collaboration with Civil Hospital Kapurthala on Awareness and Prevention Against Drug Addiction, were organized for NSS volunteers.
- Special lectures on Agricultural subsidiary occupation like Poultry farming and Bee keeping were organized for the students.
- Tours and excursions of NSS volunteers to Virast-E-Khalsa Anandpur Sahib, Chhat Bir, Harike Pattan Wetland, Seechewal village during the last few years.
- Blood Donation Camps are organized on annual basis.
- Anti Tobacco Day is also observed on annual basis.

2. Activities of NCC:

- NCC Cadets attended Training Camps, Basic Leadership Camps and Shooting Camps on annual basis.
- 20 NCC Cadets qualified for NCC 'B' and 'C' certificates
- NCC Cadet Anil s/o Sh. Jang Bahadur represented the College in NCC camp in Common Wealth Games in New Delhi for the period 27-09-2010 to 17-10-2010.

- NCC Cadet Subhash s/o Sh. Baij Nath attended National Level Infantry Camp at Delhi from 02-09-2011 to 13-09-2011.
- NCC Cadet Harleen Kaur attended Republic Day Parade Camp from 01-01-2013 to 29-01-2013.
- NCC Cadet Gurcharan Singh represented Punjab State Mavlansai Shooting Championship in 2012.
- NCC Cadet Amandeep Kaur D/o Sh. Charanjiv Lal attended National Infantry Camp at New Delhi from 27-09-2013 to 08-10-2013.
- 2 NCC Cadets represented the College in Mountaineering course camp in Kashmir from 01-08-2013 to 26-08-2013.

3. Activities of Red Cross:

- Blood Donation Camps are organized on annual basis with the help of NSS units and blood bank civil hospital Kapurthala.
- Special lectures were organized with the help of Punjab State AIDS Control Society and District Chief TB Officers.
- Special lectures were organized on first AID (Dr. Aman Kapila) and HIV AIDS awareness (Dr. Arshpreet Kaur).
- Visit of Red Ribbon Van for TB and HIV/AIDS awareness among students in the campus.
- Student volunteers of Red Cross Society participate in Bhai Kanahiya Ji Divas on annual basis.
- The society also disburses financial support to the economically weak students.

4. Students of Economics and English department visited Unique Home, Jalandhar (Home for abandoned girls) and contributed to their fund. The students volunteered their services for counseling of inmates of Unique Home.

5. Number of faculty members extended financial help to students from down trodden sections of society. A number of girl students have been provided with financial help to pursue their B.Ed. and M.Ed. degrees from other Institutions of Higher Education. These efforts have resulted in women empowerment as these students are getting placements in educational Institutions.

3.6.5 How does the Institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The students are encouraged to become members of units of NSS, NCC, Red Cross Society and Youth Club. Every Year, optimum number of students are enrolled and motivated to participate in camps and other extension activities.

Participation of students and faculty members in these activities is facilitated by the Institution through provision of duty leave and travelling allowances. The faculty members help these students in case they miss their regular classes and are provided with opportunities to take special tests if they miss their house examination

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

The Institution is very much committed towards the cause of social justice and engages in initiatives for the betterment of under-privileged strata of society. Some of the initiatives in this regard are:

- ❖ The students of Economics department have carried out socio-economic surveys to sensitize the students towards workers performing menial jobs like domestic women workers, street vendors, rickshaw pullers etc.
- ❖ The students are sensitized about social evils like female foeticide, violence against women and other social evils affecting the social fabric with the help of Community Policing Centre, District Legal Literacy Club etc.
- ❖ Students extend their services for carrying out Pulse Polio Drive and Vote Awareness Campaign.
- ❖ NSS units organize visits to Home for Mentally Challenged Children to sensitize the volunteers towards the plight of inmates of this place.
- ❖ These faculty members extend financial assistance to students from economically deprived sections of society. They are provided with books and other necessary requisites.
- ❖ Physically challenged students are also granted concessions and provided with physical support by the students and faculty members.

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

Participation of students in extension activities complements students' academic learning experience as they are enlightened about issues and problems confronting their society and fellow beings.

- ❖ Visits of students to home for Mentally Challenged Children, Unique Home (Place for Abandoned Girl Child) and Kusht Asharm etc, help them to understand the problems and needs of inmates of these places. They develop empathy and sympathy towards abandoned and disabled people.
- ❖ While carrying out socio-economic surveys, students interact with different strata of community which enables them to improve their social skills and etiquettes.
- ❖ Student participation in social campaigns like Voter Awareness and Pulse Polio Drive help them to become aware and enlightened citizens of the country.

Thus student participation in extension activities helps in holistic development of students' personality and equips them with confidence to face challenges of life.

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

Community Institutions networking are promoted with the help of following activities:

- ❖ NSS volunteers adopt nearby villages for the upliftment of community.
- ❖ Career counseling and guidance cell invites experts to interact with students of the College and share their work experiences with them.
- ❖ Blood Donation Camps are organized with the help of Civil Hospital, Kapurthala and Red Cross Society.
- ❖ District Civil and Police Administration organize programmes in College Jubilee Hall to sensitize students against drug addiction, gender disparity and other issues concerning society.

This interaction of the students with police and civil administration is a very useful exercise to impart basic values which can easily be carried to community at large.

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

- ❖ Various outreach and extension activities are carried out in collaboration with local administration, Civil Hospital Blood Bank, Kapurthala and Indian Red Cross Society, Kapurthala Branch etc.
- ❖ NSS volunteers interact with the residents of adopted villages and work for their upliftment.

- ❖ Faculty members of the College are also members of local clubs, NGOs and societies which provide them with suitable platform to extend their services for various outreach programmes for the welfare of society.
- ❖ Faculty members also impart their services as resource persons for extension programmes of clubs and societies like Bharat Jagran March, Nehru Yuva Kendra etc.

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

The services of the College extended towards community have been recognized by District Administration and other organizations. For evidence kindly refer to **3.4.4** .

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

Our College interacts with the following institutes:

1. Guru Nanak Dev University, Amritsar
2. Pushpa Gujral Science City, Kapurthala
3. Horticulture Department, Kapurthala
4. Hans Raj Mahila Maha Vidyalaya, Jalandhar
5. Sardar Swaran Singh National Institute for Renewable Energy, Kapurthala

The College students get the opportunity to visit these Institutions. Moreover, faculty members of different universities of Punjab are also invited to deliver extension lectures and their interaction with the teachers and students of the College is facilitated.

However, the affiliating University i.e. Guru Nanak Dev University, Amritsar doesn't recognize the research centers in the affiliated Colleges. But a good number of teachers collaborate with the researchers of universities and Institutions of higher education at individual level which has resulted in collaborative research.

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

No formal MoU has been signed by the College with any other Institution or industry. But efforts are made for interactions with other institutes to provide exposure to students and faculty members. However, the Institution develops linkages with various organizations for the benefit of students and community at large.

- College partners with district administration for various programmes related to Traffic Rules Awareness, Legal Literacy, Voter Awareness, Drug de Addiction and Female Foeticides etc.
- The students and faculty members of the College actively participate in the programmes of AIDS Awareness and Polio Vaccination in collaboration with Civil Hospital, Kapurthala.
- NSS units adopt nearby villages and collaborate with panchayat for carrying out various community services.
- The Principal of our College is on the Advisory Committee of Community Police Resorce Centre, Guru Nanak District Library and District Red Cross Society, Kapurthala. The College cooperates with the administration in all its outreach programmes.
- Blood donation camps are organized in the College in collaboration with Civil Hospital, Kapurthala to save precious human lives.
- The College successfully conducted the Training Programme in Tourism Awareness for the students. This programme was conducted in collaboration with Punjab Heritage and Tourism Promotion Board and UN World Tourism Organization during Oct-Nov 2012.
- Our college hosted Zonal Youth Festival (Zone-D) of Guru Nanak Dev University. Hosting of this event provided quality exposure to students of the college towards cultural events. The College faculty exhibited their Organizational and Management skills during the conduct of this event on Oct. 2013.
- Experienced faculty members viz. Dr. Tirath Basra (Commerce), Prof. Prabhjot Singh (Physics) and Dr. Satvinder Kaur (Economics) are subject experts in Punjab Edusat Society. These faculty members along with other resource persons prepare the schedule for delivery and telecast of lectures as per the University syllabi.

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

Interaction with reputed institutions and corporate entitied, etc. has helped in the academic growth of the staffs and students. The following programmes were conducted successfully in collaboration with training partners of Punjab Government

P-STEP (Punjab Skilled Training for Employment Potential) was initiated by the Punjab government in collaboration with Infosys and training partners I.L and F.S to develop communication skills of students of College. In this cost free programme, IT communication and skill enhancement training was given to create a bridge between academia and the industry.

Edu-sat: Education through satellite is provided free of cost to the students in collaboration with the government of Punjab.

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

Please refer to 3.1.6

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

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

Our Institution is making the following efforts :

- **Curriculum Enrichment:** Student centric teaching methods in the classrooms and consistent efforts for the conduct of practical in case of lab based courses are aimed at curriculum enrichment.
- **Faculty Exchange and Professional Development:** There is no formal arrangement for faculty exchange in our Institution. But faculty members are facilitated to extend their services towards other Institutions on honorary basis. Faculty members from department of Economics, Commerce and Science visit these Institutions to deliver

special lectures. At the same time, faculty members from other Institutions of higher education are invited to deliver extension lectures in our College.

- **Consultancy:** College Principal and faculty members visit other Institutions to extend their consultancy services. District administration also seeks consultancy services from our faculty while carrying out various programmes concerning the society at large. Faculty members work as master trainers for conduct of elections at local/state/central level. They also provide their services for carrying out programmes against social evils like violence against women, female foeticide, drug addiction etc.
- **Extension:** Our students are sensitized towards societal needs and hence undertake extension activities like blood donation, pulse polio drive, voter awareness and tree plantation etc. These activities are performed under the able supervision of dedicated faculty members who work tirelessly for the welfare of community at large.
- **Publication:** Faculty members of our College have a good number of publications to their credit. The Tribune, Punjabi Tribune and Ajit newspapers have published many research articles of Prof. B.S. Virk of Commerce Department. Research papers of faculty members of Economics, Punjabi, History, Commerce and Science have been published in Journals of other Institutions at regional and national level.
- **Placement**
 - ❖ Post graduate students of our College have got placement as assistant professors in English, Commerce and Economics in various Institutions of Higher Education.
 - ❖ Students of Computer Science, Commerce and Economics get placements in Banking and Financial Institutions.
 - ❖ Our students also qualify various competitive examinations for placements in Police Force, Armed Forces and Civil Administration.
- **Introduction of new courses:**

We plan to introduce new courses like Diploma in Accountancy, PG in Punjabi and Music.

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

The Institution has not entered into any formal linkages/ collaborations with other organizations. However, a good number of extension activities are performed by staff and students of our College in collaboration with district civil and police administration, Civil Hospital, Indian Red Cross Society, Kapurthala. The College also collaborates with District Employment Office and organizes seminars on employment prospectus and self-employment opportunities.

CRITERION-IV : INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitates learning?

Ours' being a government Institution, the policy for creation and enhancement of infrastructure to facilitate effective teaching and learning is based on the availability of the grants. The effective implementation is carried out through a well chalked out plan according to the needs of the students.

4.1.2 Detail of the facilities available for

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

b) Extra -curricular activities- sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, Cultural activities, public speaking, communication skills and development, health and hygiene etc.

The Facilities available for these are as under

- Curricular and Co-curricular activities.

Class Rooms/ Tutorial Spaces	28
Lecture theaters	02
Smart Classrooms	04
Extra Large Class Rooms with Fixture & seating capacity above 120	03
Laboratories	Physics Labs
	Chemistry Labs
	Biology and Zoology Labs
	Geography Lab
	Home Science Lab
	Computer Labs

	Music Labs (Vocal and Instrumental)
	English Speaking Lab
Facilities/ Equipment for teaching	Overhead Projectors
	LCD/Multimedia Projectors
	Xerox Machines
	T.Vs
	VCRs
	Audio Players
	LAN Network
	Wi Fi Internet Facility
Learning and Research	Well equipped Library
Technology Enabled Learning	Multi Media Labs
	Smart Classrooms
	Language Lab
	Edusat Lab
Botanical Garden	Herbal Garden
	Rare Trees
Seminar Hall	Multimedia Rooms
	Conference Room
Others	Jubilee Hall for bigger functions
	Music Rooms
	Multimedia Lab

• **Extra- Curricular activities**

Sports, Outdoor and Indoor games	400 m track
	Kho Kho Ground
	Volley Ball ground

	Basketball ground
	Badminton court
	Lawn Tennis court
	Gym Hall
	Cricket Ground
	Store for sports equipment
	Water Facility in Play ground
	Changing rooms
Public Speaking/ Cultural Activities	Jubilee Hall
	Conference Room
	Bigger Classrooms with capacity of 120
Communication Skills	Language Lab
Health and Hygiene	Gymnasium
	A qualified doctor visits the College regularly
NCC	Two units of NCC
NSS	Two units of NSS

4.1.3 How does the Institution ensure that the 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 (Enclosed the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

In accordance with the increase in the number of students and the introduction of new courses, the infrastructural facilities in terms of new classrooms and technical upgradation are undertaken from time to time. During the last four years following facilities have been augmented in the College.

Year	Facilities Developed/ Augmented	Amount Spent	Source of Funds
Building			
2010-11	<ul style="list-style-type: none"> Construction of Veranda of Economics Department & flooring 	2,30,704/-	PTA & SFS
2011-12	<ul style="list-style-type: none"> Construction of Bio Lab 	2,65,000/-	Govt. Funds
	<ul style="list-style-type: none"> Construction of Computer Labs 	2,65,000/-	Govt. Funds
	<ul style="list-style-type: none"> Construction of Gym Construction of Changing Rooms Construction of Physical Education Store 	6,50,000/-	4 lacs out of MPLAD Funds and 2,50,000/- from PTA
2012-13	NIL		
2013-14	<ul style="list-style-type: none"> Construction of New Road linking the new block Linking New Block from Back Side 	1,30,000/-	PTA Funds
2014-15	<ul style="list-style-type: none"> Construction of 4 New Classrooms in New Commerce Block. Construction of Water Tank in the College. Construction of Girls Common room Construction of Girls Washrooms Construction of Boys Washrooms Roof Changed of Room No 8 Inter-locking tiles in U Block 	1,00,00,000/-	Punjab Government

	<ul style="list-style-type: none"> • Changing Roofs of Chemistry Block • Flooring of Veranda of U Block with Kota Stone • Flooring of office and teachers rooms with vitrified tiles 		
2014-15	<ul style="list-style-type: none"> • Chemistry labs modernization • Interior Putti of Commerce Block, Conference Room • Refurbishing Girls Common room 	1,55,000/- 75,000/- 45,000/-	PTA PTA PTA
Furniture			
2010-11	Examination tables and chairs	1,29,662/-	PTA/UGC
2011-12	Dual Benches for New Academic Block	1,07,802/-	PTA
2012-13	Furniture	2,040	PTA
2013-14	New Benches	87,491	PTA
2014-15	<ul style="list-style-type: none"> • 176 Dual Benches (Godrej) for New Commerce Block and other rooms • Almirahs, Tables, Chairs for Various Departments • Table and Chairs for Conference Room 	10,76,000/- 85,000/-	RUSA Grant PTA
Equipment			
2010-11	Lab equipments, almirah, projector	4,29,267/-	UGC
	UPS, Laser Printer, Photo Copier	1,59,256	UGC
2011-12	Library Almirah	13,000/-	UGC Grant
2012-13	Refrigerator for Home Science	16,800/-	UGC Grant

	Harmonium for Music deptt.	37,124/-	UGC Grant
	Other Equipment	1,97,554/-	PTA funds
2013-14	Lab Equipment	2,57,897/-	UGC Grant
	Library Almirahs	19,500/-	UGC Grant
	Other Equipment	2,00,000/-	PTA funds
2014-15	LCD Projectors 3	75,000/-	UGC Grant
	Printer, Computer, Computer Table	42,872/-	
	Steel Almirah for Library	26,000/-	
Computers			
2010-11	Laptop	25800/-	PTA
	Air Conditioner	32600/-	PTA
2011-12	10 Computers & other Hardware & Software	6,00,000/-	SFS
2012-13	7 Computers and other hardware and Software	4,50,000/-	SFS
2013-14	6 Computers, 1 laptop, 2 projectors	3,75,000/-	SFS
2014-15	Laptop for office	45,300/-	PTA
	Laptop for Principal office	47,800/-	SFS (PTA)
Books			
2010-11	Books for library	1,72,188	UGC
2011-12	Books for library	73,592/-	UGC Grant XIth Plan
	Newspapers	10,120/-	
2012-13	Books for library	9,730/-	CIIL, Mysore
	Newspapers and magazines	12,600/-	
2013-14	Books for library	75,940/-	UGC Grant
	Newspapers and magazines	14,291/-	
2014-15	Books for Library	3,53,045/-	UGC Grant & CIIL

	Journals and Periodicals	21,810/-	
	News papers and magazines	14,333/-	

Thus, the infrastructure is upgraded and renovated from time to time in order to meet the demands of the students and in accordance with the introduction of new courses. Throughout the day, the time table is strictly followed and the infrastructure is put to use. The labs are also optimally used as under:

- The Jubilee Hall and the conference room are used for extra-curricular activities, seminars, workshops and conferences.
- NCC Camps are organized in the College campus during the vacations for training and extension programmes.
- Our future plans include the following proposals:
 - Maintenance of the College building
 - Renovation of parking area for students and plantation of trees over there.
 - Plantation of trees for greening the campus.
 - Erecting eco-friendly green sheds for the staff parking
 - Construction of an auditorium equipped with the latest facilities.

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

The ramps have been constructed in various blocks for the use of differently abled students in addition to the available stairs.

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

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

The College does not have residential facility in the form of hostel, therefore all the above mentioned facilities are not there. However, the College has its own fully furnished Principal's official residence just adjacent to the College campus. Furthermore, the security is there for College campus and Principal residence round the clock. The recreational facility for the students in terms of gymnasium, internet facility, library facility, common room are available to the students during the College hours.

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

The College has a separate room in the campus, where the doctor comes each day for two hours to check the students. In case of emergency the College can call the doctor any time for medical care. The College has tie up with the Civil Hospital for ambulatory care and the hospital is just 500 meters away from the College, a walking distance.

The students use the College gymnasium for physical fitness in their free time and those opting physical education as a subject play various games in the College grounds as a part of their practical training.

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.

The Detail of these facilities in the College are as under:

S. No	Special Units	Spaces
1.	IQAC/ NAAC	Room No 18, Ground Floor
2.	Grievance Redressal Cell	Ground Floor
3.	Mahila Shikayat Nivaran Committee	Ground Floor
4.	Career Counseling and Guidance cell	Ground Floor
5.	Health Centre, Red Cross, First Aid	Ground Floor
6.	Canteen cum Student Center	Ground Floor
7.	Anti- Ragging Committee	Ground Floor
8.	Safe Drinking Water Facility	At Canteen and Near office
9.	Jubilee Hall cum Auditorium	Ground floor

4.2 Library as Learning Resource

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

Yes, the library has an advisory committee

Composition of Library Advisory Committee

Convenor	Ms. Sadhna (Librarian)
Members	Dr. Bikram Singh Virk Dr. Satvinder Kaur Dr. Tirath Ram Basra Mr. Sarabjit Singh Dhir

Book Bank

Arts	Dr. Chander Kanta
Commerce	Dr. Tirath Ram Basra
Science	Mr. Prabhjot Singh

The library committee is formed in the beginning of the year and the meetings are held regularly after every three months

Initiatives taken by the Library Advisory Committee and Implementation of its decisions are as follows:

- Procurement of library resources.
- A reading room furnished with tables, chairs has been established for the girls.
- A special periodical section has also been created in the library.
- A book bank is functioning in the College library which provides books to under privileged students. It is managed by a committee of teachers and library staff.
- Special help is rendered to students preparing for competitive exams.
- Copies of syllabi prescribed by University are available to staff and students for ready reference.
- Special facilities are extended to students preparing for competitive exams.
- Facilities regarding the latest acquisitions, current awareness services, internet facility etc are extended to the students.
- Organizing book exhibitions.
- Creation of user friendly environment.
- Committee also monitors the staff and students' visitor register.

4.2.2 Details of the library Area

Total Area of the Library	5,000 sq ft.
Total Seating Capacity	85
Working Hours	
On working days	9 A.M. to 4 P.M.
On holidays	Library remains closed
Before examination days	9 A.M. to 4 P.M.
During examination days	9 A.M. to 4 P.M.
During vacations	9 A.M. to 2.30 P.M.

Layout of the library

- Separate reading Halls for Boys and Girls
- Reference Journals and Periodical sections

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 book, journals and e-resources during the last four years.

At present the library is having a total number of 47,138 books. The library has subscribed 17 journals, 18 magazines and 14 current newspapers. The teachers recommend books and journals for the library related to their respective subjects from time to time and the librarian gives the order for purchase of the same after obtaining sanction from the Principal.

The detail of the books, journals and magazines purchased during the last four years are given below

Library Holdings	2010-11		2011-12		2012-13		2013-14	
	Year-1		Year-2		Year-3		Year-4	
	No	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text & Reference Books	776	1,72,188/-	480	73,592/-	55	9,730/-	313	88,224/-

Library Holdings	2010-11		2011-12		2012-13		2013-14	
	Year-1		Year-2		Year-3		Year-4	
			Number	Total Cost	Number	Total Cost	Number	Total Cost
Journals & Periodicals	NA		NA		NA		NA	
Newspapers & Magazines	41	12,427/-	40	10,120/-	40	12,600/-	32	14,291/-

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

- ICT and Other Tools:
- OPAC- It is not available with the College library
- Electronic Resource management Package for e-journals: Nil
- Federated Searching Tools to search articles in multiple database : No
- Library Website : No
- In-house/remote access to e-publications : No
- Library Automation : Yes, it is under process.
- Total number of computers for Public Access : Nil
- Internet Band width/speed : Dreamnet with 2 mbps speed
- Institutional Repository : Not for any particulars type of collection
- Content management system for e-learning : No
- Participation in Resource sharing networks/consortia (like inflibnet)- Yet to be initiated.

4.2.5 Provide the details of the following

- Average number of walk-ins : 160
- Average number of books issues/ returned : 40 to 50 daily
- Ratio of Library books to students enrolled : 23:1
- Average number of books added during the last four years
 - 2010-11 776
 - 2011-12 480
 - 2012-13 55
 - 2013-14 313

- Average number of login to OPAC : Nil
- Average number of login to e-resources: Nil
- Average number of e-resources downloaded/printed : Available in the computer lab.
- Number of information literacy trainings organized: Orientation programmes are organized for the new students at the beginning of each session.
- Details of weeding out of books and other materials: Text books out of syllabus/or over a period of five years are weeded out by the sanction of DPI (C) and other material by Auction with the permission of the Principal. The newspapers are auctioned after one year.

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

Specialized services provided by the Library are as follows:

- Manuscript: No
- Reference: Yes, on demand.
- Reprography: Yes, on permission from the College Principal.
- Information Deployment and Notification: Yes, regarding new arrivals, job opportunities, change in syllabus, old question paper patterns, news clippings etc.
- User Orientation and Awareness: Yes, to the new students through orientation classes by creating awareness for library collection, library resources, library rules and library facilities

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

Support provided to students:

- Specific days are assigned to each UG classes in the week for lending and accessing of books; PG classes are extended this facility on all working days.
- Provides information about the dates of competitive exams and career opportunities through Employment News and by displaying pamphlets on the library Notice Board.
- The library is kept open as per College hours and students are given the facility to issue/return Text Books/Subject Books; access reference books; Newspapers and Periodicals/ Journals etc.

- Information regarding new arrivals in the library.

Support provided to teachers:

- Open access facility to all the sections of the Library.
- Reference and referral service.
- Information regarding change in syllabus, facility to access old syllabus and gazettes etc.
- Information regarding new arrivals in the library.

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

- Library building has a ramp built for students with different abilities.
- Library staff extends all cooperation in searching the library resources and helps them by getting the books issued on priority basis.

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

Feedback from the users:

- Feedback is collected through the suggestion box and through personal interaction sessions of the library committee with the students on regular basis.
- Improvements are made by analysing the feedback.
- Formal/informal departmental meetings are held to handle the suggestions.
- Matters dealing financial or major infrastructural changes or procurement of knowledge resources are done through meetings with the Library Committee and the Principal.

IT INFRASTRUCTURE

4.3.1 Give details on the computer facility available (hardware and software) at the Institution

○ Number of computers with configuration

At present the College has 65 computers and 7 laptops in various departments, labs and office, all being Pentium-4, dual core or other higher configuration, adequate for the current University curriculum. The number of computers and laptops with various departments is as under:

- Computer Department : 45
- Administrative office : 07
- Science Department : 03
- Physical Education : 01
- Geography : 01
- Career Counseling Cell : 04
- Home Science : 01
- Library : 01
- Bursar : 01
- UGC In charge : 01

New additions are made every year as per the requirements of the departments and availability of funds/ grants

- Total laptops in the College : 07
 - Multimedia labs : 02
 - Mathematics : 01
 - Science Department : 01
 - Computer Department : 02
 - Commerce Department : 01
- Computer Student Ratio : 1:5
(Computer Department)
- LAN Facility
 - Switch based star topology is installed in all the two labs of computer department
 - LAN networking of the campus is proposed.
 - The whole College is wi-fi and wi-fi masts are installed at various locations.
- **Licensed Software**
 - Anti-virus : Computer Department, office and library
 - Operating System : Computer Department and office.

- **No of nodes/computers with internet facility**
 - Computer Department
 - Total computers with internet : 20 nodes
 - Bandwidth : 2 Mbps
 - Connection type and Service Provider : Broadband, Dream net
- **Administrative Office and Library**
 - Total computers with internet : 10
 - Bandwidth : 2 MBPS
 - Connection type and Service Provider :Broadband, Dream net
- **Others**
 - Four smart classrooms fitted with LCD projectors and other equipment.
 - Printers, Multi Function Devices installed in administrative office and various departments.
 - Computer Department equipped with two units of 10 KVA Online UPS Systems of Emerson make.
 - One 6 KVA Online Emerson UPS for Administrative Office.
 - 1 KVA Online UPS for backup for smart boards and projectors for uninterrupted classroom teaching.
 - 2 Standalone projectors and 3 multi-media projectors acquired by the commerce department on their own.

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

The campus has wi-fi facility in it, which is available to the faculty. The students can also avail the internet facility in computer lab subject to the availability of computers.

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

College works continuously for up-gradation of its IT resources. Towards this end, the College proposes:

1. Wi-Fi Connectivity of all the departments
2. Online admission from session 2015-16 onwards.
3. Additional procurement of computer systems to improve computer student ratio.

4. Extension of computer department.

5. Setting up the Computer Centre.

4.3.4 Provide details on provision made in the annual budget for procurement, up-gradation, deployment and maintenance of computers and their accessories in the Institution (Year wise last four years)

The institute caters to financial requirements from P.T.A, H.E.I.S, UGC and grants received from various government agencies. Detailed statement of expenditure for last four years attached as **Annexure IT**.

4.3.5 How does Institution facilitate extensive use of ICT resources including development and use of computer aided teaching/learning material by its staff and students?

The access to internet provides enough study material. PowerPoint presentations are used in the classrooms very often. In the department of Commerce, the PG classes are taught only with the help of multi-media projectors through the PowerPoint presentations. Movies are also shown as per demand of syllabi to enhance the impact of teaching-learning particularly in the subject of English. A well equipped computer lab, LCD/OHPs are available to the faculty for computer aided teaching. The faculty of the department of Computer Science is always available for any need based assistance in the use of ICT in different departments.

4.4 Maintenance of campus facilities

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

A	Building
B	Furniture
C	Equipment
D	Computers
E	Any other

The College has no formal budget. It totally depends on PTA, HEIS, UGC and other miscellaneous grants which are approved by the state government. The details of expenditure is given below

Details of expenditures during the last five years

Facility	Fund	2010-11	2011-12	2012-13	2013-14	2014-15
Building	PTA	2,30,704/-	39,259/-	----	1,30,000/-	1,91,078/-
	UGC	----	----	----	----	----
	Govt.	----	9,30,000/-	----	----	1,00,00,000/-
	Funds					
Furniture	PTA	1,38,719/-	1,07,802/-	2,040/-	87,491/-	40,383/-
	UGC	39,813/-	----	----	----	13,000/-
	Govt.	----	----	----	----	10,76,000/-
	Funds					
Equipment	PTA	2,60,408/-	1,46,699/-	29,559/-	1,97,554/-	24,546/-
	UGC	4,29,269	----	2,39,477/-	2,57,897/-	----
	Govt.	----	----	----	----	----
	Funds					
Computers & others	PTA	2,57,872/-	1,09,097/-	----	2,76,621/-	87,748/-
	UGC	----	----	84,625/-	19,500/-	1,17,872/-
	Govt.	----	----	----	----	---
	Funds					

4.4.2 What are the Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

The College has an efficient team for maintenance and upkeep of infrastructure, facilities and equipment. There is a team of LA'S, JLA'S, SLA'S, gardeners, watchmen, and sweepers. Regular maintenance of the facilities is undertaken supervised by faculty members. To attend to minor faults, repairs of electricity and sanitation the College hires expert workers on daily basis as per norms.

S. No	Workers	Permanent	temporary
1	LA's	07	04
2	JLA's	01	---
3	SLA's	04	---
4	Gardeners	01	01
5	Watchmen	03	01
6	Peons	05	01
7	Sweepers	02	02

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

Most of the special equipment is required for Science, Home Science, Music (Instrumental and Vocal) and Geography for practical experimentation. From time to time the servicing of the equipment is undertaken and those in need of repair are overhauled while the unserviceable equipment is replaced. The various types of the equipment in the Science labs are calibrated according to standards as and when required.

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

The major steps taken for location, upkeep and maintenance of sensitive equipment as voltage fluctuates, constant supply of water and electricity are as under:

- **Voltage fluctuation** – An electricity panel has been installed underneath the staircase under the administrative block of the College building.
- **Hotline**- The College has a hotline connection which ensures 24X7 power supply to the Institution.
- **Generator** – Apart from the hotline, College has a generator for administrative block, U-Block and Jubilee Hall to ensure power supply in case of emergency.
- **Constant supply of water** – The College has its own water tank (50,000 ltrs.) in the campus itself. Moreover, there are three water coolers with RO system installed at different places in the College premises. Two employees have been hired for constant vigil of electricity supply.
- Expenditure of maintenance and upkeep of sensitive equipment is done out of PTA fund and HEIS fund.

CRITERION- V STUDENT SUPPORT AND PROGRESSION

A) Student mentoring and Support

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

The updated prospectus published annually details information about

- The Institution and its history
- The faculty
- Admission dates
- Courses offered
- Subject combinations
- Fee structure
- Reservation Policy
- Examination Rules
- Financial Aids
- Support Services
- Co-curricular/ Cultural Activities
- Sports

For Commitment and Accountability

- A transparent admission policy is adopted
- Delegation of admission duties to staff
- Admission on purely merit basis as per directions of the affiliating University and Punjab Govt.
- Displaying relevant information on notice boards
- Regularity of classes personally monitored by the heads of various departments
- Maintenance of students attendance registers
- Access to a well equipped library, Edu-Sat, labs, seminar room, science laboratories, smart class rooms,gym, sports grounds

- Support services like cafeteria, clean drinking water, hygienic washrooms, Girls common Room etc.
- Assignments, class tests and house tests for feedback on students performance
- Financial aid to needy students at State and Institutional level
- Encouraging student's participation in Sports/cultural activities.
- Proctorial Teams & Discipline committee to assist in smooth functioning of College.
- The role of PTA, Alumni Association, Subject Societies in promoting student progression
- College council's role as a regulatory body in smooth functioning of the academic and administrative activities.

5.1.2 Specify the type number and amount of Institutional Scholarships /free ships given to students during the last four year and whether the financial aid was available and disbursed on time?

- **Red Cross**

Year	No. of beneficiaries	Amount(Rs)
2009-2010	116	27300
2012-13	55	34700
2013-14	38	37600
2014-15	61	39500

5.1.3 What % of Students received financial assistance from state Govt., Central Govt. and other national agencies?

1. Central Govt. /UGC grants (2010-2011)

- ❖ Stipend distributed to SC/BC/economically backward students grant of amount Rs.120,000 on march 2011
- ❖ No. of beneficiary students were 94
- ❖ Number of students received notable National International achievement/recognition-2

2. State Govt. Aids

A. SC/BC and Minorities Scholarship

Year	Beneficiaries	Amount(Rs)
2009-10	212	546,623
2010-11	80	396694
2011-12	242	12,00,000
2012-13	382	19,81,120
2013-14	724	3,987,600
2014-15	785	5816187

5.1.4. What are the specific support services available for...

- **Students from SC/ST, OBC and economically weaker sections:**
 - Reservation policy of the government – 25%,5% and 5% seats for SC/ST, OBC and economically weaker sections respectively
 - Aid in terms of fee refund by State Govt.
 - Aid in terms of books
 - Students with differentially abled students.
 - Reservation at the time of admission
 - Provision of ramps.
 - Classes adjusted on ground floor.
- **Overseas students**
 - No overseas student are studying in the College.
- **Students participating in various competitions at National and International level.**
 - (a) Sports Category :
 - Game Equipment
 - Coaches from sports fund
 - TA/DA
- (b) **Extracurricular/Cultural category:**
 - TA/DA
 - Refreshment

- Free transport
 - Costumes
 - Accompanists
 - Instructors for theatre and cultural items
- ✓ **Medical Facilities:**
- Doctor on call visits in College.
 - First aid facility in the College.
 - Ambulance and hospitalization facilities provided by Civil Hospital, Kapurthala.
- ✓ **Competitive Exams:**
- Competitive batches are arranged.
 - Teachers of various subjects guide students.
 - Students have access to magazines and books in the library.
- ✓ **Computer literacy and Communication skills:**
- Computers programmers for students.
 - P-STEP: Punjab Skilled Training for Employment Potential and IT communication skills.
 - Career Counseling Cell organizes programmers for improvement in communication skills.
- ✓ **Support for slow learners:**
- Special assignments given.
 - Class tests conducted
 - Academic counseling by teachers during availability period.
- ✓ **Exposure of students to Institutions of higher learning/corporate/business houses:**
- Field visits by Science departments
 - Guest lecturers by experts from higher education/civil services sector
 - Students of Music department visited various national seminars organized by Baba Harivallabh Sangeet & research centers where they learn classical music, fashion music and new techniques of music in this modern era.

5.1.5 Describe the efforts made by the Institution to facilitate

Entrepreneurial skills among students and their impact

Our Institution enables the students to become economically self-sufficient by facilitating entrepreneurial skills among them by the way of the following initiatives:

1. **Computer Skills:** The students of B.Sc Computer Science and PGDCA acquire computer skills which enable them to get placements in various sectors.
2. **Boutiques:** The students of home-science are trained for setting up boutiques as they are taught basic drafting, stitching, tie and dye, block printing, fabric painting, screen printing, hand embroidery as per their curriculum .Workshops regarding these are organized from time to time so that they earn while they are learning.
3. **Cooking Classes:** - The students of Home science department are trained during their final year to start their cooking classes as they study about nutritive value of different foods, food groups, different methods of cooking, preservation and the recipes related to these are experimented in the laboratory during the practical.
4. **Crèche cum Pre-School:** Home-Science subject enables students to start their own crèche and pre-school as they study about child psychology in details.
5. **Music:** Music students are performing at stage shows and their tracks /CD have been released as they are becoming professionals.

5.1.6 Enumerate the policies and strategies of the Institution which promote participation of students in extracurricular and co-curricular activities such as games, sports, quiz competitions, debates, discussions, cultural activities, etc

For the holistic development of the students teaching is supplemented with active participation in extra curricular and co-curricular activities. At the outset of the academic session, Talent search contests are organized for fresher, to identify the students who excel in various cultural activities. These students are encouraged to participate in the College/ inter College activities and the youth festival.

To promote participation the Institution provides:

- (a) Additional academic support in terms of academic counseling outside classrooms, special house examination and duty leave.
- (b) Refreshment for students participating in various activities.
- (c) Costumes for participants in cultural activities.
- (d) Instructors for theatre items, folk dances and orchestras.
- (e) Free transportation

5.1.7. Enumerating on the support and guidance provided to the students in preparing for 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.

- Special competitive classes were arranged by the College under various schemes. In (2014-15) special one month classes of competitive batch by experts were arranged. 300 students were benefited by these programmes.
- No structured data available regarding details on the number of students appeared and qualified in various competitive exams.

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

Career counseling and Guidance Cell of the College actively organizes seminars, interactive sessions and awareness programmes to apprise the young learners:

- **Academic counseling** begins at the time of admission where in the new comers are guided about the right subject combinations and the career path.
- **Personal problems** of the students are handled by the teachers at their own level.
- For **career counseling**, the students are apprised of the opportunities in higher education and the current job market.

Activities of the guidance counseling cell:

2009-10

- There were extension lectures on **personality development** and special lectures for **employment prospects** in the banking and other fields were conducted.

2010-11

- UGC sponsored 2 days **workshop on the soft skills and personality development** was organized .Distinguished personalities interacted with students and teacher participants.

Dr. D.J. Singh Adl. Director Police Academy Phillaur

Dr. Mohanjit Sethi, Principal DDU College of Education, Jandiala

Dr (Mrs.) Usha Kapoor, Principal Guru Nanak Dev University. College, Jalandhar were the experts from different areas of specialization.

2011-12

- Two Extension lectures and other programmes were conducted by Career Counseling and Guidance Cell on **employment opportunities** available.
- **205 students** were benefited by these programmes.

2012-13

- Seminars for Career Counseling in collaboration with District Employment Office, Kapurthala.
- Special counseling sessions were conducted to provide guidelines concerning preparations for competitive examinations.
- **400 students** were benefited by this programs

2013-14

- Seminars for career counseling in collaboration with **District Employment office** and **Distt. Sainik welfare department**.
- Seminars on **communication skills** and preparation for competitive exams in collaboration with **Height Academy, Kapurthala**.
- **350 students** were benefited by these programs.

2014-15

- Resource Person from **IDBI** delivered extension lecture regarding **employment prospects** in **banking sector**.
- Special lecture on communication skills were conducted by **career counseling cell**.
- Seminar on career counseling by **Distt. Employment office** and **Distt. Sainik Welfare department**.
- **450 students** were benefited by these programs.

5.1.9 Does the Institution have a structured mechanism for career guidance and placement of its students?

There is mechanism for career guidance but not for placements.

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

The grievances redressed cell of our Institution is monitored by the Principal and a committee which includes senior members of the faculty. The students are encouraged to discuss their problems with their especially during the tutorial meets. After discussion

with the Principal a speedy redressed is ensured. The nature of grievances brought to the notice of the committee during the last five years were:

1. Regarding drinking water
2. Electricity – fans, lights etc.
3. Infra-Structure
4. Discipline problems
5. Mutual conflicts of students

Problems related to water, electricity and infra-structure were instantly taken care of by the Principal and the concerned committee. Problems related to indiscipline are redressed by Discipline Committee and disciplinary actions are taken against the defaulters. To ensure that there is perfect discipline; teachers are deputed on proctorial duty. In case of grave problems, the parents of erring students are informed and the student is suspended for a week.

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

The College has a **Mahila Shikayat Nivaran Committee** for women employees and students. It is constituted of the senior and experienced lady teachers. The Committee is formed for prevention, prohibition and redressal of harassment of women at work place. The committee redresses the complaints of girl students, teachers and administrative staff.

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

Anti ragging cell of the College is an active body that keeps a constant vigil to ensure that there is no incident of ragging in the College. It is constituted of five senior teachers. Statutory warning namely '**Ragging is a punishable offence and is strictly prohibited**' are displayed at 03 strategic locations in the College. Every year at the beginning of the session, the students are apprised of the negative aspects of ragging in the assemblies and the tutorial sessions. The staff members and the College Council play a positive and constructive role in curbing this menace and till date there has been no instance of ragging in the College.

5.1.13 Enumerate the welfare schemes made available to Student by the Institution.

- Welfare schemes offered to the students by the Institution are **Red Cross, Alumni Association (OSA)** and **Waheguru Club**.

- Teachers of various departments play positive role by helping the students. They help them by providing books and financial assistance.

5.1.14. Does the Institution have a registered Alumni Association? List its activities /contributions for Institutional development.

The **Alumni Association** of the College with the Principal as its patron functions to forge a strong bond between College and its old students. The administrative body of the association comprises of the President i.e. the senior most alumnus from the College faculty, the secretary and the treasurer. Other faculty, who are also old students of the College, are its active members. The administrative body holds the meeting from time to time to evolve policies regarding the working of the association. **During the last six sessions the association has endeavored to make the following contributions:**

- **2009-10**

1. The underground laying of pipes and sprinkle system for irrigation of the lawn in front of the Jublee Hall, Basket ball Ground and Science Park was performed, costing about Rs.1 Lakh.
2. Donated one water cooler in the canteen costing Rs.45,000/-
3. Donated Rs. 25,000/- for the welfare of the students

- **2010-11**

1. Underground water pipe line in the Cricket Ground was laid costing about Rs.80,000/-
2. Concrete slab was laid in front of the Jublee Hall, costing Rs. 40,000/-
3. Trees the saplings were planted around the OSA Park and staff parking.
4. Donated Rs. 25,000/- for the welfare of the students every year.

- **2011-12**

1. Raised platform erected around the 'Old Peepal Tree' in the U- Block.
2. R.O. water purifier installed in the water cooler in canteen costing about Rs. 30,000/-

- **2012-13**

1. Funds provided for the maintenance of the OSA park, flower plantation costing Rs. 20,000/-
2. Rs.25, 000/- were donated for the welfare of the students.
3. Gold Medals or Rs.10, 000 were given to the Best Athlete Boys/ Girls

- **2013-14**

1. Sitting benches were erected around the Basket Ball Ground, Science Park and other places in the College costing Rs. 50,000/-
2. Donated Rs. 45,000/- for the welfare of the students.
3. Full Fee of three students was denoted.

- **2014-15**

1. Leveling of the ground behind the New- Block and adjacent to Cricket Ground and removal of the weeds from this area, costing Rs.30,000/-

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.

2009-10 Batch:

Student Progression	%
UG to PG	8.2%
PG to M.Phil	-----
PG to Ph.D	-----
Employment	-----
Other than campus selection	-----

2010-11 Batch:

Student Progression	%
UG to PG	10.7%(Girls)
PG to M.Phil	----
PG to Ph.D	-----
Employment	-----
Other than campus selection	-----

2011-12 Batch:

Student Progression	%
UG to PG	11.8%
PG to M.Phil	----

2012-13 Batch:

Student Progression	%
UG to PG	12.1%
PG to M.Phil	-----

2013-14 Batch:

Student Progression	%
UG to PG	11.3%

2014-15 Batch:

Student Progression	%
UG to PG	13.1%

The trends:

- Most of the students do not opt for higher studies
- Data on student progression from our UG programmes to PG programme in other institution is not available.
- Approximately 15-20% of the students get absorbed in general jobs.
- A small no. of students is pursuing Ph.D.

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

Merit Positions

Courses	2010-11	2011-12	2012-13	2013-14	2014-15
UG	06	08	08	11	11
PG	04	09	04	11	Nil
TOTAL	10	17	12	22	11

5.2.3. How does the Institution facilitate Student Progression to higher level of education and/ or towards employment?

The College has a guidance and counseling cell to give adequate exposure to the students regarding higher studies and the existing job opportunities. The special lectures and seminars in this connection are mentioned earlier on at 5. 1. 8

5.2.4 Enumerate the special support provided to students who are at a risk of failure or dropout?

- The students who are at a risk of failure or dropout are given extra time by their respective teachers during their free periods.
- On the basis of the class tests and house examination, weak students are identified and remedial classes are arranged for them.

5.3 Student Participation and Activities

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

A. SPORTS

- | | |
|----------------|-------------------|
| 1. ATHLETICS | 8. VOLLEY BALL |
| 2. KABADDI | 9. KHO-KHO |
| 3. TAEKWONDO | 10. BADMINTON |
| 4. BASKET BALL | 11. POWER LIFTING |
| 5. WRESTLING | 12. CRICKET |
| 6. HAND BALL | |

B. CULTURAL/ CO- CURRICULAR ACTIVITIES

1. NSS
2. NCC
3. Red Cross
4. Youth Welfare Club
5. Subject Society Activities
6. Youth Festival
7. Talent Search
8. Activities of Red Ribbon and Environment Club

Tentative calendar for annual sports, co-curricular, cultural activities is as follows:

July	Admission and Commencement of the session NCC,NSS and Red Cross enrollment
August	<ol style="list-style-type: none"> I. Sports participation of the College team in various inter-College competition as per University sports calendar. II. Departmental activities.
September	<ol style="list-style-type: none"> I. Sports participation in inter-College competition as per University sports calendar. II. Talent search III. Zonal Youth Fest IV. House Exams V. NCC activities VI. Sports participation in inter- College competitions.
October	<ol style="list-style-type: none"> I. Departmental Activities II. NCC,NSS Camps III. Youth Festival Inter Zonal IV. Sports participation in inter- College competitions
November	<ol style="list-style-type: none"> I. Intervarsity Youth Festival II. Practical exams(semester system)
December	<ol style="list-style-type: none"> I. Theory (semester system) II. NCC/NSS Camps III. Winter Break
January	<ol style="list-style-type: none"> I. Celebration of Women week (3rd week) II. Departmental activities III. Seminars and Extension Lectures. IV. Sports participation in inter- College competitions
February	<ol style="list-style-type: none"> I. Sports Day II. Prize Distribution function

March	House Examination (Semester)
April	Exams (Annual)
May	Exams (Semester)
June	Summer Vacation

SPORTS PARTICPATION

2009-10

- College cricket team, badminton team and kabaddi team participated in GNDU inter College competition

2010-11

- College kho-kho team, kabaddi, wrestling team, best physique team, power lifting team, basketball team participated in GNDU inter College competition

2011-12

- College cricket team, taekwondo team, wrestling team, kabaddi team and athletics team participated in GNDU interCollege competition.

2012-13

- College taekwondo team, kabaddi team, cricket team, wrestling team and GATKA team participated in GNDU inter College competition.

2013-14

- College taekwondo team, kabaddi team, cricket team, wrestling team, and GATKA team participated in GNDU interCollege competition.

2014-15

- College taekwondo team, GATKA team, best physique team, kabaddi team, wrestling team, cricket team, volleyball team, and athletics team participated in GNDU interCollege competition.

NCC- National Cadet Corps

The College is privileged to have NCC Units Army Wing for the last 50 years. Students are enrolled as cadets in every session. These cadets get military training through different camps like C.A.T.C, Army Attachment, BLC, ALC, Tracking Camp etc. Presently there are 110 students enrolled as cadets in two wings.

Record's of camp

2009-10

- No. of Cadets-110
- Cadet attended 5 different camps namely C.A.T.C, Army Attachment, Dec-I, Dec-II, BLC

2010-11

- No. of Cadets-110
- Cadet attended camps, Army Attachment, C.A.T.C & Common Wealth Games [New Delhi], Shooting Camp

2011-12

- No. of Cadets-110
- Cadets attended C.A.T.C Camp,, Army Attachment

2012-13

- No. of Cadets-110
- Cadets attended T.S.C, Army Attachment, T.S.C Delhi camp, C.A.T.C, Dec-I&II
[Our NCC Cadet **Harleen Kaur Attended Republic Day** Pared in 2013 at New Delhi. It is a matter of pride for our College.]

2013-14

- No. of Cadets-110
- Cadet attended T.S.C Base Camp at Sainik School, C.A.T.C Jalandhar, Army Attachment Camp

20014-15

- Cadets attended NIC -Keral, ALC- Malout, Dec-I&II,C.A.T.C, Army Attachment, Firing Camp-Talwara, C.A.T.C HMV, Jalandhar, Tracking Camp- Shimla

NSS-National Service Scheme

The main objectives of NSS are to inculcate a strong sense of social responsibilities among the students and to orientate them towards community service. The two NSS Units of the College one of girls and one of boys boast of 200 volunteers. The activities of NSS units are as under:

2009-10

- Blood Donation Camp
- Blood Grouping Camp
- AIDS Awareness Camp
- Free Medical Checkup camp
- Ten days & one day camps
- Slogan Writing competition
- Seminar on Traffic rules and obedience
- Van Mahotsav Celebrated
- Volunteers visited Chatbeer Zoo at Chandigarh

2010-11

- Blood Donation Camp
- Blood Grouping Camp
- Free Medical Checkup camp
- 5 One day camps
- Ten days camp at village Sidhwan Dona
- Consumer Awareness Camp
- Seminar and Rally regarding AIDS Awareness
- Van Mahotsav Celebrated
- Volunteers visited Old Age Home at Jalandhar
- One day tour to Hari Ke Wetlands
- Seminar on Road Safety

2011-12

- Blood Donation Camp
- Blood Grouping Camp
- 6 One day Camps
- 10 Days Camp

- Poster Making Competition, Cycle Race Competition and neat Punjabi Writing Competition
- Cultural Programme was organized
- One Slum Area was adopted regarding literacy
- Volunteer's Visit to Cow Protection Home and Leprosy Asharam.

2012-13

- Seminar on Eye Donation
- Volunteers Visited de-addiction centre
- Volunteers visited Seechewal Nirmal Kutia Sultanpur Lodhi
- Safai Abhiyan at Home For Mentally Challenged Children and Dr. B.R. Ambedkar Bhawan Kapurthala
- Lecture by Dr. Aman Kalia on Anti Tobacco Day
- Lecture on awareness regarding employability in Agriculture Subsidiary Occupations

2013-14

- Volunteers participated in Pulse Polio Programme
- Volunteers celebrated Swami Vivekanand's Birthday
- Volunteers visited Virasat-e-Khalsa at Sri Anandpur Sahib.
- Debate competition on AIDS Awareness
- Drug –de-addiction was organized.
- Seminar and essay-writing competition on Female –Feoticide.

Red Cross:

Approximately 100 students are trained in first –aid and Home Nursing every year. Organizing blood donation camps and seminars and poster making competitions regarding AIDS awareness are the annual features of the Red Cross Society in our College.

Youth Welfare Club

The students of our College attend the youth leadership camp every year. In this camp, organized by the GNDU Amritsar, the students go for hiking, Tracking, Debate, Declamation, Singing and Poetical Recitation competitions. In these competitions the best students are selected as best campers.

Talent Search Week

The talent search week organized at the beginning of every session for the fresher students of various students participate in Literary Theatre, Music, Dance, Home Science and Quiz Competitions. During this week, the students get a platform to exhibit their talent.

Youth Festival Participation (2009-2015)

Our College participated in landscape, Cartooning, Photography, Installation, Collage, Poster Making, Clay Modeling, Phulkari, Rangoli, Flower Arrangement (Dry and Fresh), Classical Vocal, Geet/ Gazal, Folk Song, Kavishari, Vaar Gayan, Group Shabad, Group Song, Folk Orchestra, Classical Instrumental Percussion and Classical Non- Percussion, Mime, One Act Play, Mimicry, Fancy Dress, Skit, Giddha/Luddi, Bhangra, Poetry, Poetical symposium, Debate, Elocution, Histrionics from 2009 to 2015.

Hindi Divas (2009-2012)

Every year Hindi literary Society celebrated Hindi Divas Which includes essay writing competition, Slogan Writing, Poster Making, Geet, Sangeet and Quiz Competition etc.

Environment Club Activities

The students are actively engaged in keeping the environment clean and healthy through following activities:

- Tree Plantation.
- Disposal of Biodegradable waste in garbage pits.
- Awareness Lectures.

Red Ribbon Club

In Collaboration with PG Science City, Kapurthala organized :

- Awareness lectures on HIV/AIDS.
- A special training by staff members of 108 Ambulance to College students about immediate aid to Accidental cases, Electrical shocks, Fire, Snake Bite etc.
- Awareness Lecture on malnutrition Anemia and other related problems.

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

The details of major student achievement during the last five years are as follows:

Achievements: Sports

2009-10

- College Cricket Team got 3rd place in GNDU inter College Competition.

2010-11

- College TAEKWONDO team member JOTINDER SINGH got 3rd position in individual category in GNDU inter College Competition.

2011-12

- College Cricket Team got 2nd position in GNDU inter-College Competition.
- College TAEKWONDO team member JOTINDER SINGH got 3rd position in individual category in GNDU inter College Competition.
- College wrestling team member GOURAV VERMA got 2nd position in individual category in inter College cCompetition.

2012-13

- College TAEKWONDO team got 3rd position in inter College competition.
- In individual category of TAEKWONDO in GNDU inter-College competition, College TAEKWONDO Team member HARRANDEEP SINGH got 1st position and JOTINDER SINGH got 3rd position.
- College Cricket Team got 3rd position in GNDU inter-College Competition.

2013-14

- College TAEKWONDO player HARRANDEEP SINGH got 1st position in individual category in GNDU inter College competition.
- College Kabaddi Team got 3rd position in GNDU inter College Competition.
- College cricket Team got 2nd position in GNDU inter College Competition.
- College wrestling Team member HARDEEP SINGH HANS got 3rd position in individual category in GNDU inter College competition.
- College GATKA Team member Gurjit Singh got 2nd position in Fari Sotti in individual category in GNDU inter College.

2014-15

- College TAEKWONDO Team member HARRANDEEP Singh got 2nd position in GNDU inter College competition.

- College GATKA Team members HARMANDEEP Singh, Satinder Singh and Kulwinder Singh got 2nd position in group FARI SOTTI in GNDU inter College competition.
- Satinder Singh got 2nd position in individual category in FARI SOTTI in GNDU inter College competition.
- College best PHYSIQUE team member Lovepreet Singh and Navjot Singh got 2nd place in individual category in G.N.D.U inter- College competition
- College KABADDI Team (c/s) under the captaincy of Varinderjit Singh got 3rd position in G.N.D.U inter-College competition.
- College Wrestling Team member Mukesh got 3rd position in individual category in G.N.D.U inter- College competition.

NCC Achievements

2009-10

- Gurchetan Singh participated in Weapon Training Competition (5.56 mm Riffle) and won the Gold Medal.

2010-11

- Gurchetan Singh participated in Inter Group Shooting Competition at Chandigarh and won the Gold Medal.

2011-12

- Gurchetan Singh Selected for Mahavalakar Shooting Competition.

2012-13

- Harleen Kaur attended Republic Day Parade in 2013 at New Delhi. It is a pride for our College.
- RDC Camp was held from 3 Oct. to 12 Oct. Harleen Kaur became Best Camper and also got Rs.500/- Cash prize.
- Harleen Kaur became 2nd Best Cadet in Republic Day C amp, Directorate Combined Annual Training Camp-I and won Rs.1000/- Cash prize from Jalandhar Group.
- Jalandhar group awarded Harleen Kaur with the cash prize of Rs. 2500/-in the favor of RDC Camp held on 18-feb-2013.
- Harleen Kaur Awarded with Cash prize of Rs.200/- on March 2013 in inter BN Shooting Competition by Jalandhar group.

2013-14

- Tree Plantation at College campus.

- Inter Batalian Firing Competition held at PAP Kapurthala. Simran got gold medal and cash prize Rs. 200/-.
- Inter Batalian Firing Competition held at PAP Kapurthala. Amandeep Kaur got gold medal and cash prize Rs. 200/-.
- Inter Batalian Firing Competition held at PAP Kapurthala. Jaspreet Kaur got gold medal and cash prize Rs. 200/-.

2014-15

- Participated in Traffic awareness march.
- Drug Awareness march

Achievements: Youth Festival

2009-10

- College Quiz Team got 1st position in Zonal Youth festival of GNDU Amritsar.
- College Poster Making, Flower Arrangement(Fresh), Flower Arrangement(Dry), Poetical Symposium, Debate, Fancy Dress, Histrionics, Mimicry, Mime, Geet/ Gazal, Giddha teams got 2nd position in Zonal Youth Festival of GNDU Amritsar.
- Painting Landscape, Painting Still Life, Sketching, Cartooning, Shabad/ Bhajan(Solo), Group Shabad, Vaar Singing items got 3rd position in Zonal Youth Festival of GNDU Amritsar.
- Mimicry Team got 3rd position in inter Zonal Youth Festival of GNDU Amritsar

2010-11

- Rangoli, Phulkari, Flower Arrangement (Fresh), Mimicry items got 1st position in Zonal Youth Festival of GNDU Amritsar.
- Flower Arrangement (Dry), Bhangra items got 2nd position in Zonal Youth Festival of GNDU Amritsar.
- Folk Orchestra, Folk Song, Geet/ Gazal, Poetical Symposium items got 3rd position in Zonal Youth Festival of GNDU Amritsar.
- Flower Arrangement (Dry), Flower Arrangement(Fresh) items got 2nd position and Mimicry got 3rd position in inter Zonal Youth Festival of GNDU Amritsar.

2011-12

- Flower Arrangement(Fresh), Flower Arrangement (Dry), Poetical Symposium, Classical Instrument(Percussion), Classical Vocal items got 2nd position in Zonal Youth Festival of GNDU Amritsar.

- Quiz, Mime, Bhangra Teams got 3rd position in Zonal Youth Festival of GNDU Amritsar.
- Poetical Symposium item got 2nd position, classical Inst. (Percussion), Flower Arrangement(Dry) got 3rd position in Inter Zonal Youth Festival of GNDU Amritsar.

2012-13

- Mime Team and Phulkari items got 1st position in Zonal Youth Festival of GNDU Amritsar.
- Classical Inst.(Percussion), Rangoli items, Folk Orchestra, Skit, Clay modeling teams got 2nd position in Zonal Youth Festival of GNDU Amritsar.
- Classical Inst. (non-percussion), Classical Vocal, Vaar Singing, One Act Play, Giddha, Bhangra, Cartooning items got 3rd position in Zonal Youth Festival of GNDU Amritsar.
- Rangoli item got 2nd position and Phulkari got 3rd position in Inter Zonal Youth Festival of GNDU Amritsar.
- Rangoli item got 3rd position and Phulkari item got Consolation Prize in Doaba Youth Festival.

2013-14

- Painting Landscape, Photography, Clay Modeling, Installation and Phulkari items got 1st position in Zonal Youth Festival of GNDU Amritsar.
- Rangoli got 2nd position in Zonal Youth Festival of GNDU Amritsar.
- Bhangra, Poetry, Classical Inst. (percussion), Classical Inst.(Non- Percussion),classical vocal and Cartooning got 3rd position in Zonal Youth Festival of GNDU Amritsar.
- Phulkari got 2nd position in Inter Zonal Youth Festival of GNDU Amritsar.
- Clay Modeling, Painting Landscape and Installation got 3rd position in Inter Zonal Youth Festival of GNDU Amritsar.

2014-15

- Installation, Cartooning and Classical Inst.(Non- Percussion) got 1st position in Zonal Youth Festival of GNDU Amritsar.
- Painting(on the spot), Poster Making, Collage, Photography, Elocution, Poetical Symposium, Group Dance, Phulkari got 2nd position in Zonal Youth Festival of GNDU Amritsar.
- Rangoli, One Act Play, Mime, Clay Modeling, Folk Song, Classical Inst.(Percussion) got 3rd position in Zonal Youth Festival of GNDU Amritsar.

- Installation got 2nd position and Painting Landscape, Poster Making, Collage, Photography, Poetical Symposium items got 3rd position in inter Zonal Youth Festival of GNDU Amritsar.
- Pot Painting got 2nd and 3rd positions and 2nd position in Dry Flower Arrangement and Mehendi, 3rd position in Rangoli and Mehendi items in Youth Festival Organized by C.T. Group of Institutions, Jalandhar

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

We have healthy interactions with our graduates in which they give us positive suggestions for infrastructure and teaching learning improvement.

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

Publication from 2009-to-2014

Four Volumes of Punjabi Literature Magazine 'Arambh' were published.

5.3.5. Does the College have a student council? Give details on its selection, constitution, activities, funding, etc?

The College does not have a formal body of student council. However, there are students representatives of different subjects societies who assist the faculty in :

- Proper discipline during meetings/functions and other activities of societies
- Maintaining a liaison between students and staff
- Resolving and addressing problems and difficulties faced by the students.

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

students form an integral part of the various Subject Societies as their President, Secretaries and members

5.3.7How does the Institution network and collaborates with the alumni and former faculty?

Mentioned on 5.1.14

CRITERION- VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional vision and leadership

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

N.J.S.A. Govt. College Kapurthala is a Premier Institution in co-education, aims at providing quality education at low fee structure and high teaching standards.

Our Vision: To impart quality education for creating motivated and responsive citizens who become catalysts of change through value based education, particularly for weaker sections of society.

Our Mission: To provide an inclusive higher education with a strong commitment to quality and creativity in teaching and learning, which ensures physical, mental and moral growth of the students and makes them responsive to societal needs and aspirations.

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

- The College is managed by the Govt. of Punjab through Director Public Instructions (Colleges), Punjab and Department of Higher Education, Punjab.
- The Principal is academic and administrative head of the College and is link between Director Public Instructions (Colleges), Punjab and Punjab Govt.
- Principal formulates guidelines for the College which he/she gets from Director Public Instructions (Colleges), Punjab and Govt. of Punjab.
- Various Committees such as Building Construction Committee, Advisory Committee, Examination Committee, Building Committee, Campus Committee and P.T.A. Committee meets periodically to monitor progress of the College working.

6.1.3 What is the involvement of the leadership in ensuring the policy statements and action planes for fulfilment of the stated mission.

The Principal is overall In-charge of all policy matters. He/she executes plans by forming different committees

- **Formulation of action plans for all operations and incorporation of the same into the Institutional strategic plan**

The Principal is at the helm of the affairs of the College, but takes into confidence College Council (senior first five teachers). He/ she formulates different techniques to handle College problems

- **Interaction with stake holders**

The Principal takes into confidence teachers, parents, old students and local citizens for the development of the Institution. He also calls locals and Alumni for periodical meetings.

- **Proper support for policy and planning through need analysis research inputs and consultations with stakeholders**

Various methods are used for planning through some department researches, e.g. Computer Science Department, Home Science Department, and Commerce Department help in forming various plans. College IQAC plans for improvement in quality education.

- **Reinforcing the culture of excellence**

The Principal, in association with College IQAC, College Council formulates plans for culture of excellence. Every department suggests its strengths and weaknesses, so that a Institutional excellence may be achieved

- **Champion organizational change**

The College has sophisticated infrastructure with modern labs and smart classrooms to meet latest education techniques. Job Oriented courses like PGDCA, B.Sc. (Computer Science) help students for to get jobs and for self-employment. The College encourages students to use modern techniques and gadgets for quality learning.

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 adopts a participatory approach; all major decisions are taken with the consent of various departments e.g., Science, Arts, Commerce, Examination and Administrative Office etc. Then a comprehensive report is formed and given to Principal for mutual discussion and application.

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

As all notices, circulars, notifications, announcements from Punjab Govt. are conveyed to Principal through from Director Public Instructions (Colleges), Punjab. The Principal

along with senior teachers works collectively for implementation of all these notifications.

6.1.6 How does the College groom leadership at various levels ?

The democratic leadership of the Principal provides different platforms to staff members, so that each member of the staff gets chance to acquire leadership qualities. Annual duties are rotated among staff members to give them experience in different fields. Students are provided a lot of opportunities for grooming their personality and realizing their potential

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 is using latest concepts like strategic planning, teamwork, early decision making and computerization. The Principal allows Heads of Departments to execute their plans effectively and take decisions. The faculty members also take into confidence student representatives to execute different plans and work as a team. This helps students to think for betterment of the Institution. Heads of the Departments chalk out time table and syllabus distribution. The books are recommended keeping in view students requirements.

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

This College is directly under Director Public Instructions (Colleges), Punjab. Every decision taken by higher authorities is implemented with mutual participations of the College.

6.2. Strategy Development and Deployment

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

- The Institution has framed a policy which has been developed on the Vision and the Mission statement of the Institution. The College IQAC develops plans and strategic policies under the visionary guidance of the Principal.
- The entire policy making process and subsequent decisions are initiated to empower our learners for a resplendent future that aims at developing high calibre human resources.
- The details of the policy execution are communicated to the faculty through staff meetings and sub-committee meetings.

- The outcome of the action plan is reviewed in light of the students' performance in examinations, sports and other cultural activities. It aims at the overall satisfaction of the students and all teaching and non-teaching staff.

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

- Yes, the Institute has a perspective plan for development. The Institute makes relentless efforts to incorporate all the aspects as teaching-learning, community service, students support services and infrastructure in Institutional Development Plan.
- A proposal for Institutional Development Plan (IDP) under RUSA has recently been submitted to Director Public Instructions (Colleges), Punjab with inputs from different departments.

6.2.3 Describe the internal organizational structure and decision making processes.

The organizational structure of the institute is designed keeping in mind the hierarchy and interests of an individual. College Council of senior most teachers is the highest decision making body of the College. Presently the College Council comprises of following senior most teachers.

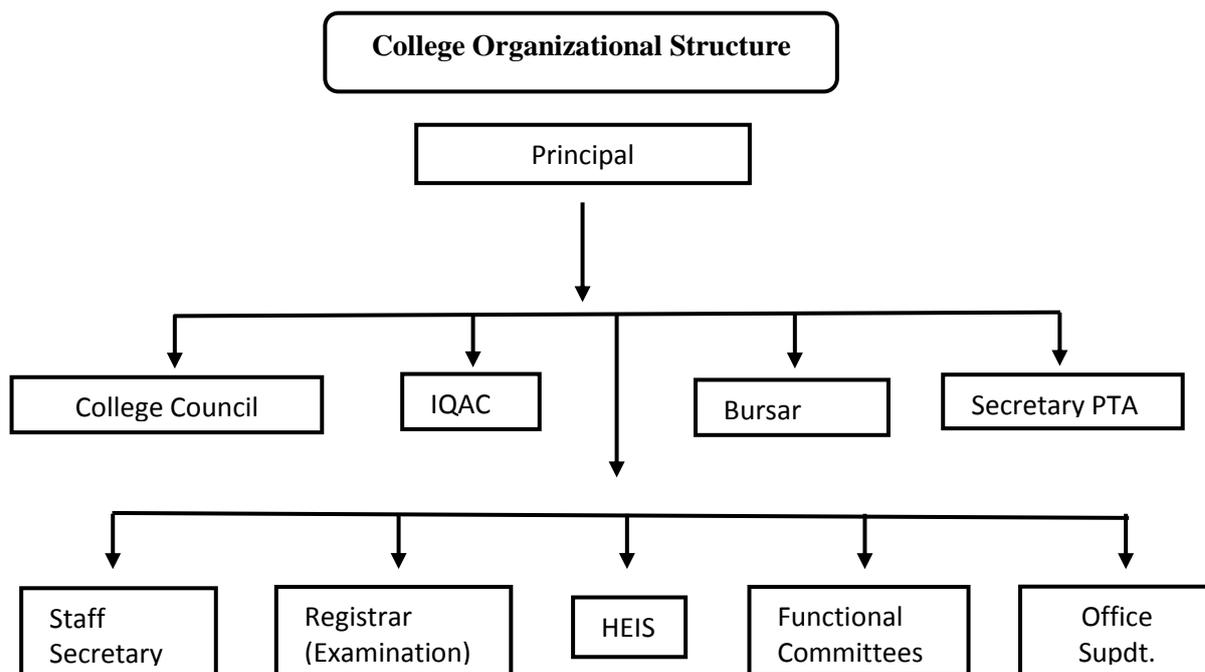
Mrs. Jatinder Kaur Dhir, Associate Professor

Mr. Varinder Kumar, Associate Professor

Mrs. Manjit Kaur, Associate Professor

Mrs. Satvinder Kaur, Associate Professor

Mr. J.P. Singh, Associate Professor



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

Teaching and learning

- The learning experiences of the students are enriched by adopting innovative and interactive teaching methods. Departments of Commerce, Economics, Computer Science, Physics, Botany and Zoology have smart class rooms to make the teaching more effective.
- Students' performance is closely monitored through class tests, assignments and house tests.
- The College motivates its faculty to stay afresh of the recent educational trends to prepare enlightened learners through seminars, workshops and trainings.

Research and Development

The College values relentless pursuit of excellence in imparting latest practical knowledge to substantiate the theoretical aspects. The College strives to provide the resources and other facilities as per the norms of the State Government and from Director Public Instructions (Colleges), Punjab to uphold standards of scholarly excellence and professional development.

Please refer to Criterion III for research publications of faculty members.

Community engagement

To make our students sensitive towards the cultural, economic and environmental realities society, the College has two units of NSS, two wings of NCC, Red Cross Society, Legal Literacy Club, Environment Club and many other units involved in interaction with various components of the community. Guest lectures are organized to create awareness among students and to help them imbibe civic responsibility.

Human resource management

The College is sensitive to the significant role of human resource management for its smooth and effective operation. The vacancy in the staff is managed by recruitment of guest faculty. Besides teaching, other duties are assigned to each and every teacher with full accountability and responsibility. The annual duties are rotated periodically to maintain the comfort level of teaching and non-teaching faculty. The faculty members are encouraged to enrich their competence through various faculty development programs, like seminars, conferences, symposia, workshops etc.

Industry interaction

The students are provided a platform for interaction with officials from banks, industries and other public sector organizations. Special talks and interactive sessions are organized by different departments.

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?

College solicits the stakeholders' perception on overall performance and quality of education being imparted by our Institution. The perception of the College ensures that adequate information is communicated to from Director Public Instructions (Colleges), Punjab and Department of Higher Education through periodical meetings with them.

- Annual report of the College providing detailed information regarding the academic and administrative activities is sent to from Director Public Instructions (Colleges), Punjab and Department of Higher Education.
- The implementation of policies and their outcomes is made available for other stakeholders through notices, assemblies, annual PTA Meetings, Alumni Meet, College prospectus and other electronic media like College website.

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

- College follows a system of participative management. Academic and administrative policies are designed and implemented under the enlightened leadership of the Principal. Faculty members contribute equally at all levels to ensure smooth functioning of the institute.
- Head of the Departments and Coordinators enjoy autonomy in terms of syllabus distribution, organizing field visits, tours and arranging seminars, guest lectures, awareness programmes.
- The needs, problems and suggestions for educational and infrastructural reforms are discussed in staff meetings with other faculty members.

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

College being a Government Institution does not have Managing Council. It is managed by Govt. of Punjab through from Director Public Instructions (Colleges), Punjab. However for smooth functioning of the Institution, College Council is functional which comprises five senior most faculty members. The Council works under the chairmanship of the College Principal.

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

No, our affiliating University has no provision for according autonomous status to its affiliated Institutions. But, since ours is a Government College, every decision regarding the above stated is routed through the office of the Director Public Instructions (Colleges), Punjab and Higher Education Department, Punjab.

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

- The College has a systematic mechanism to address the grievances of the faculty members and the staff.
- A Grievance Redressal Committee “ Mahila Shikayat Nirwan Committee “ has been operational in this College. It comprises senior faculty members:
 - Mrs. Gurcharan Kaur Batra Associate Prof. (Economics)
 - Mrs. Jatinder Kaur Dhir Associate Prof. (Home Science)

- Mrs. Manjit Kaur Associate Prof. (Botany)
- Mrs. Harwinder Kaur Associate Prof. (English)
- Dr. Satwinder Kaur Associate Prof. (Economics)
- Mr. Varinder Kumar Associate. Prof. (Commerce)
- The personal grievances of the students are dealt with in the tutorial classes where a teacher is allotted a fixed number of students (app. 50) to facilitate interaction and subsequent redressal of grievances.
- The College has an Anti-ragging committee to control the menace of ragging and to provide free environment to the students.
- Annual General Body Meetings of PTA serves as a platform for parents to share their grievances with the teachers which are recorded for review purposes.
- The Principal amicably settles the grievances of the teaching and non-teaching staff on the basis of one to one interaction.

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

Being a State managed public body, court cases are filed against the policies of State Govt.

1. **Mr. Baldev Singh:** Mr. Baldev, beldar, worked in the year 2007-08 and consequently because of continuous service (service of more than 240 days), he claimed employment with back wages. As he failed to prove that he worked for more than 240 days, his case was dismissed and decided in favour of College during August 2015.
2. **Mrs. Chiranjiv Kaur:** Mrs. Chiranjiv, retired Associate professor in English, was not paid her retirement benefits within time and consequently she filed suit. She was awarded 9% interest for late payment of her dues. (Her case of execution of decree is pending)
3. **Ms. Rohini Tiwari:** In this case, Ms Rohini Tiwari student of M.Com 2nd semester filed case against Principal, VC and Mr. Basra for denying her to appear in examination during the month of May,2012. Ultimately, she withdrew the case in the month of August,2013.
4. **Mr. Paramjit Kumar's case:** Mr. Paramjit, retired SLA/JLA, approached Hon'ble High Court asking DPI and secretary to grant proficiency step up which he is entitled to on

completion of 24 years' service, which became due to him on 1.10.2004. As per CWP no.23163 dated 23.11.2012, there is order to secretary and DPI to decide his case within 2 months.

5. **Mr. Ashwani Sayal:** There are bundle of cases that have been disposed off/ dismissed in the Hon'ble Punjab and Haryana High Court:

CWP-13195 of 2005 Disposed off

CWP 1264-2006 Dismissed

CWP 9805-2010 Disposed off

CWP 17139 2012 Dismissed

There was concept of Court Case for non-payment of his suspension allowance w.e.f. Oct, 2010 to March, 2012 and non-decision regarding his senior and selection grade. As he was paid the allowances and DPI Colleges passed the order of not granting grades to him because he failed to secure adequate points for promotion, the case was disposed off.

Pending Cases

1. **Mr. Relu Ram:** Mr. Relu Ram is claiming more than 27 lakhs the amount of wages with 18% Interest w.e.f. Dec, 1987 when Mr. Sucha Singh was appointed. This case is concerned with execution of the decree passed in the year 1997. It was first dismissed as partly satisfied in 2008, but he again challenged in 2009. Presently the court has attached the property of the College.
2. **Mr. Ashwani Sayal:** CWP 21801-2013 is pending before Punjab and Haryana High Court.

Mr. Sayal is suspended Lecturer in English. The case is related with granting of selection and senior grade because of pending charge sheets and enquires. He also challenges the order of Secretary and DPI regarding the manner of issuing of charge sheet and holding enquiry proceedings. Here department and higher authorities are pleading the case and we have to respond accordingly.

3. **Mrs. Chiranjiv Kaur (Execution of decree):** The execution of decree of the Civil Courts Kapurthla is pending.

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

Our Institution, believing in democratic approach, focuses on Institutional betterment by way of an informal student feedback mechanism.

- The feedback of the students is invited through tutorials. It has helped in providing latest infrastructure and improving teaching-learning strategies.
- Installation of water coolers at different points, RO system, Generator, renovation of washrooms and labs, and flexibility in allotments of sections, for instance are some of the reforms based on the informal student feedback.

6.3 Faculty Empowerment strategies

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

The College authorities encourage teaching and non-teaching staff members for their professional growth. They are encouraged and extended full assistance to update themselves in tune with contemporary international scenario.

- Staff members are immediately informed through circular on receipt of information regarding seminars/conferences/refresher/ orientation courses etc. being organised by other universities and Colleges.
- Duty leave is extended to faculty members to attend such seminars/conferences/refresher/ orientation courses.
- The staff members are encouraged to improve the research aptitude by motivating them to avail the schemes of UGC and Director Public Instructions (Colleges), Punjab for their professional development.
- As a result of the above efforts, following five faculty members have completed their Ph.D. degrees during the last five years

Sr. No	Name of Faculty Member	Subject
1.	Dr. Satwinder Kaur	Economics
2.	Dr. Jasvinder Singh	Commerce
3.	Dr. Tirath Ram Basra	Commerce
4.	Dr. Chander Kanta	History
5.	Dr. Monika Khanna	Music

- Our Three faculty members were promoted as Professors by Department of Higher Education, Govt. of Punjab, on the basis of API Scores

Sr. No	Name of Faculty member	Subject
1.	Dr. Jaswant Singh	History
2.	Dr. Bikram Singh	Commerce
3.	Dr. Harbans Singh	English

- Two of our faculty members were sanctioned 'Minor Research Projects' by UGC.

Sr. No	Name of Faculty member	Subject
1.	Dr. Tirath Ram Basra	Commerce
2.	Dr. Chander Kanta	History

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?

- With a view to review and motivate employees regarding performance of their respective roles and responsibilities, the College Principal takes staff meetings occasionally.
- The teaching faculty was trained to make the optimum use of smart boards through the special training sessions organized by the Globus Computers Ltd.
- Administrative staff is encouraged to be more computer friendly and imparted full support to introduce computers in performance of their official duties.
- Non-teaching faculty was trained in the operation of the computers for Salary bills, Receipts and Payments under various fund accounts.

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 performance appraisal system to evaluate the various activities of the staff in this College is strictly based on the guidelines issued by from Director Public Instructions (Colleges), Punjab.
- For performance evaluation, every faculty member is required to fill 'self-assessment form' which comprises information regarding their academic, administrative, professional and co-curricular accomplishments.

- This 'self-assessment report' which is part of Annual Confidential Report (ACR) is further evaluated and graded by the Principal and sent to the office of the Director Public Instructions (Colleges), Punjab for necessary consideration and approval.
- For promotion of Assistant Professor/Associate Professor/Professor to their next grade, Govt. of Punjab has introduced UGC/University approved API guidelines and the College follows the instructions/directions of the government.

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 Performance Appraisal /Self- Appraisal/Annual Confidential Reports of the faculty members duly graded and forwarded by the Principal are evaluated by the Director Public Instructions (Colleges), Punjab.
- In case Directorate finds that performance of any faculty member is unsatisfactory, it is intimated to the concerned member through the Principal with necessary instructions for improvement.
- The Performance Appraisal /Self- Appraisal/Annual Confidential Reports of non-teaching staff are also evaluated by the Director Public Instructions (Schools) Punjab.

(Annexure: Copy of ACR) See Annexure VIII

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?

All welfare schemes of Punjab Government are available for teaching and non-teaching staff. These are implemented in true spirit of the law and ordinarily most of the staff members opt for welfare schemes as per their requirements. The following are the welfare measures available for the staff:

- Loan facility from the Punjab Government
 - Housing loan,
 - Vehicle loan,
 - Refundable and non-refundable loan out of GPF
- Wheat loan facilities for employees of group 'D' category.
- Pension & all other pensioners benefits like:
 - Death cum Retirement Gratuity,
 - Commutation of Pension,
 - Leave encashment &
 - GIS on superannuation.

- Reimbursement of medical expenditure.
- Leave travel concession facility.
- Leave facilities:
 - Casual Leave,
 - Medical Leave (Full Pay/Half Pay),
 - Earned Leave,
 - Ex-India Leave,
 - Maternity Leave
 - Study Leave under Career Advancement Programmes for Academic pursuits.
- The record for these welfare schemes is available in the office.
- Detail of loan availed

(See Annexure No. III)

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

- This, being an Institution administered by Government of Punjab through Director Public Instructions (Colleges) Punjab. The Institution has no power to recruit new regular faculty.
- Regular Faculty is appointed by Government of Punjab through Punjab Public Service Commission (PPSC).
- All faculty members are subject to be transferred/ retained in particular College as per the orders of Punjab Government.
- Guest faculty teachers are recruited by the College, against the sanctioned vacant post in the College, as per the needs of the departments on the basis of merit and reservation policy of State Government. Those teachers who perform well are preferred to other applicants for next session.

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?

In this College, the Institutional mechanisms to monitor effective and efficient use of available resources are strictly governed by Punjab Financial Rules/Education Code and guidelines issued by from Director Public Instructions (Colleges), Punjab. The College has a formal mechanism to monitor the financial resources. The College budget is utilized for administrative and academic activities.

(A) Government Budget:

- Under this head, College gets Govt. Budget allocation for payment of salaries of regular Faculty and Administrative staff.
- College Superintendent prepares total salary budget of the staff (teaching & non-teaching) on yearly basis and get it duly sanctioned from the government.
- Monthly salary bill of the regular staff is prepared and bill is submitted to the treasury office through E-Sarkar system, Government of Punjab.
- After thorough scrutiny of the salary bills, it is passed and the respective salary amount of each staff member is credited to their bank account.

(B) Amalgamated / Student Funds

- All type of purchases out of Amalgamated Fund/ Student Funds are made as per following rules of Punjab Government:

Sr. No.	Sanctioning Authority	Amount Limit (Rs.)
1.	College Principal	Up to 50,000/-
2.	DPI (Colleges)	50,001/- to 2,00,000
3.	Secretary Higher Education, Govt. of Punjab	2,00,001 and above

- Principal forms committees for various types of purchases or expenditure.
- The senior most member is appointed as Convener or In-charge of the Committee.
- The Conveners seek formal sanction of the Principal on the prescribed form for spending a specified sum of money in order to execute the work assigned to the committee.
- The state government rules regarding calling of quotations from the market, floating tenders or purchasing equipment etc. on the State Government approved/DGS&D approved rates are followed strictly in letter and spirit.
- All purchases / expenditure above Rs. 500/- per item, are made mandatorily through Quotations.
- For an expenditure up-to Rs. 50,000/- per item out of Amalgamated Fund/ Student Funds, the sanction is granted through the channel of officials like Fund clerk, College Bursar and Principal.
- If cost of purchase/expenditure on one item is more than Rs.50, 000/- then official authorisation is sought from Director Public Instructions (Colleges), Punjab
- If cost of one item is more than Rs. 2,00,000/- then official authorization is sought from Secretary Higher Education Govt. of Punjab.

(C) For PTA (Parent Teacher Association)/HEIS (Higher Education Institute Society) funds:

- PTA and HEIS Funds are governed as per Punjab Government Rules and PTA/HEIS Constitution.
- All Purchases/ Expenditure the first instance are passed in the in the Executive Committee meeting of PTA/ HEIS.
- Principal forms Committees for various types of purchases or expenditure and the senior most member is appointed as convener or in-charge of the committee.
- The convener seeks formal sanction of the Principal on the prescribed form for spending a specified sum of money in order to execute the work assigned to the committee.
- For expenditure out of PTA/HEIS Funds the sanction is granted through the channel of officials like Fund clerk, PTA and Finance Secretary of HEIS and Principal.

(D) For UGC Funds:

- UGC funds are monitored and regulated by the Principal and UGC in-charge in the College.
- All spending are made as per guidelines issued by UGC for funds under specific grant/ head of expenditure.
- UGC Committee regulates the budget allocation for different purposes under the guidance of the Principal.
- The Purchase Committee Convener looks after the purchase/expenditure. A Sanction form duly filled in by the Convener for any expenditure stating the purpose and estimate based on market survey.
- It is scrutinized by the UGC in-charge of the College and later approved by the College Principal for further action.
- Records are duly maintained by the UGC clerk with invoices for further compliance.

The College Fund Clerk, PTA clerk, HEIS clerk, UGC clerk, cashier, superintendent, Bursar of College, cashier of PTA and finance secretary of HEIS and UGC in-charge monitor the entire Institutional mechanisms and help the College Principal to monitor effective and efficient use of available resources.

(E) For RUSA (Rashtriya Uchhatar Shiksha Abhiyan) Funds:

- Utilisation of funds received under these schemes is governed by guidelines issued by Rashtriya Uchhatar Shiksha Abhiyan, Ministry of Human Resource Development, Govt. of India.
- All spending are made as per specific component under this scheme.
- The College governing body of RUSA Funds is as follows:
 - Head of the Institution, Principal

- RUSA Institutional Coordinator
- Nodal Officers for:
 - Academic Activities
 - Civil Works including Environment Management
 - Procurement
 - Financial Aspects
 - Equity Assurance Plan Implementation

- **RUSA Committees**

Following committees have been formed to effectively monitor the expenditure out of grant received under RUSA

- Management Monitoring Renovation and Research Committee.
- Purchase Committee (Furniture).
- Maintenance Committee (College Building).
- Modernisation of Laboratories Committee.
- Advisory Committee.

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 Internal Audit of the College is administered in the form of internal check.
- The administrative office of the College, with the superintendent and ministerial staff, is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them.
- The records are monitored by the College Bursar and the Principal.
- The funds of PTA, HEIS and UGC are audited by a Chartered Accountant appointed by them respectively.
- Govt. grants and funds are subjected to external audit conducted by the Audit department of the state Govt. and the same is audited by the Accountant General, Punjab.
- The last external audit was held on 18-04-2013.

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.

(A) The major sources of Institutional funding are:

- Funds from Govt.
- Grants from UGC

- PTA Fund
- Self-Finance Course under HEIS
- RUSA Funds
- MPLAD Funds

(See Annexure II, IV, V, VI, VII)

- **Deficit Management**

In case sufficient Government funds are not available to accomplish certain assignment, the deficit finance is arranged from PTA and HEIS funds by passing special resolution keeping in view the best and topmost interest of the students.

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 plans various means to generate the resources needed for welfare of students:

- Renting out of Cricket Ground and College premises with permission from higher authority.
- Rent from College Canteen
- Voluntary contribution by Alumni and different organizations.
- Seeks the contribution from local MLA's/MP.
- Through Self-Financed courses

(See Annexure II)

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

(a) Has the Institution established an internal Quality Assurance Cell (IQAC)? IF 'yes' what is the Institutional policy with regard to quality assurance and how has it contributed in Institutionalizing the quality assurance processes?

- Yes, College IQAC was established on 22/04/2012 towards comprehensive compliance to post accreditation quality parameters. This entity is open to suggestions from the peers, HoDs and these are discussed with all pros and cons followed by implementation and adoption. It is evident by initiation of periodic tests, mid-term tests, seminars, extension education and training besides numerous extracurricular and sports activities to develop the quality of students.

- **Institutional Policy**

IQAC is aimed to develop a sustainable and consistent plan of action focused to improve the academic and administrative performance of the Institution. It emphasizes on:

- To promote research culture among the students.
- To prepare road map on action for the academic sessions and to ensure their efficiency implementation.
- To earmark strength and weaknesses in the quality assurance procedures to evaluate the teaching and learning outcomes.
- To establish and maintain quality benchmarks.
- To expedite a feedback mechanism for further mechanism for further reformation and development.

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

- Proposals and plans earmarked by the College IQAC are endorsed by the authorities in consonance with the IQAC for successful implementation. College IQAC is committed to the goal of quality education which is also mentioned in its vision statement which reads as below.

“To impart quality education to create motivated and responsible individuals who become catalysts of change through value based education”

Hence in short IQAC makes the confluence wherein authorities work hand in hand with it for successful execution of the proposals and road map of action plan.

Proposals approved and implemented

- Reforms in house exam system
- Renovation of the College premises, flooring, roof top, Wash rooms, building and white wash
- Construction of Girls’ Common Room
- Technical and capacity enhancement of science laboratories
- Introduction of new and upgraded version of Computers in Computer lab
- Upgradation of classrooms
- College security and vigilance enhanced with the routine patrolling by local police to curb infiltration by the undesirable and antisocial elements

Proposals approved and in the process of implementation

- Development of soft skills and personality by training and workshop held for staff members.
- Imparted training to students on fine arts, soft skills development.
- Capacity enhancement of Science lab.
- Office automation and technical upgradation.

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

- Yes, IQAC have external member on its Committee. The distinguished personalities from the society are nominated as members of IQAC on annual basis. Their valuable advice helps in matters related to administration and chalking out various activities concerning growth of the Institution and its stakeholders.

(d) How do students and Alumni contribute to the effective functioning of the IQAC?

- IQAC fosters a constructive relationship with the College Alumni as well as existing students. Based upon the inputs from the feedback and suggestions by them makes ground to formulate agenda for the ensuing meeting of IQAC.
- Alumni enrich the students with their experiences through guest lectures and valuable suggestions on course which is marked as a token of gratitude to their alma mater.
- Alumni of the College has been harbinger of numerous welfare activities related to welfare by organizing Blood Donation Camp, Pulse Polio Campaign, Financial Aid to economically weak students and up keeping of College infrastructure by maintenance of OSA Park, Science Park and College Main Gate.

(e) How does the IQAC communicate and engage staff from different constituents of the Institution?

- IQAC comprises a heterogeneous mix of intellects from different streams viz. Sciences, Arts, Humanities and Languages. All these create a vivid skill set and they share the elements of decisions of IQAC with other constituents of the College for valuable feedback followed by effective implementation.

6.5.2 Does the Institution have an integrated frame work for quality assurance of the academic and administrative activities? If 'yes's the Institution established an internal Quality Assurance Cell (IQAC)? If 'yes' give details enumerating its impact.

- Institution has adopted a dual approach on both Academic and Administrative fronts for quality assurance activities with its operationalization.

Academic reforms:

- Maintenance of Attendance registers for the students to keep a track on student's progress.
- Conducting periodic staff meets and recording the minutes helpful to make teaching interesting and learning more effective and efficient.

- Emanation of the internal audit mechanism headed by the Principal and assisted by nominated senior counsels is introduced. It is aimed to ensure disciplined and punctual attendance of the students in their respective classes.
- Conducting student centric programs viz. guest lectures, seminars and workshop are prominent part of the curriculum, hence enriching the confidence and knowledge of the students. Besides, its initiation of remedial classes to enable the weak students as an effective academic tool for their academic upgradation is a valuable source of interaction and awareness.

Administrative reforms:

- Initiation of a review committee chaired by the Principal meant to review the activities performed on monthly basis.
- Assignment of duties to different walks of College functioning fulcrum namely Discipline, College Infrastructure, Assets maintenance, IT services etc.
- Collection of exam and semester fees and form in time bound phased manner as per the procedure and ordinance established by the University.

Outcome:

- Effective learning and teaching process and classroom.
- Enhanced response from students and decline in absenteeism.
- Participation and compliance by the students in College activities and directives for their individual uplift apart from professional and personal grooming.

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?

- On provision of training to the teaching as well as non-teaching staff to equip them with the skills required to attain the objectives and parameters set by IQAC.
- Imparting training to the teaching staff regarding usage of modern teaching accessories viz. Smart board, Computers and presentations for effective teaching and learning process.
- Deputation of Faculty for refresher courses, workshops on Academic, Administrative and Professional development courses and Institution surveys namely NAC, AISHE, Genesis.

6.5.4 Does the Institution undertake Academic Audit or other external review of the Academic provisions? If 'yes' how are the outcomes used to improve the Institutional activities?

- Yes, Academic Audit is the exercise being conducted by the University by nominating and deputing a team meant for this exercise before the commencement of new

course. This committee enumerates its remarks, observations and suggestions for the required changes, expected to be compiled by College.

- Apart from this, an external audit is done by the office of Director Public Instructions (Colleges), Punjab, Affiliating University (GNDU) from time to time.
- College audits its Academic performance through class tests, house tests and University tests.
- Remedial classes are arranged for academically weak students.
- IQAC and College Staff Council analyses the result and needful steps are initiated to improvement.

6.5.5 How is the internal quality assurance mechanism aligned with the requirements of external Quality assurance agencies/regulatory authorities?

- Director Public Instructions (Colleges), Punjab and GNDU constitute the external regulatory authorities of the Colleges. All mechanism related to quality assurance in vogue in College are in line with the norms, stipulations and the requirements established by them.

6.5.6 What Institutional mechanisms are in place to continuously review the teaching-learning process. Give details of its structure, methodology of operations and outcome?

- College IQAC and the College council review the teaching and learning process under the chairmanship of the Principal.
- The HoDs are nominated and delegated the task on syllabus, timetable, designing question papers, marking attendance and mark sheet within stipulated time.
- Submission of student's attendance to the office for further action to prepare lecture shortage.
- Provision of counselling for the slow learners and special remedial classes for academic/financially weak students.

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

- The Institution maintains a close coordination with its stakeholders, both external and internal through PTA meets, Alumni Meet, Prospectus, Annual reports, Magazine and other electronics media.
- Staff and students are communicated through meetings, assemblies, tutorials and orientation courses.

CRITERION VII : INNOVATIONS AND BEST PRACTICES

7.1 Environmental Consciousness

7.1.1 Does the institute conduct a green audit of its campus and facilities?

Our Institution has an internal green audit mechanism which ensures that the carbon foot-print on the campus does not exceed beyond permissible limits, thus contributing towards maintaining a fine ecological balance. For the maintenance and sustenance of our sprawling green campus, we devise strategies and innovative solutions to various practices like burning of wastes, seepage of water, deforestation which can prove hazardous for the environment. To achieve the above mentioned. The measures undertaken are:

- Maintaining a green cover consisting of trees, well-kept lawns including one aesthetically designed Botanical garden.
- Tree plantation on an annual basis
- Segregation of the biodegradable from non-biodegradable waste.
- Dumping of the garden waste in pits for natural decomposition which yields green manure.
- Use of chemical fertilizers and pesticides is forbidden.

Steps initiated by the Green Audit Team are as follows:

Maintaining Biodiversity

- The campus takes Pride in the rich assemble edge of trees including the Peepal and the Banyan which are around 200 years old. During annual Van Mahotsava Celebrations, new saplings are planted and students are made their caretakers.
- The Botanical garden of the Institution has a Unique Collection of Plants from diverse groups like Pteridophytes, Gymnosperms, Angiosperms, Xerophytes, Cycas, Pine, Italian Cypress, Amla
- For environmental protection, organic manure and vermicompost is used to enrich the soil in gardens and flower beds.
- Use of Pesticides and chemical fertilizers is strictly forbidden.

WATER CONSERVATION

Effective measures undertaken in the direction are:

- Overflowing of water tanks is prevented by proper care and maintenance

- Faculty In-charge gets promptly replace the leaking and faulty taps with new ones to prevent water wastage.

Waste Management

Following steps have been taken reduce as well as to recycle and reuse the waste on the campus.

- Vermicompost unit has been installed to recycle the Green waste (vegetable, fruit peels) into organic manure. This manure is then used to enrich the soil in the gardens and flower beds.
- The waste is segregated. Two large compost pits have been dug and gardeners as well as sweepers are instructed to dump green/biodegradable waste in pits for natural decay and decomposition. The non bio-degradable waste is collected by the municipal corporation garbage collector.
- To ensure clean, healthy and eco-friendly environment, use of polythene bags is strictly forbidden both in the canteen. In tutorials too, the students are sensitized about the same.

Energy Conservation

Adequate steps have been taken to reduce the wastage of electricity in the campus. The incandescent bulbs have been replaced by the energy saving compact fluorescent lamps (CFL's).

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

The initiatives taken in this direction are:

- The students are continuously sensitized towards healthy green environment in tutorial meetings. The members of the staff take special onus on themselves to keep the campus eco-friendly.

Energy Conservation

The staff and students ensure that the lights and fans are switched off while leaving the classrooms or laboratories, as it is the first and most important step towards energy conservation.

- Use of incandescent bulbs has been discontinued strictly; CFL's and tubes are installed in all the classrooms, offices and laboratories.
- The wattage of lamps/tubes installed is as per the light requirement of the room.
- In labs, the electric appliances and electronic gadgets are disconnected immediately after use.

- In summers the temperature settings of Air Conditioners is maintained at 24°C, as a power saving step

Water Harvesting

Efforts for Carbon Neutrality

As already stated, the Internal Green Audit Team ensures that the carbon footprint on the campus does not exceed beyond the permissible limits. Various strategies and innovative solutions are evolved and implemented to achieve the desired results.

- The garden waste like fallen leaves, twigs and grass shavings are not burnt but dumped into huge pits for natural decay which subsequently yields manure.
- The campus has around 300 mature trees that act as a carbon sink that cleans and purifies the air.
- Van Mahotsav is celebrated and now saplings are planted and are taken care of by our young students with great love and enthusiasm.
- The sprawling green campus is the reservoir of fresh air for the immediate neighbourhood.

Plantations

- Our Institution is the epitome of the green revolution with standing trees, acres of lush green eco-friendly campus, well maintained lawns and green pathways. To sustain the ecological balance a plantation drive is undertaken annually during 'Van Mahotsav'.
- The Botanical Garden houses different types of trees, shrubs, herbs, etc. The scientific as well as common names are displayed for their easy recognition. Majestic Pine, Cycas, Italian Cypress, Banyan, Neem Jatropha etc. are among the botanical garden flora.
- Not only is environmental science taught as an integral part of the curriculum but our scientifically designed Botanical Garden proves beyond doubt that our teaching is translated into a healthy eco-friendly practice.

Hazardous Waste Management

- The young entrants of B.Sc.-I year are given an orientation lecture by the Head of the Chemistry department on the safe use of chemicals. The students are cautioned against the careless handling of dangerous chemicals.
- The teachers as well as the lab staff ensure that the students handle the chemicals carefully during the practicals. They are instructed to use the chemicals as per the requirement. Chemicals wastes are carefully disposed under the supervision of the

lab attendants and teachers after minimizing their hazardous effects. The students are forbidden to throw the chemicals in the open carelessly.

E-Waste Management

7.2 Innovation

7.2.1 Give details of innovations introduced during the last 4 years, which have created a positive impact on the functioning of the College.

Following innovative practices have been undertaken over the past 4 years to create a positive impact on the student centric learning environment of the College:

- Formation of Internal Green Audit Team has proved helpful in maintaining a healthy environment. The activities of the team involve undertaking of effective measures to ensure environment, water, waste and energy conservation.
- Automation of library has given a boost to the learning resources.
- Computerization of administrative and examination branch has ensured easy and systematic maintenance and preparation of records.
- Women Police Personnel have been deputed at the entrance of the College to ensure the security of the girls.
- Our canteen comprises of well stocked edibles and proper hygienic atmosphere is maintained.
- For orderly parking of the vehicles in the campus, a new parking area has been constructed.
- RO's have been installed to ensure clean drinking water to the students.

7.3 Best Practices

A numbers of healthy practices are carried out for overall growth and holistic development of the students. These practices vary in their reach out purpose but the ultimate goal is to give each student a healthy learning and growth centric environment.

- Education Inclusion
- Student Centric Teaching Practice
- Environment Society
- Anti-ragging Cell
- Red Ribbon Club
- Youth Welfare Club
- Career Counseling and Guidance Cell
- Grievances Redressal Cell
- Tutorials
- Book Banks

- Educational Excursions
- Special Classes for the Poor and Weak Students.
- Competitive Classes for the intelligent students.

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

Format for Presentation of Practice

1. Title of the practice:

Education Inclusion

- 2. Goal:** Our guiding principle for Education Inclusion is based on easy access, student success and high quality learning. This design aims to integrate diversity, equity and educational quality efforts. Our Institution endeavors to develop effective educational practices that would lead to transformational change for student learning and achievement.

The focus would be to develop effective verbal, non-verbal, written, technological and media communication skills to support and enhance student learning.

Being a govt. Institution, our College primarily caters to the needs of students from socially and economically backward sections of the society. The aim of the practice is to enhance their learning capabilities so that they are better placed in the society.

- 3. The Context:** The Institution is providing admissions to students to various courses primarily on merit basis but due weightage is also given to the socio- economic backwardness. The Institution adheres to the norms of Punjab Govt. with regard to reservation to SC/BC and other categories. Institutional strategies are chosen keeping in view that the bulk fabric belongs to socio-economic backward section and to foster in their cognitive ability to transform them into socially functional unit.

- 4. The Practice:** Instructional plans are crafted based on student's needs, curricular goals and subject matter. The emphasis is on continuous assessment through innovative techniques such as seminars, assignments on current topics, quiz and project work, in which maximum student participation is ensured. The Institution provides an apt platform for student's all-around development. Supporting teaching aids are used to provide quality higher education.

Best efforts are made by the Institution to provide the financial assistance under Govt. schemes on merit cum means basis. Computer based courses are also part of curriculum to provide student accessibility to upcoming dynamic areas of study. These courses are self-financed and relatively costlier for these students to afford. These courses can be made accessible for weaker sections of society if required funding is provided.

5. Evidence of Success: The achievement of 'Educational Inclusion' is evident from increase in proportion of students from SC/BC categories in total enrolment in the Institution. This proportion being 47.1% in 2012-13 has relatively increased to 58.7% in 2013-14. These students are also a part of merit position holders of the University and actively participate in various co- curricular activities like cultural and sports event and exhibit their valour, discipline, spirit of adventure and loyalty towards duty in NCC unit to quench their ideals of selfless service they also become a part of NSS unit, which has been actively organizing various orientation programmes in the College.

6. Problems: There are financial and other constraints while implementing the above mentioned goals. Some of the faculty positions as well as non-teaching posts are lying vacant. The Institution has to make arrangements out of self-generated funds. Even the carrying capacity of the Institution is limited viz a viz the no. of applicants for enrollment in various courses of study. Secondly, number of seats particularly in upcoming courses should be increased and job oriented courses must be introduced in Govt. Institutions. Vocational courses would ensure students influx and would equip them with a self-sufficient entity. Students learning for higher education would help in inclusion and would prove to be an efficient component of bringing change in society and nation at large. So there is need for expansion of Institution for higher learning.

1. Title of the practice:

Student centric Teaching Practice

2. Goal: The main objective of the College is to provide total education i.e. an integral development of critical ability, work ethics and personality development. To assist students in adapting to new technology, concepts thus equipping them to become self- sufficient entities of society. We at our College provide quality education to the students at large prospects. Thus the ambience and life skills oriented learning prepare students for meaningful careers.

Our College aims to assist students in developing knowledge, skills and fortitudes. Our College motivates the students stock of energy towards favorable constructive activities.

3. The context: Our College encompasses a variety and diversity of students. Majority of students hail from economically and socially weaker sections. Methodology of teaching involves varieties of activities followed by feedback and evaluation. Student-teacher discussions and conducive environment paves way to a better learning process. Being weaker in achieving means, economical methods are used to enhance the imbibitions of contents by the students.

4. The practice: Teaching methods are maneuvered to fit in with the mental level of the students. The capability procedures are moulded to suit the needs of students and make learning easy and enjoyable. This also adds contours to the concepts, principles and facts. Thus teaching in such a skillful manner provides conducive and congenial ambience in classroom. It not only arouses mental ability of the students but also triggers their cognitive development of thought process. By taking remedial classes, additional sessions of discussions and problem solving sessions, students' progress is checked up. These interactive sessions lesson the gap between students and teachers that facilitates in building the confidence among students so that they can interact with the teachers for clearing doubts. Students are not only chiseled academically but are also motivated for contributing their participation in various co-curricular activities. Our institute has made tremendous progress in the personality development of students by providing co-curricular activities in various fields such as fine arts, music, folk dance and literary events etc. Remedial classes are arranged for weak students belonging to economically backward sections of society. The faculty members discuss in the classrooms about opportunities of higher education and employability in their respective areas of concern. Hard work, effort and commitment from students and experienced staff give the students best chance to achieve their goal in life.

Our institute had organized UGC sponsored workshop on 'Soft Skills and Personality development" in Jan, 2011. An UGC sponsored national seminar was organized by our Institution "Post- Reform Developments in Capital market in India" in Sept, 2012. Faculty development programme on "Value addition in Teaching and Research" was also organized in Feb, 2015. The faculty members also sensitize the students about environment preservation and community servicing.

5. Evidence of Success: Our students have shone not only academically but artistically as well. Every year our students get placed in merit list of the University. Most of the students are first divisioners. They attend their lectures well and are regular in revising them. Feedback is taken by regular tests. Students participate in co-curricular activities in Youth festivals as well as organized by other Colleges of the region. Our students helped our College to bag runners up Trophy in Youth Festival in the current year. Students also enthusiastically participate in Inter College competitions like Quiz, debate, caption-contest, power point presentations, paper reading contests etc. the students not only participated but bagged various positions also. So it can be inferred that all the faculty members help in the all-round development of students' personality.

Problems: Lack of funds and manpower put limit to attain growth and success. Shift from annual to semester system clashes with study and cultural events. There are financial and other constraints while implementing above mentioned goals. Some of the faculty positions as well as non-teaching posts are lying vacant.

Name of the Department--- English						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	1575	87%
						2011-12	1542	92%
						2012-13	1554	94%
2013-14	1834	88%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms.Navjot Kaur	Retired	M.A., M.Phil	20	---	---	---	---
2	Ms. Jasjit Kaur	Retired	M.A., M.Phil	28	---	---	---	---
3	Ms. Anita Lumba	Retired	M.A., M.Phil	29	---	---	---	---
4	Dr. Harbans Singh	Retired	M.A. Ph.D.	36	4	---	10	10
5	Ms. Harvinder Kaur	Regular	M.A., M.Phil	29	---	---	---	6
6	Ms. Taranbir Kaur	Part-time	M.A., M.Phil	13	---	---	---	2
7	Ms. Jasdeep Kaur	Guest Faculty	M.A., B.Ed.	6	---	---	---	2
8	Ms. Manpreet Kaur	Guest Faculty	M.A.	3	---	---	---	2
9	Ms. Meenakshi	Guest Faculty	M.A.	1	---	---	---	1
10	Ms. Vasundra	Guest Faculty	M.A.	-	---	---	---	1
11	Ms. Kamalpreet Kaur	Guest Faculty	M.A.	-	---	---	---	---
12	Mr. Rajinder Singh	Guest Faculty	M.A.	-	---	---	---	---
13	Ms. Shobna	Guest Faculty	M.A.	-	---	---	---	---
14	Ms. Bimla	Guest Faculty	M.A.,PGDCA	-	---	---	---	1
Other achievements: <ol style="list-style-type: none"> 1. Dr Harbans Singh Chahal was promoted as Professor under CAS in 2012. 2. Formation of English Literary Society . 3. Extension Lectures 4. Conduct of 21 days Tourism Awareness Program of Punjab Govt. Classes, 4Tree Plantation under Green Glade Group. 5. One PG student Gursevak Singh cleared the defense services examination 								

Name of the Department--- Economics						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	176	93%
						2011-12	159	96%
						2012-13	164	84%
2013-14	194	82%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms. Gurcharan K. Batra	Retired	M.A., M.Phil	28	---	---	---	3
2	Dr. Satvidnder Kaur	Regular	M.A., M.Phil, Ph.D	26	1	8	8	2
3	Ms. Khushwinder K Bawa	Retired	M.A., M.Phil	30	---	---	---	5
4	Ms. Geeta Rani	Guest Faculty	M.A., M.Phil,NET	10	---	---	---	2
5	Ms. Aarti	Guest Faculty	M.A., M.Phil	1	---	---	---	---
6	Ms. Sandhya	Guest Faculty	M.A. CTET	3	---	---	---	2
7	Ms. Silky	Guest Faculty	M.A. PGDCA	2	---	---	---	2
Other Achievements								
<ol style="list-style-type: none"> 1. Meritorious positions of the students in B.Sc. & M.A. Eco. 2. Socio-Economic Surveys concerning different strata of society. 3. Extension Lectures 4. Various competitions like Essay writing, caption contest etc. 5. Tree plantation under Green Glade Group. 6. 21 days Tourism Awareness Program of Punjab Govt. classes were conducted for college students. 7. Faculty acts as resource persons and subjects experts at various forums including Radio and TV talks. 								

Name of the Department--- Punjabi						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	1528	96%
						2011-12	1484	99%
						2012-13	1507	98%
2013-14	1779	94%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Dr. Sukhpal Singh	Regular	M.A. Ph.D	18	2	5	2	5
2	Mr. Happy Kumar	Part -time	M.A., M.Phil, NET	15	-- -	1	1	1
3	Ms. Daljit Klair	Guest Faculty	M.A., NET	10	-- -	---	---	2
4	Ms. Harsimran Kaur	Guest Faculty	M.A., M.Phil	9	-- -	---	---	2
5	Ms. Rajwinder Kaur	Guest Faculty	M.A., M.Phil	4	-- -	---	---	3
6	Ms. Gurvinder Kaur	Guest Faculty	M.A., M.Phil	2	-- -	---	---	1
Other achievements of the Department:								
<ol style="list-style-type: none"> 1. Publication of literary magazine 'Arambh'. 2. Roobroo/ extension lectures of eminent writers. 3. Literary competitions of students 								

Name of the Department--- Commerce						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	251	90%
						2011-12	260	95%
						2012-13	265	98%
2013-14	293	99%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Mr. Varidner Kumar	Regular	M.Com	29	40	3	10	10
2	Dr. Jasvinder Singh Assi	Regular	M.Com, Ph.D	28	-- -	2	5	7
3	Dr. Bikram Singh Virk	Regular	M.Com, Ph.D	29	-- -	7	18	22
4	Dr. Tirath Basra	Regular	M.Com, Ph.D	22		4	7	8
5	Ms. Seema	Part Time	M.Com, M.Phil	15	-- -	---	---	2
6	Dr. Shweta Sharma	Guest Faculty	M.Com, Ph.D	2	-- -	2	---	4
Other achievements:								
<ol style="list-style-type: none"> 1. Dr. Bikram Singh Virk promoted as Professor in 2012 under CAS. He also got best teacher award from CT Education Society. He was made member of Education Policy Committee by Govt of Punjab 2. Mr. Varinder Kumar has good number of published books to his credit. 3. Dr. Virk contributing to 7 English & Punjabi News-papers as columnist on economic issues and has more than 100 published articles in the newspapers 4. Faculty participated as expert in extension lectures, Radio and TV Talk. 5. Deptt organised a National Conference in 2013 6. A large number of students after passing out from the department have got jobs in the Banks, Financial Institutions and various Govt. and Private organizations. A good number of those who did Post Graduation are working as Teachers in various educational institutions. 								

Name of the Department--- Physics						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	138	90%
						2011-12	172	89%
						2012-13	204	91%
2013-14	239	87%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Dr. Gurbaksh Singh Bhandal	Retired in 2010	M.Sc. M.Phil, Ph.D	33	10	3	8	10
2	Mr. Jaswant Singh Sidhu	Retired in 2012	M.Sc. M.Phil	33	--	---	---	2
3	Mr. Kashmir Singh	Regular	M.Sc. M.Phil	30	--	---	---	3
4	Mr. Prabhjot Singh	Regular	M.Sc. M.Phil	30	--	---	---	3
Other achievements:								
<ol style="list-style-type: none"> 1. Extension lectures by eminent resource persons. 2. Faculty acted as resource persons, Head Examiner, Nodal Officers, Master Trainer for various programs of Punjab Government. 3. Mr. Prabhjot Singh given best teacher award by CT Education society & award of honour by red cross society Kapurthala. 4. Science and environment society organized various competitions, tours and field visits. 								

Name of the Department--- Chemistry						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	92	89%
						2011-12	113	88%
						2012-13	137	93%
2013-14	118	82%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Dr. Baljit Kaur	Regular	M.Sc. Ph.D	28	-- -	---	---	3
2	Dr. Jasmeet Sethi	Regular	M.Sc. M.Phil, Ph.D	18	-- -	---	---	4
3	Mr. Ajay Kumar	Part -time	M.Sc. M.Phil	15	-- -	---	---	3
Other achievements:								
<ol style="list-style-type: none"> 1. Faculty members on Board of Studies of GNDU, 2. Meritorious positions of the students in the University examination. 3. Extension lectures, educational tours and excursions. 4. Celebration of Aids Day and Vanmahaostav. 5. Students achieved positions in inter-college competitions. 6. Deptt organised various competitions 								

Name of the Department--- Mathematics						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	256	77%
						2011-12	278	88%
						2012-13	320	84%
2013-14	370	79%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Mr. Sarabjit Singh Dhir	Regular	M.Sc. M.Phil	27	-- -	---	---	3
2	Mr. Nirmal Singh	Regular	M.Sc. M.Phil	27	-- -	---	---	2
3	Ms. Nidhi Ahuja	Part-time	M.Sc. M.Phil	15	-- -	---	---	3
Other achievements:								
<ol style="list-style-type: none"> 1. Meritorious positions of students. 2. Faculty acted as subject experts, resource persons, master trainers for various Punjab Govt. programs. 3. Mr. Sarabjit Singh Dhir given best teacher award by CT Education society. He also got award of honour from various clubs and societies of Kapurthala for various extension activities and community services. 								

Name of the Department--- Sanskrit						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	66	100%
						2011-12	52	100%
						2012-13	42	100%
2013-14	64	100%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Dr. Vijay Kumar Khinder	Promoted Principal	M.A. Ph.D	33	-- -	---	---	3
Other achievements:								
<ol style="list-style-type: none"> 1. Faculty worked as resource person, subject expert in various selection committees 2. Faculty worked as co-coordinator cultural activities and youth welfare club. 3. Faculty received Punjabi Sabhiachark Award in 2011. 4. Meritorious positions in the university in B.A. Hons and two students awarded National Scholarship by Sanskrit Sansthan New Delhi in 2013. 								

Name of the Department--- Music						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	137	98%
						2011-12	121	100%
						2012-13	128	100%
2013-14	126	93%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
	Ms. Soni Devi	Retired	M.A. M.Phil	31	-- -	---	---	2
	Dr. Monika Khanna	Regular	M.A. M.Phil, Ph.D	19	-- -	4	4	8
Other achievements								
<ol style="list-style-type: none"> 1. Faculty members acted as subject expert, resource person and judge in various competitions. 2. Dr. Monika's research paper declared best paper of the year by research link 2013-14. 								

Name of the Department--- Physical Education						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	260	94%
						2011-12	132	97%
						2012-13	366	95%
2013-14	372	92%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Mr. Kulwant	Transferred	M.P.Ed. NET	17	--	---	---	1
2	Mr. Ranjit Kumar	Contract	M.P.Ed. M.Phil, NET	10	--	---	---	3
3	Ms. Rekha Rani	Guest Faculty	M.P.Ed.	2	--	---	---	5
Other achievements								
<ol style="list-style-type: none"> 1. Taekwando player Harandeep singh represented GNDU in all India inter-varsity competition at Chennai. 2. The college Cricket team, Kabbadi team, Badminton team, Kho-Kho team, Wrestling team, best Physique team, Ppower lifting team, Taekwando team, Gatka team, and Athletics team participated in University level competetions and secured positions 								

Name of the Department--- History						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	855	87%
						2011-12	841	88%
						2012-13	855	79%
2013-14	945	85%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Dr. Jaswant Singh	Retired in 2014	M.A., M.Phil, Ph.D	30	2	17	18	22
2	Dr. Chander Kanta	Regular	M.A., M.Phil, Ph.D	25	-- -	5	10	5
3	Dr. Kamaljit Singh	Guest Faculty	M.A., Ph.D	8	1	6	7	8
Other achievements								
<ol style="list-style-type: none"> 1. Dr. Jaswant Singh was promoted as Professor under CAS in 2012. He also got best teacher award from CT educational society. He remained Captain of NCC unit of the college. He was recipient of various awards from NCC directorate. 2. The faculty acted as resource person, subject experts and judges for various programs 								

Name of the Department--- Hindi						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	165	95%
						2011-12	149	96%
						2012-13	168	87%
2013-14	154	92%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
	Ms. Usha Shetra	Retired	M.A. M.Phil	35	-- -	---	---	5
	Ms. Parminder Kaur	Guest Faculty	M.A.,B.Ed.	3	-- -	---	---	1
Other achievements								
1. Hindi Divas is celebrated on annual basis. Varius literary and cultural competitions are organised at institutional level.								

Name of the Department--- Home Science						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	208	95%
						2011-12	201	99%
						2012-13	141	97%
						2013-14	138	99%
S. N o	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms. Jatinder Kaur	Regular	M.Sc.. B.Ed.	28	-- -	1	1	4
<ol style="list-style-type: none"> 1. Faculty invite as subject expert for judgment and also invited expert in TV talk. 2. Students achieved merit positions in the university merit list. 3. Students won prizes in the zonal youth festival of GNDU. 4. Deptt organised workshop regarding fabric painting, glass painting. cooking, flower making, microwave cooking and pot decoration to prepare the students for self employment 								

Name of the Department--- Political Science						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	232	87%
						2011-12	214	85%
						2012-13	235	81%
2013-14	268	83%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms.Prem Lata Mittal	Regular	M.A. Pol Sc. & History	33	-- -	---	---	5
Other achievements :								
1. Faculty worked as subject expert and resource person for various selection committees .								
2. Faculty worked as incharge remedial classes and competitive batches in the college.								

Name of the Department--- Botany						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	35	95%
						2011-12	31	100%
						2012-13	30	88%
2013-14	55	96%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms. Manjit Kaur	Regular	M.Sc., M.Phil	27	-- -	---	---	9
2	Dr Meena Sethi	Regular	M.Sc., Ph.D	20	-- -	4	7	15
Other achievements								
<ol style="list-style-type: none"> Ms. Manjit Kaur acting as head of Science and Environment Society, convenor Red Cross society & supervisor for Economic Census. Dr Meena Sethi invited as subject expert and for judgments at various events. The students achieved merit positions in the University exams. The deptt also organised Aids Day and Vanmahostav, apart from organising quiz competition, declamation, paper reading. The extension lectures are also arranged in the department from time to time. 								

Name of the Department--- Geography						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	158	100%
						2011-12	152	98%
						2012-13	198	98%
2013-14	243	100%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Mr. Jatinder Pal Singh	Regular	M.Sc., M.Phil.	27	-- -	---	---	3
2	Ms. Sneha Sharma	Part-time	M.A., M.Phil	15	-- -	---	---	3
Other achievements								
<ol style="list-style-type: none"> 1. College Map prepared by the department faculty under the supervision of Prof. J.P. Singh 2. Ms. Sneha Sharma completed her M. Phil 								

Name of the Department--- Zoology						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	35	100%
						2011-12	31	100%
						2012-13	30	100%
2013-14	55	100%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms. Amita Manocha	Guest Faculty	M.Sc., NET	7	-- -	---	---	---
2	Ms. Rajni Bala	Guest Faculty	M.Sc	6	-- -	---	---	---
Other achievements								
<ol style="list-style-type: none"> 1. Faculty invited as expert for various competition and awards . 2. Students got merit positions in the university examination. The Deptt also organised quiz and declamation contests 								

Name of the Department--- Philosophy						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	268	87%
						2011-12	240	98%
						2012-13	244	93%
2013-14	260	85%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Ms. Anita Sagar	Regular	M.A. NET	20	-- -	---	---	4
Other achievements								
<ol style="list-style-type: none"> Ms. Anita sagar acted as nodal officer for new economic survey and education policy of GOI. The department organized various interactive sessions such as seminars, group discussions, debates, essay writing competitions, projects on environmental issues etc. 								

Name of the Department--- Oriental Studies						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	4	100%
						2011-12	2	100%
						2012-13	3	100%
2013-14	9	100%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Shambhu Nath Shashtri	Regular	Acharya (M.A.)	25	-- -	---	---	3
Other achievements								
1. Published nearly 50 articles in Uttam Hindu Newspaper, a vernacular daily								

Name of the Department--- Computer Science						Student data of last 4 years		
						Year	No of St	Pass %
						2010-11	174	97%
						2011-12	204	99%
						2012-13	223	93%
2013-14	235	85%						
S. No	Name of the Teacher	Status	Qualifications	Experience	Books	Research Papers Published	Papers Presented	Conferences attended
1	Tejinder Pal Singh	Guest Faculty	MCA, M.Phil	7	3	---	---	2
2	Amita	Guest Faculty	MCA	7	-- -	---	---	3
3	Sukhdeep Singh	Guest Faculty	MCA	5	-- -	---	---	3
4	Preet Kamal Kaur	Guest Faculty	M.Sc.	3	-- -	---	---	2
Other achievements:								
1. Organised computer workshop in the college.								

POST ACCREDITATION INITIATIVES:

- AS a part of the Post Accreditation Initiative, College IQAC (Internal Quality Assurance Cell) has played an important role in making teaching and learning more meaningful in terms of quality and consistency. It focuses on the need to undertake new initiatives to bring a visible change in quality of teaching and learning outcomes.
- IQAC proposes to organise seminars and extension lectures to provide scholarly exposure to students and faculty members. In November 2014, Faculty Development Programme was organised at college level, which provided opportunity to young faculty members to interact with experienced and scholarly deliberations by Prof. (Dr) Harbans Singh, Prof. (Dr.) B.S. Virk, Dr. Sukhpal Singh and Prof. Jaswant Singh. The programme was a success.
- Administrative office automation has been successfully launched. The college correspondence with the affiliating University, Director Public Instructions (colleges) and other organisations have been placed on line. Module of e – Sarkar has also been adopted and implemented for speedy transactions regarding salary bills and payments, students' scholarship, office records such as cash books, tax return filing, and students' returns.
- Keeping in view the requirements of young sports enthusiasts of the college, sports infrastructure has been strengthened. New gymnasium has also been set up to facilitate fitness of the students. Separate Changing rooms for boys and girls have been constructed for their convenience and comfort.
- Career Counselling and Guidance Cell of the college has extended its activities to cater to the needs of the students. In January 2011, UGC – sponsored workshop on 'Soft Skills and Personality Development' was organised by this cell in the college which was addressed by eminent scholars and resource persons. (See Annexure 3). A number of extension lectures of experts from different organisations are also arranged from time to time for students' empowerment.
- Faculty members are continuously involved in research in their respective areas of interest and have good number of publications to their credit. They are motivated to undertake Minor /Major Research Projects. Presently, two faculty members (Dr. Tirath Ram Basra of Commerce Department and Dr. Chander Kanta of History Department) have been sanctioned two minor research projects from the U.G.C.
- To update the college library, Research Journals of Economics and Commerce have been subscribed to. Provision of Internet facility has also been made available for easy access to e-resources. Process of automation of college library has also been initiated for effective management of library assets.
- Physical capacity of the college has been increased with the construction of additional Teaching Block for PG classes of Commerce in the campus.
- Multi-media projectors have been made available to different departments to facilitate technology assisted lecture delivery and effective teaching learning. RUSA grants have been utilised judiciously to equip the classrooms with latest teaching aids. Thus smart classrooms for various subjects are being effectively employed.

- Distinctive initiatives are aimed at imparting computer literacy to staff and students. Special workshops are organised in this regard, with the help of Dream Tech Labs, Jalandhar to promote computer literacy and to motivate students of Computer Science for advanced courses in C, C++, Java, Net, Oracle and Android.
- Special Remedial classes for academically weak students and slow learners, particularly from SC/BC and economically backward sections of society, are held in the college campus with the help of UGC grants and RUSA /Equity/MMER grant components. These classes have contributed towards improving the learning outcomes of economically/ academically weaker students.
- Keeping in view the specific needs of girls students, existing common room has been furnished with new furniture (RUSA Grant) and adjoining washrooms have been renovated (out of self-generated resources). Another common room for girls has been constructed on the ground floor with the grant from Govt. of Punjab
- Departmental Library of the Commerce department is functional for the last few years. Book bank facility is also extended to commerce students. Faculty members and Alumni of this department have contributed to the collection of books in this library. Post graduate students under the supervision of faculty members perform the duties of restorer and management. Departmental Library of the Economics department is also being set up.
- Alumni Association of the college actively initiated certain projects and activities for upliftment of the college upgradation of and the welfare of the students. Since 2005, this association has undertaken construction and maintenance of Main Gate, Old Student Association (OSA) and Science Parks.

Future plans:

- Enhancing the physical capacity of the college viz. expansion of library building, construction of seminar room, auditorium and student centre.
- Strengthening of College Library in terms of Automation, book bank and advanced learning resources.
- Introduction of PG courses in subjects of Punjabi and Music.
- Introduction of vocational and skill based courses as per the guidelines of UGC and Govt. of Punjab.
- Setting up of Central Computer Centre.
- Establishment of new laboratories for existing UG and PG programmes.
- Modernisation of classrooms with latest apparatus and fixtures.
 - Strengthening of sports infrastructure and music labs for budding sports enthusiasts and ambitious performers in music (vocal and instrumental).



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Nawab Jassa Singh Ahluwalia Government College
Jalandhar, affiliated to Guru Nanak Dev University, Punjab as
Accredited
at the B⁺ level.*

Date : September, 14, 2004



Director

- This certification is valid for a period of *Five* years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C⁺ grade, 65-70-C⁺⁺ grade, 70-75-B grade, 75-80- B⁻ grade, 80-85-B⁺ grade, 85-90- A grade, 90-95-A⁺ grade, 95-100-A⁺⁺ grade (upper limits exclusive)

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

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NEW DELHI-110 002

F. 1-2/2005 (CPP-I)

April, 2007

The Registrar,
Guru Nanak Dev University,
Amritsar (Punjab).

- 1 MAY 2007

Sub: List of colleges prepared under Section 2 (f) & 12 (B) of the UGC Act
1956 – Transfer of college from UG to PG level – regarding.

Sir,

With reference to the letter No. 297 dated 24.02.2007 received from the college on the above subject I am directed to say that the name of "N.J.S.A. Government College, Kapurthala (Punjab)" already included under Section 2 (f)/12 (B) of the UGC Act has been transferred in the above list from the head "Government College teaching upto Bachelor Degree to Post Graduate Degree."

Yours faithfully,

(S.C. Chadha)
Deputy Secretary

Copy forwarded to:-

1. The Principal, N.J.S.A. Government College, Kapurthala (Punjab).
2. The Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road, New Delhi.
3. Section Officer (F.D.-III Section) U.G.C., New Delhi.
4. All Sections, U.G.C, New Delhi.
5. Guard file.


(Om Prakash)
Section Officer

DRAFT REPORT

ON

INSTITUTIONAL ACCREDITATION

OF

N.J.S.A. GOVERNMENT COLLEGE

KAPURTHALA (PUNJAB)

VISIT DATES

6th - 8th SEPTEMBER, 2004

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,
BANGALORE**

**PEER TEAM REPORT ON INSTITUTIONAL ASSESSMENT AND
ACCREDITATION OF N.J.S.A. GOVERNMENT COLLEGE, KAPURTHALA
(PUNJAB)**

Section 1: Preface

N.J.S.A. Government College, Kapurthala was established in 1856, as a Sanskrit Vidyalya. This Institution was upgraded as Intermediate College in 1896 by his Excellency Maharaja Jagatjit Singh and was upgraded as Degree College in 1945. The Science classes were started in 1953. Commerce faculty was added in 1986 and B.Sc. Medical was introduced in 1991. The Postgraduate classes in the subjects of English, Economics and M.Com were introduced in the year 1968, 1978 and 2004 respectively. The college is spread over an area of 31.5 acres of land and situated in the heart of the princely town of Kapurthala. The college is a grant-in-aid Institution affiliated to Guru Nanak Dev University, Amritsar. It got recognition by the U.G.C. under 2(F) and 12(B) in 1967. It has 40 permanent, 04 temporary and 13 are Guest Faculty teachers with 21 administrative and 7 technical staff. Presently, the college has enrolled 1499 students, out of which 1369 in undergraduate and 130 in Postgraduate classes. The number of male and female students is 858 and 641 respectively. The Unit cost of education in the college is estimated to be Rs. 9000/-. The temporal plan of the academic work in the college is annual.

The mission of the college is “to provide sound theoretical and practical knowledge of science, commerce, social sciences, languages and oriental studies to empower students predominantly from rural area and socially, economically and educationally weak section of the society with the tools to achieve their all round development and inculcate social and civic responsibilities amongst students of the college”.

The college offers undergraduate courses under the faculties of Arts, Science and Commerce. It also offers Postgraduate courses in 4 subjects.

N.J.S.A. College, Kapurthala (Punjab), volunteered to be assessed by the National Assessment and Accreditation Council (NAAC), Bangalore and submitted its Self Study Report in June 2004. A Peer Team constituted by the Council to visit

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the college and validate the Self Study Report. The Peer Team was consisted of Prof. C.K. Sharma, former Vice Chancellor Awdesh Pratap Singh University, Madhya Pradesh as Chairperson, Prof. Nisar Ali, Professor, Department of Economics, University of Kashmir, Srinagar (Jammu & Kashmir) as member and Prof. K.L. Miglani, Principal, Arya P.G. College, Panipat (Haryana) as member Co-ordinator.

The team visited the college on 6th, 7th and 8th September 2004 and has verified the relevant documents and interacted with various constituents of the Institution. The academic, co-curricular, extra curricular, sports and other facilities of the Institution were looked into. The Peer Team interacted at length with the Principal, Teaching and Non-teaching staff, students, alumni and parents as well.

Based on the above exercise and the inputs provided during the visit, the interaction with various groups, verification of the records, facts and data, the Team assessed the college. The commendable features and areas of concern are presented in the following report.

Section-2 : Criterion wise Analysis

Criterion 1: Curricular Aspect

The college provides both undergraduate and postgraduate programmes in the faculty of Arts, Science, Commerce and oriental studies. At the undergraduate level in the faculty of Arts, there are 13 departments comprising of Hindi, Punjabi, English, Political Science, Economics, History, Physical Education, Music (V), Music (I), Home Science, Geography, Philosophy and Sanskrit. The faculty of Science comprises Physics, Chemistry, Botany, Zoology and Mathematics. Commerce faculty offers B.Com. The college has 4 P.G. courses in English, Economics, M.Com and Acharya. The college has also introduced one vocational course i.e. English Functional with the initial grant sanctioned by the University Grants Commission.

As the college is affiliated, it follows the syllabi framed by the Guru Nanak Dev University, Amritsar. Some teachers are members of the different academic bodies like Board of Studies and Faculty and have contributed in the formulations of the syllabi in the various subjects. The college cannot introduce any kind of

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programme of its own unless the State Government of Punjab permits them to start and sanction the required faculty and finances. Majority of the courses are conventional.

The college organises co-curricular activities such as field visits, study tours, Declamation Contests, Debates and various competitions for the students. Introduction of more subjects with local and global trends would help the students to equip themselves to face the future better.

The students feed back mechanism/teacher performance assessment by the students needs to be strengthened in the college. The evaluation of the teachers is carried out by the Principal on the basis of the analysis of the results of the University examination.

Criterion II: Teaching, Learning and Evaluation.

The college has adopted satisfactory teaching, learning and evaluation system. The teaching faculty of the college is qualified. The college follows the rules of the University regarding admission, teaching and evaluation. The teachers prepare their teaching annual plan and timetable, which is communicated to the students in the beginning of the session. The college also arranges guest lectures to update students and teachers regarding recent trends in the various subjects.

Methods of teaching are conventional. It is also supplemented by field trips, educational tours, guest lectures, group discussion, seminars and by making use of Over Head Projector (OHP) and LCD. The college also arranges exhibition, debates, drama and essay writing. The college holds class/house tests in order to ensure that students continue to study properly. The annual examinations are conducted by the University on the basis of the syllabi conveyed to the college every year. The college results are satisfactory at the undergraduate and post-graduate level. The academic calendar is followed in letter and spirit.

Teachers are motivated to improve their professional skills by attending Orientation/Refresher courses, Conferences, Seminars and Workshops at various

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levels. Slow learners are motivated by giving personal attentions and academic counseling and advanced learners are encouraged to participate in various competitions at college, inter college and state level and also being motivated for competitive exams. The existence of the Parent Teacher Association in the college helps parents to monitor the academic progress of their wards from time to time. The college intimates to parents of all learners the marks/grades obtained by their wards in different tests. This makes teaching-learning and evaluation process effective.

Working days of the college in a year are 265 out of which the teaching days extend approximately upto 180. Every teacher is required to take a teaching load of 24 periods per week. The teachers are recruited on the recommendations of Punjab Public Service Commission, which conducts the interviews for the post of lecturers in the different state Govt. colleges. Appointment of temporary/adhoc teaching staff is made by the State Education Department. However, sometimes the Department authorises Principals of the colleges to appoint teachers on part-time basis against vacant posts in accordance with the UGC/State/University norms/guidelines so that the studies of the students do not suffer. Adhoc arrangements are made out of P.T.A Fund as guest faculty.

The college does not have any self-appraisal method to evaluate the performance of the faculty in teaching, research and examination. Every teacher fills a part of the annual confidential report proforma. So the evaluation of the lecturers is carried out by the Principal on the basis of their work and conduct, results and the columns of the self-appraisal filled up by them. Adverse report/comments are conveyed to the lecturers with a view to improving them in future.

Criterion III: Research, Consultancy and Extension.

The college offers undergraduate and postgraduate programmes. Out of 40 permanent teachers of the college, 11 have Ph.D, 22 M.Phil and others are only with postgraduate degrees. However, about 12 teachers in the subject of History, Punjabi, English, Physics and Commerce have published research papers in national and international journals and have also written text books & Books on Punjabi literature & History of Lubanas. A teacher in the Department of Punjabi attended the

Bharmu
8-9-2004

International Conference in U.K. and Canada and also presented the papers and thereafter, he had published a book about his visit. The college does not provide any kind of consultancy services both at the honorary and payment level.

The extension and co-curricular activities are presently carried out by some departments and under the schemes of N.S.S. The broad areas of the various extension activities are community development, health and hygiene awareness, social work, blood donation camps, AIDS awareness, environmental awareness, Adult education etc. Presently, the college has linkages with non-government organisations to carry out jointly the extension activities.

Criterion IV: Infrastructure and Learning Resources.

The college is spread over 31.5 acres of land and centrally located in Kapurthala city. However, many of its students are coming from the rural areas around the city of Kapurthala. Presently, the number of students is 1499. The numbers of permanent teachers are 40. It goes to the credit of the college that numbers of working days of the college crosses 265.

The college has insufficient number of rooms required for teaching various classes. It has required Laboratories, Library, Playground, Canteen, Girl's Common Room, Staff Room, Administrative Block, and Jubilee Hall for multi-purposes etc. The college possesses 8 computers.

The college Library has approximately 42153 books. The number of journals and periodicals subscribed by the Library is 23. The Library functions from 9 am to 4 pm on all working days except on Sundays and holidays. The college does not provide reprography & Internet facilities to the students. There is an advisory committee for the library that supervises the various activities of library.

The sports ground of the college provides facilities for many games viz. Football, Volleyball, Hockey, Handball, Kabaddi, Kho-Kho, Badminton, Chess, Table Tennis, Carom and Athletics. The college teams have been winning consistently the University Championship in Kho-Kho only.

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The N.S.S. Programme of the college is working satisfactorily. The volunteers participate in the need based activities for the villagers and impart value based education to the people regarding the social evils like Female – Foeticide and infanticide, AIDS, illiteracy through street plays and cultural programmes. The boys and girls carry out 'shramdan', tree plantation and campaign for cleanliness and sanitation. Blood Donation Camps are also organised. The college also provides training in N.C.C. The activities of the N.C.C. are quite satisfactory. Two Cadets have participated in Republic Day Parades in New Delhi in January 2000 and 2001. Many cadets have qualified the 'B' & 'C' certificates. The name of N.C.C Officer was recommended for membership of syndicate of Guru Nanak Dev University, Amritsar by the Commanding Officer 21-Punjab BN N.C.C on account of his dedication and excellent record. The college brings out the Magazine named **Randhir** annually in which the students get an opportunity to develop their creativity in writing and develop their expression capabilities.

Criterion V: Student Support and Progression

The college publishes its updated prospectus in Punjabi language every year. It contains the details about the available courses, subject combinations, rules and regulations of the admission, the details of fee structure, Competitive exams, the college calendar of the year, the availability of scholarships and the various facilities available on the college campus. It is a comprehensive document that enlightens every student about the rules and regulations of the college life. The details of the financial aid and concessions available as per rules of central government and state government are mentioned. The college provides ample scope to students to participate in cultural, sports and academic events, which enables them to exhibit their talent. Outstanding sports persons are encouraged by giving them concession in admission and tuition fees, cash incentives, medals and certificates. Parent Teacher Association provides financial assistance to the meritorious and economically backward students. Subjects societies in the college conduct their functions regularly. Various social welfare programme viz. Literacy drive, awareness programmes, blood donation, Medical check up, tree plantation, Drug addiction, AIDS awareness

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campaign for cleanliness and Sanitation are conducted by the NSS unit of the college. The Alumni Association is working in the college quite actively.

Criterion VI: Organisation and Management

This being Government College is controlled by the Directorate of Higher Education, Punjab State. It is cent percent funded by the government. The college Principal enjoys all powers pertaining to local administration. However, the power of transfers, award of senior scale, selection grade, study leave etc. of the employees vest with the state government. At the college level the Principal has constituted a college council headed by herself comprising five senior most faculty members. This council meets occasionally and plays an important role related to discipline, grievances of the staff, students and infrastructural developments. The Principal with the help of the heads of departments looks after the day-to-day administration and teaching for the smooth and effective academic functioning of the college. Various committees have been formed. They are directly under the control of the Principal. There is an inbuilt mechanism to coordinate and monitor the functioning of the college and financial matters.

The college accounts are audited by the Audit Department. There are no major objections and minor objections, if any, are normally removed before the next audit is done.

The college has an inbuilt mechanism to check the work efficiency of the non-teaching staff. This is done by the Office Superintendent.

The college has many welfare programmes for the teaching and non-teaching staffs e.g. there are schemes for providing different kinds of leaves to the employees. The loans are made available by the government as per rules.

There is no grievance redressal cell in the college. However, grievances are discussed by the aggrieved persons with the Principal and normally the solutions are found.

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Criterion VII: Healthy Practices

The Peer Team appreciates the following healthy practices in the college

- The college has healthy and congenial atmosphere on its campus.
- The N.S.S Volunteers impart value-based education to the people regarding the social evils like female foeticide and infanticide through street plays and cultural programmes.
- The college dispensary provides first aid to the students.
- The college is publishing annual magazine that provides scope for creativity development of the students.
- There are variety of languages i.e. Punjabi, English, Sanskrit and Hindi offered to the students, which is unique thing in this college.
- There is a healthy practice to give books free of cost from their own pocket to the hardworking and needy students by the college teachers.
- Parent-Teacher Association in the college is a unique feature.
- The college arranges debates symposium and culture events on the campus.

Section 3: Overall Analysis

The Peer Team after the visit to the various academic and physical facilities and interaction with the constituents of the college is pleased to acknowledge the progress made by N.J.S.A Govt. College Kapurthala in fulfilling their aims and objectives of providing higher education to the students of this region. It appreciates the efforts made by the Government to start a college in this area for the benefit of children of weaker section of the society of the area. The college has provided optimal academic and other support in providing healthy academic environment, student support and encouragement to teachers. The administration of the college is positive in approach and provides necessary support for the overall growth of the institution.

The Team appreciates the efforts made so far by the College for its academic growth and likes to commend the positive and a few areas of concern and wishes to offer the suggestions in the following pages.

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Commendations

- The college encourages the outstanding students by giving them incentives and support.
- The college has received the overall trophy in the zonal youth held at Guru Nanak Dev University in the year 2003-04.
- It is noteworthy that the college has successfully maintained discipline in terms of punctuality and sincerity among teaching, non-teaching staff and students of the college.
- The Principal of the college has formed various committees to decentralize the administrative work and also to meet with different requirements of institution as and when they arise.
- The teaching faculty of the college is sincere to their work but comparatively speaking the teachers of the departments of History, Punjabi, English and Commerce have done commendable work in teaching, research and publication.
- A few students of Economics and Commerce departments have been securing positions in Guru Nanak Dev University continuously for the last three years.
- Two N.C.C Cadets have participated in the Republic Day Parade at New Delhi in January 2001 and 2002.
- The college is free from the scourge of ragging.
- The college has provided intercom facility to all the departments to make the teaching more effective.
- The college has significant potential in a few departments i.e. History, Punjabi and Commerce.

Suggestions for further growth & Development.

- It is suggested that the Government of Punjab may provide a certain degree of academic and financial autonomy to the college for its growth.
- The Government of Punjab may think to introduce P.G. Course in the subject of Punjabi and BCA as suggested by the parents, Alumni and students and they also assured for all types of help in this regard.

KS Sharma
8-9-2004

- Alumni Association needs to be strengthened and the meeting of the Association may be held regularly. They should also come forward to finance the students of weaker and underprivileged section of the society.
- Internet and Reprography facilities are required for the students in the Library.
- The college needs to strengthen its Career Guidance and Counseling Cell.
- The college should promote the sports activities in a true spirit.
- The college should think of setting the full-fledged departmental library & specially for Programmes/Courses
- The process of automation of office and Library may be hastened.
- The college may consider of constructing hostel for girls and boys.
- The college may make efforts to motivate its teachers to pursue for Minor/Major research projects from the U.G.C and from other different sources.
- The college may think of introducing job-oriented, market friendly or area specific courses like e-Commerce, information technology and agriculture Economics among others.
- The college needs to subscribe to standard journal and periodicals in different subjects.
- Remedial courses for educationally disadvantages and well defined and structured programmes for advanced learners need to be provided.
- The college needs to start immediately the process of taking feedback from students regarding syllabi and teaching.
- Multimedia facilities need to be provided and teachers be encouraged to make greater use of Audio Visual aids in teaching.
- The college needs to make its teachers, students and non-teaching staff computer literate. The college is advised to establish language laboratory for better learning and teaching of language and communication skills of students.
- The college may approach to concerned funding agencies to further develop sports infrastructure.
- Adequate space needs to be provided to the establishment of college. It should be fully computerized so that the students of the college may not face any difficulty.

Bharmn
8-9-2004

- The college may think to approach the government/other funding agencies to construct additional teaching block.

It will be appreciated that the Principal and other Government, Non Government agencies, Alumni Association etc. sit together and work out their own modalities and measures with a view to regain the glory of the college.

The Peer Team appreciates the efforts made by the principal, staff of the college in its growth. The Team is confident that the college will benefit from its visit and will achieve progressive transformation in course of time to achieve its mission and goals. The Peer Team records its thanks for the co-operation extended to them during their visit to the college.

THE PEER TEAM

NAME

SIGNATURE

Prof C.K.Sharma (Chairperson)

C.K.Sharma
8-9-2004

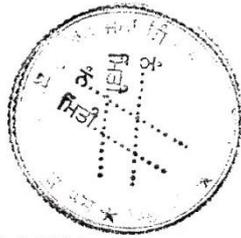
Prof. Nisar Ali (Member)

Nisar Ali
8/9/04

Nisar Ali
8/9/04

Prof. K.L.Miglani (Member Coordinator)

K.L.Miglani
8/9/2004



Dated: 8-9-2004

I agree with the report.
I agree with the report

Srinivasulu Reddy
PRINCIPAL
Principal
N.J.S.A.Govt.College
Kapurthala

COMPUTER HARDWARE & SOFTWARE DETAILS IN THE COLLEGE	
Total No of computers	65

Total No of laptops	07			
Other Hardware details	Pentium 4/ core 2 Duo & Other higher configuration/Laser Jet & other printers (15), IBM Server/ 8 LCD projectors			
Software details	Windows Based Operating Systems/ Latest win 10/ Antivirus/ MS Office/ SPSS/Oracle 10g/ college office & Library Software			
LAN & Wi-fi details	Whole campus is Wi-Fi enabled. and Wi-Fi masts are installed at various locations. 10 other BSNL network connections in various departments of the college & Library. with based star topology is installed in all the computer labs.			
Any other	Edusat Facility for the students/ online ups facility for the computer labs.			
IT Infrastructure added during the last four years				
	2011-12	2012-13	2013-14	2014-15
No. of computers	10	7	6	3
No of laptops	2	2	1	2
Projectors	3	1	2	3
computer software (Win Vista/ Win XP/Win 7/Win 8/Win 10)	10	7	6	3
Oracle 10g	---	30	--	--
MS Office 2003	30	---	---	--
Photoshop 5.5 & Coral Draw 10	30	----	----	---
amount spent on hardware & Software	6,00,000	4,50,000	3,75,000	2,75,000

CRITERION - VI

ANNEXTURE

DETAIL OF SOURCES AND APPLICATION OF FUNDS UNDER VARIOUS HEADS

Source	2011-12		2012-13		2013-14		2014-15	
	Receipts	Exp.	Receipts	Exp.	Receipts	Exp.	Receipts	Exp.
Funds from Govt.(Salary)	5,59,39,000	5,59,35,390	8,66,27,000	8,64,56,930	55000000	54999214	56800000	56761777
Special Grant Up-gradation of Structure	5115500	5115500	5115500	5115500
Students Fee& Funds	7699724	6742882	8043043	10036324	7831038	7579571	8618740	55522307
PTA Fund	14,02,033	835443	1704832	1609397	2366561	1392376	3609555	2267619
Self-finance course under HEIS	1171000	552777	1508200	810603	1355836	600369	1377754	1248016
RUSA Funds	-----	-----	-----	-----	-----	-----	28,75,000	27,55,000
MPLAD Funds	600000	100611	-----	365503	-----	231617	---	----
Cricket Ground Rent	39500	13300	50000	12189	12500	36740	25000	26324
Canteen Rent	20000	-----	23000	-----	30000	-----	34000	-----

CRITERION –VI

6.3.5

ANNEXTURE

LOANS AND REIMBURSEMENT

Sr. No	Wheat Loan		Festival loan		Medical Reimbursement	
	No of Employees	Amount Rs.	No of Employees	Amount Rs.	No of Employees	Amount Rs.
2010-11	19	95000	17	68000	1	146664
2011-12	17	85000	19	133000	5	101014
2012-13	17	102000	14	98000	9	479541
2013-14	17	102000	17	119000	5	245050
2014-15	13	78000	11	77000	7	862202

DETAIL OF DONATIONS FROM OLD STUDENTS ASSOCIATION (OSA)

Year	Contribution/Donation/Expenditure
2010-11	<ol style="list-style-type: none">1. Underground water pipe line in the Cricket Ground was laid costing about Rs.80,000/-2. Concrete slab was laid in front of the Jubilee Hall, costing Rs. 40,000/-3. Trees the saplings were planted around the OSA Park and staff parking.4. Donated Rs. 25,000/- for the welfare of the students every year.
2011-12	<ol style="list-style-type: none">1. Raised platform erected around the 'Old Peepal Tree' in the U- Block.2. R.O. water purifier installed in the water cooler in canteen costing about Rs. 30,000/-
2012-13	<ol style="list-style-type: none">1. Funds provided for the maintenance of the OSA park, flower plantation costing Rs. 20,000/-2. Rs.25, 000/- was donated for the welfare of the students.
2013-14	<ol style="list-style-type: none">1. Sitting benches were erected around the Basket Ball Ground, science and other places of the college costing Rs. 50,000/-2. Donated Rs. 45,000/- for the welfare of the students.3. Full Fees of three students were denoted.
2014-15	<ol style="list-style-type: none">1. Leveling of the ground behind the New- Block and adjacent to Cricket Ground and removal of the weeds from this area , costing Rs.30,000/-2. Gold Medals or Rs.10, 000 were given to the Best Athlete Boys/ Girls

GRANTS FROM UGC

Sr. No	Date of Receipt	Amount Rs.
1.	March, 2008	7,76,832
2.	June 30, 2010	15,30,000
3.	March 28, 1013	4,50,000
4.	March, 2014	250000

Utilisation of UGC Grant (XI Plan)
General Development Grant to college

Year	Department	Item	Units of Item	Amount (Rs.)	Total Amount
2009-10	Library	Books		2,85,864	
		Computer	01	26,903	
		UPS	01	2,095	
		Printer	01	6,200	
		Steel Almirah	06	30,000	
	Geography	Computer	01	26,520	
		UPS	01	2,095	
	Physics	Computer	02	53,040	
		UPS	02	4,190	
		Lab Equipment		38,562	
	Home Science	Steel Almirah	02	12,300	
		Exhaust Fans	02		
		Lab equipment		37,662	
	Office	Photostat Machine	01	49174	
	Music (Instrument)	Keyboard Yamaha	01	36,950	
	Music (Vocal)	Harmonium	02	10,000	
	Chemistry	Lab equipment		49,907	
	Botany	Lab equipment		50,397	
	Zoology	Lab equipment		37,563	
		Total		7,59,242	7,59,242
2012-13					
	Home Science	Refrigerator		16,800	16,800
		Grand Total		7,76,042	7,76,042

**Utilisation of UGC Grant (XI Plan)
Merged Plans**

Year	Department	Item	Units of Item	Amount (Rs.)	Total Amount
	Stipend for students				
		Stipend to 94 students			1,20,000
2010-11	Enhancement of initiative for capacity Building				
	Physics	Lab Equipment		1,77,739	
	Chemistry	Lab Equipment		93,001	
	Zoology	Lab Equipment		16,997	
	Botany	Lab Equipment		36,600	
	Home Science	Lab Equipment		25,000	
	Music	Lab Equipment		34,950	
	Physical Edu.	Lab Equipment		45,000	
		Total			4,29,267
	Furniture	Chairs for library	50	39,813	39,813
	Career and Counselling				
		Projector	01	39,900	
		Office Almirah	01	6,256	
		Computer Lenovo	03 03		
		UPS	02		
		Printer Laser	03	1,13,100	
		Computer Table			
		Total			1,59,256
		Expenditure on conducting workshop			62,400
	UGC Network Resource Centre				
		Office Almirah	01	6,256	
		Computer UPS	03 03		
		Printer Laser	02		
		Computer Table	03	1,03,800	
		Total			1,10,056
	Remedial Classes for SC/BC and Economically backward students				
		Laptop	01	36,500	
		Projector	02	91,263	
		Printer	01	32,800	

		Photo copier	01	68,575	
		Fax Machine	01.	10,339	
		Total		2,39,477	2,39,477
		Books and Journals for library		1,58,795	1,58,795
		Honorarium to teachers for remedial classes		30,701	30,701
2012-13		Honorarium to teachers for remedial classes		37,124	37,124
		Expenditure on conducting national Seminar under career and Counselling Cell grant		54,324	54,324
		Total			14,41,213

Utilisation of UGC Grant (XII Plan)

Development Grant to college

Year	Department	Item	Units of Item	Amount (Rs.)	Total Amount
2013-14					
UG grant	Library	Books	243	75,940	
		Steel Almirah	03	19,500	
		Total		95,440	95,440
	Chemistry	Lab equipment		49,949	
	Physics	Lab equipment		59,320	
	Zoology	Lab equipment		24,689	
	Botany	Lab equipment		24,689	
	Computer Science	Laptop		39,550	
	Home Science	Lab equipment		20,000	
	Music (Inst.)	Lab equipment		19,800	
	Music (Vocal)	Lab equipment		19,900	
				1,62,457	1,62,457
		Grand Total			2,57,897
2014-15					
JG grant	Library	Books	373	71,706	
	Geography	LCD Projector	01	25,000	96,706
PG grant	Library	Books	292	1,22,263	
		Journals/ Magazines	16	21,910	
		Steel Almirah	02	13,000	
	PG Departments	LCD Projector	02	50,000	
		Printer Canon	01	9,400	
		Computer	01	32,100	
		Computer Table	01	1,372	

ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ

ਸੈਲਫ਼ ਅਪ੍ਰੈਜ਼ਲ ਫਾਰਮ

ਨਵਾਬ ਜੱਸਾ ਸਿੰਘ ਆਹਲੂਵਾਲੀਆ ਸਰਕਾਰੀ ਕਾਲਜ, ਕਪੂਰਥਲਾ ਵਿਭਾਗ ਦੇ ਗਰੁੱਪ 'ਏ' ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀ ਸਲਾਨਾ ਕਾਰਗੁਜ਼ਾਰੀ ਅਪ੍ਰੈਜ਼ਲ ਰਿਪੋਰਟ ਲਈ 20..... - 20..... ਸਮਾਂ / ਸਾਲ ਦੀ ਰਿਪੋਰਟ।

ਨਿੱਜੀ ਡਾਟਾ :-

ਭਾਗ - 1

- 1) ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਦਾ ਨਾਂ : ਸ੍ਰੀ/ਸ੍ਰੀਮਤੀ
- 2) ਜਨਮ ਮਿਤੀ : (ਸ਼ਬਦਾਂ ਵਿਚ)
- 3) ਅਸਾਮੀ ਜਿਸ ਤੇ ਕੰਮ ਕਰਦਾ ਹੈ :
- 4) ਕੀ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਅਨੁਸੂਚਿਤ ਜਾਤੀ / :
ਅਨੁਸੂਚਿਤ ਜਨ ਜਾਤੀ ਨਾਲ ਸਬੰਧਤ ਹੈ?
- 5) ਮੌਜੂਦਾ ਗਰੇਡ ਵਿਚ ਲਗਾਤਾਰ ਨਿਯੁਕਤੀ ਦੀ :
ਮਿਤੀ ਅਤੇ ਗਰੇਡ
- 6) ਸਾਲ ਦੌਰਾਨ ਡਿਊਟੀ ਤੋਂ ਗੈਰ-ਹਾਜ਼ਰ ਰਹਿਣ ਦਾ :
ਸਮਾਂ (ਟ੍ਰੇਨਿੰਗ ਆਦਿ ਦਾ ਸਮਾਂ ਵੀ ਸਪਸ਼ਟ
ਕੀਤਾ ਜਾਵੇ)

ਭਾਗ - 2 (ਨਿੱਜੀ ਮੁਲੰਕਣ) ਉਸ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਭਰਿਆ ਜਾਵੇ, ਜਿਸ ਦੀ ਰਿਪੋਰਟ ਲਿੱਖੀ ਜਾ ਰਹੀ ਹੈ :-

2. ਮਿਤੀ ਤੋਂ ਮਿਤੀ ਤੱਕ ਕੀਤੇ ਕੰਮ ਦਾ ਸੰਖੇਪ ਵਿਵਰਣ (ਇਹ 100 ਸ਼ਬਦ ਤੋਂ ਜ਼ਿਆਦਾ ਨਾ ਹੋਵੇ)

ਸਥਾਨ : ਕਪੂਰਥਲਾ
ਮਿਤੀ :

ਹਸਤਾਖਰ
(ਜਿਸ ਦੀ ਰਿਪੋਰਟ ਲਿੱਖੀ ਜਾਣੀ ਹੈ)

ਭਾਗ - 3 (ਰਿਪੋਰਟ ਲਿਖਣ ਵਾਲੇ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਮੁਲੰਕਣ)

(ਕਿਰਪਾ ਕਰਕੇ ਰਿਪੋਰਟ ਲਿਖਣ ਤੋਂ ਪਹਿਲਾਂ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹ ਲਏ ਜਾਣ)

1) ਰਿਪੋਰਟ ਕਰਤਾ / ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਹਰ ਇੱਕ ਨੁਕਤੇ ਦੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ ਹੇਠ ਅਨੁਸਾਰ ਦਿੱਤੀ ਜਾਵੇ :-

ਓ) ਕੀਤੇ ਕੰਮ ਦਾ ਮੁਲੰਕਣ (ਇਸ ਭਾਗ ਨੂੰ 40 % ਵੇਟੇਜ (Weightage) ਦਿੱਤੀ ਜਾਵੇ)

	ਵੱਧ ਤੋਂ ਵੱਧ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ (Numerical Grading)	ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਦਿੱਤੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ	ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ	ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਸੋਧੀ ਦਰਜਾਬੰਦੀ ਜੇਕਰ ਉਹ ਕਾਲਮ ਨੰਬਰ 3 ਨਾਲ ਸਹਿਮਤ ਨਹੀਂ	ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
1	2	3	4	5	6
1. ਅਲਾਟ ਕੀਤੇ ਵਿਸ਼ਿਆਂ ਦੇ ਕੰਮ ਦੀ ਪ੍ਰਾਪਤੀ	0-8				
2. ਕੀ ਅਧਿਕਾਰੀ ਪੰਜਾਬੀ ਵਿਚ ਕੰਮ ਕਰਦਾ ਹੈ	0-8				
3. ਕੰਮ ਦੀ ਗੁਣਵੱਤਾ	0-8				
4. ਟਾਈਪ / ਕੰਪਿਊਟਰ ਵਿਚ ਮੁਹਾਤ (ਸਪੀਡ ਅਤੇ ਸੁਧਤਾ)	0-8				
5. ਕੰਮ ਦੀ ਕਾਰਜਕੁਸ਼ਲਤਾ (ਰਜਿਸਟਰਾਂ ਅਤੇ ਚਾਰਜਾਂ ਆਦਿ ਦੀ ਸਾਂਭ-ਸੰਭਾਲ ਆਦਿ ਦੀ ਕਾਰਜਕੁਸ਼ਲਤਾ ਆਦਿ)	0-8				
ਕੀਤੇ ਕੰਮ ਦੀ ਸਮੁੱਚੀ ਦਰਜਾਬੰਦੀ (over all grading) ਅਤੇ 5 ਦਾ ਕੁੱਲ ਜੋੜ	40				

ਅ) ਵਿਅਕਤੀਗਤ ਗੁਣਾਂ / ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਦਾ ਮੁਲਾਂਕਣ (ਇਸ ਭਾਗ ਨੂੰ 50 % ਵੇਟੇਜ (Weightage) ਦਿੱਤੀ ਜਾਵੇਗੀ)

	ਵੱਧ ਤੋਂ ਵੱਧ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ (Numerical Grading)	ਰਿਪੋਰਟ ਕਰੜਾ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਕੀਤੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ (Grade)	ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ	ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਸੋਧੀ ਦਰਜਾਬੰਦੀ ਜੇਕਰ ਉਹ ਕਾਲਮ ਨੰਬਰ 3 ਨਾਲ ਸਹਿਮਤ ਨਹੀਂ ਹੈ (ਕਾਰਣ ਦੱਸਦੇ ਹੋਏ)	ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
1	2	3	4	5	6
1. ਕੰਮ ਪ੍ਰਤੀ ਵਤੀਰਾ	0-4				
2. ਜ਼ਿੰਮੇਵਾਰੀ ਦੀ ਭਾਵਨਾ	0-4				
3. ਸਮੇਂ ਸਿਰ ਕੰਮ ਨਿਪਟਾਉਣ ਦੀ ਸਮਰੱਥਾ	0-4				
4. ਬਿਆਨ ਕਰਨ ਦੀ ਸਮਰੱਥਾ	0-4				
5. ਵਿਸ਼ਲੇਸ਼ਣ ਕਰਨ ਦੀ ਯੋਗਤਾ	0-4				
6. ਟੀਮ ਦੇ ਤੌਰ ਤੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ	0-4				
7. ਅਨੁਸ਼ਾਸਨ ਰੱਖਣਾ	0-3				
8. ਅੰਦਰੂਨੀ ਆਪਸੀ ਸੰਬੰਧ	0-3				
ਨਿੱਜੀ ਗੁਣਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਮੁੱਚੀ ਦਰਜਾਬੰਦੀ (over all grading)। ਤੋਂ 8 ਦਾ	30				

ਕੁੱਲ ਜੋੜ					
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ੲ) ਕਰਮਚਾਰੀ / ਅਧਿਕਾਰੀ ਦੀ ਕੰਮ ਕਰਨ ਦੀ ਯੋਗਤਾ ਦਾ ਮੁਲੰਕਣ (ਇਸ ਭਾਗ ਨੂੰ 30 % ਵੇਟੇਜ (Weightage) ਹੋਵੇਗੀ)

	ਵੱਧ ਤੋਂ ਵੱਧ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ (Numerical Grading)	ਰਿਪੋਰਟ ਕਰੜਾ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਦਿੱਤੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ (Grade)	ਰਿਪੋਰਟ ਕਰੜਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ	ਰੀਵਿਊ ਕਰੜਾ ਅਧਿਕਾਰੀ ਦੁਆਰਾ ਸੋਧੀ ਦਰਜਾਬੰਦੀ (ਗ੍ਰੇਡ) ਜੇਕਰ ਉਹ ਕਾਲਮ ਨੰਬਰ 3 ਨਾਲ ਸਹਿਮਤ ਨਾ ਹੋਵੇ (ਕਾਰਣ ਦੱਸਦੇ ਹੋਏ)	ਰੀਵਿਊ ਕਰੜਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
1	2	3	4	5	6
1. ਕੰਮ ਦੇ ਖੇਤਰ ਵਿਚ ਰੂਲਾਂ / ਨਿਯਮਾਂ / ਕੰਮ ਦੇ ਤਰੀਕੇ (Procedure) ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਸਹੀ ਵਰਤੋਂ ਸਬੰਧੀ ਗਿਆਨ।	0-8				
2. ਤਾਲਮੇਲ ਦੀ ਯੋਗਤਾ	0-8				
3. ਪਹਿਲ ਕਦਮੀ	0-7				
4. ਕੰਪਿਊਟਰ ਤੇ ਕੰਮ ਕਰਨ ਦੀ ਪ੍ਰਵੀਨਤਾ	0-7				
ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ ਸਬੰਧੀ ਸਮੁੱਚੀ ਦਰਜਾਬੰਦੀ (Over all Grading) । ਅਤੇ 4 ਦਾ ਕੁੱਲ ਜੋੜ	30				
ਭਾਗ-3 ਦੇ ਓ, ਅ ਅਤੇ ਏ ਵਿਚੋਂ ਪ੍ਰਾਪਤ ਕੁੱਲ ਪ੍ਰਤੀਸ਼ਤ ਅੰਕ :-	100				

ਨੋਟ :- ਸਮੁੱਚੀ ਦਰਜਾਬੰਦੀ ਨਿਰਧਾਰਿਤ ਕੀਤੇ ਅਨੁਪਾਤ ਵਿਚ ਸੰਕੇਤ ਦੇ ਸਨਮੁੱਖ ਅਨੁਪਾਤ ਤੇ ਅਧਾਰਿਤ ਹੋਵੇਗੀ।

ਭਾਗ-4 ਆਮ (GENERAL)

1. ਆਮ ਜਨਤਾ ਨਾਲ ਸਪਰੋਕ (ਜਿਥੇ ਕਿੱਤੇ ਲਾਗੂ ਹੋਵੇ) (ਕਿਰਪਾ ਕਰਕੇ ਆਮ ਜਨਤਾ ਦੀ ਅਧਿਕਾਰੀ ਤੱਕ ਪਹੁੰਚ (accessibility) ਦੀ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਲੋੜਾਂ ਪ੍ਰਤੀ ਜੁਆਬਦੇਹੀ ਬਾਰੇ ਟਿੱਪਣੀ ਦਿੱਤੀ ਜਾਵੇ)

2. ਟ੍ਰੇਨਿੰਗ (ਅਧਿਕਾਰੀ ਦੇ ਭਵਿੱਖ ਵਿਚ ਕੰਮ ਕਾਜ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰਖਦੇ ਹੋਏ , ਉਸਦੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ ਵਿਚ ਸੁਧਾਰ ਲਿਆਉਣ ਲਈ ਟ੍ਰੇਨਿੰਗ ਦੀ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ ਜਾਵੇ)

3. ਸਿਹਤ ਦੀ ਸਥਿਤੀ :

4. ਦਿਆਨਤਦਾਰੀ (Integrity) (ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਦੀ ਦਿਆਨਤਦਾਰੀ ਬਾਰੇ ਟਿੱਪਣੀ ਦਿੱਤੀ ਜਾਵੇ)

5. ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਕਰਮਚਾਰੀ / ਅਧਿਕਾਰੀ ਦੀ ਸਮਰੱਥਾ ਅਤੇ ਅਸਮਰੱਥਾ, ਆਸਾਧਾਰਣ ਪ੍ਰਾਪਤੀਆਂ (Extraordinary), ਮਹੱਤਵਪੂਰਨ ਅਸਫਲਤਾਵਾਂ ਅਤੇ ਕਮਜ਼ੋਰ ਵਰਗਾਂ ਪ੍ਰਤੀ ਵਤੀਰੇ ਸਬੰਧੀ 100 (ਸੌ) ਸ਼ਬਦਾਂ ਵਿਚ ਵਰਨਣ ਕੀਤਾ ਜਾਵੇ।

ਭਾਗ-5

ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਕਥਨ :-

1. ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਅਧੀਨ ਕੀਤੇ ਕੰਮ ਦਾ ਸਮਾਂ

2. ਕੀ ਤੁਸੀਂ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਾਗ-3 ਅਤੇ 4 ਵਿਚ ਕੀਤੇ ਕੰਮ ਅਤੇ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਸਬੰਧੀ ਕੀਤੀ ਦਰਜਾਬੰਦੀ ਨਾਲ ਸਹਿਮਤ ਹੋ? (ਜੇਕਰ ਨਹੀਂ ਤਾਂ ਸਬੰਧਤ ਭਾਗ ਵਿਚ ਉਪਲਬਧ ਕਾਲਮ ਵਿਚ ਆਪਣਾ ਮੁਲੰਕਣ ਦਰਜ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਆਪਣੇ ਹਸਤਾਖਰ ਕੀਤੇ ਜਾਣ)।

3. ਜੇਕਰ ਸਹਿਮਤੀ ਨਹੀਂ ਤਾਂ ਕਾਰਣ ਦੱਸੋ ਜਾਣ? ਕੀ ਤੁਸੀਂ ਉਸ ਵਿਚ ਕੁੱਝ ਸੁਧਾਰ ਕਰਨ ਜਾਂ ਕੁੱਝ ਸ਼ਾਮਲ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ।

4. ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦਾ ਅਨੁਸੂਚਿਤ ਜਾਤੀ / ਅਨੁਸੂਚਿਤ ਜਨ ਜਾਤੀਆਂ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਕੰਮ ਕਾਜ ਦਾ ਮੁਲੰਕਣ ਕਰਨ ਸਬੰਧੀ ਰਵੱਈਆਂ।

5. ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਕਥਨ (ਕਿਰਪਾ ਕਰਕੇ ਅਧਿਕਾਰੀ ਦੇ ਸਮੁੱਚੇ ਗੁਣਾਂ, ਸਮੇਤ ਸਮਰੱਥਾਵਾਂ, ਅਸਮਰੱਥਾਵਾਂ ਅਤੇ ਕਮਜ਼ੋਰ ਵਰਗਾ ਪ੍ਰਤੀ ਵਤੀਰੇ ਬਾਰੇ ਲੱਗ-ਭੱਗ 100 ਸ਼ਬਦਾਂ ਵਿਚ ਵਰਨਣ ਕੀਤਾ ਜਾਵੇ)।

6. ਰਿਪੋਰਟ ਦੇ ਭਾਗ-3 ਵਿਚ ਦਰਜ ਓ, ਅ ਅਤੇ ਏ ਵਿਚ ਦਿੱਤੀ ਵੇਟੇਜ (Weightage) ਦੇ ਅਧਾਰ ਤੇ ਸਮੁੱਚੀ ਅੰਕਿਕ ਅਤੇ ਦਰਜਾਬੰਦੀ।

ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ :-

ਸਥਾਨ :

ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਮਿਤੀ :

ਨਾਮ

ਰਿਪੋਰਟ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਅਹੁਦਾ

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ਭਾਗ-6

ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਰਿਪੋਰਟ ਕਰਤਾ / ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਾਗ - 3 ਵਿਚ ਓ, ਅ ਅਤੇ ਏ ਵਿਚ ਕੀਤੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ ਦੇ ਅਧਾਰ ਤੇ ਸਮੁੱਚੀ ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ ਅਤੇ ਦਰਜਾਬੰਦੀ

ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ

ਸਥਾਨ :

ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਮਿਤੀ :

ਨਾਮ

ਰਿਪੋਰਟ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਅਹੁਦਾ

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ਨੋਟ :- 1. ਜੇਕਰ ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਆਪਣੇ **ਕਿਸੇ ਕਿਸਮ ਦੇ ਕਥਨ ਦਰਜ ਕਰਨੇ ਚਾਹੁੰਦਾ** ਹੋਵੇ, ਉਹ ਵੀ ਉੱਪਰ ਦੱਸੀ ਥਾਂ ਤੇ ਕਰ ਸਕਦਾ ਹੈ।

2. ਏ.ਪੀ.ਏ.ਆਰ. ਦੇ ਪ੍ਰਫਾਰਮੇ ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਲੁਸਾਰ ਪ੍ਰਤੀਸ਼ਤਤਾ ਦੇ ਅਧਾਰ ਤੇ ਦਰਜਾਬੰਦੀ ਕੀਤੀ ਜਾਵੇ :-

ਅੰਕਿਕ ਗ੍ਰੇਡਿੰਗ	ਦਰਜਾਬੰਦੀ
81-100%	ਉੱਤਮ
61-80%	ਬਹੁਤ ਅੱਛਾ
51-60%	ਅੱਛਾ
31-50%	ਔਸਤ
30% ਜਾਂ ਘੱਟ	ਔਸਤ ਤੋਂ ਘੱਟ



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