

SELF-STUDY REPORT

SUBMITTED BY:



GURU NANAK NATIONAL COLLEGE
DORAHHA, LUDHIANA (PUNJAB)

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FOR ACCREDITATION

To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

P.O. Box No. 1075, NAGARBHAVI, BANGALORE - 560072, KARNATAKA

PREFACE

It gives us immense pleasure in submitting the Self Study Report (SSR) of Guru Nanak National College, Doraha, Distt. Ludhiana, Punjab for accreditation to the National Assessment and Accreditation Council (NAAC), Bangalore.

It is a maiden attempt to appraise the council of the gradual but consistent efforts of the institution towards the accomplishment of its goal of uplifting the downtrodden, inculcating value system, promoting scientific temper and preparing the youth for the global job market. The efforts of the institution in raising the academic standards, assisting the economically weaker and vulnerable sections of society and nurturing raw talent, have been continuous.

The institution's striving for academic excellence, by way of introducing new courses/streams/subjects, upgradation of infrastructure and resources and faculty development, is purely in tune with the national and global aspirations. The inculcation of professional, social and moral ethics, through mass participation of youth in co-curricular and extra-curricular activities, too have brought about a desired change in the perception and outlook of the youngsters.

The healthy and collaborative venture of preparing the self-assessment report was an experience that made us reflect upon our achievements and at the same time identify those areas which need to be focused all the more. The exercise, though conducted for formal accreditation, has no doubt paid us rich dividends and left us rejuvenated, contented and geared up for future endeavours.

The contents include the Profile of the college, Executive Summary, Criterion wise analytical report, Cumulative Evaluation of the Departments and SWOC Analysis. The mandatory annexures have been annexed with SSR while others have been numbered and indicated in the report and will be provided to the peer team at the time of their visit.

Programme wise details have been provided for Bachelor of Arts and Bachelor of Science. The departmental reports have been specifically discussed in the case of Commerce and Business Management, Computer Science and Applications and Post Graduate programmes as Punjabi, Political Science and Sociology.



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(AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH)

Ref. No. GNN/14/1478

Dated 18/7/14

Declaration by the Head of the Institution

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

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

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

Signature of the Head of the Institution
with seal

Principal
G.N.N. COLLEGE
DORAH (Ludhiana)

Place: Doraha
Date: 18th July, 2014

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The mandatory annexures have been annexed with the SSR while others have been numbered and indicated in the report and will be provided to the peer team at the time of their visit.

Executive Summary - The SWOC Analysis of the Institution

Guru Nanak National College was established in July 1974 in the small town of Doraha with a primary objective of opening the doors of higher education to the youth of this town and the rural interior. Doraha is situated almost midway between Khanna and Ludhiana. At that time there was no facility for higher education in the town. The youth had to travel to Ludhiana. Transport facilities being limited, the need for establishing an institution, offering higher education was felt. Late Dr. Ishwar Singh, the founder President, S. Jagjit Singh Mangat, the founder Secretary and other prominent personalities of the area like Pandit Kidar Nath Sharma, S. Beant Singh, the former Chief Minister of Punjab, S. Gurbaksh Singh Katani, Sh. Kewal Krishan Tandon, Sh. Krishan Chand Thapar, Sh. Om Prakash Bector, S. Jagdish Singh Gill and others took the initiative and managed to get 17 acres of Government land on lease for 99 years for this purpose. The managing board was registered with the Registrar Societies in the year 1971. The state government implemented the 95% deficit grant in aid scheme for privately managed colleges in the year 1978. All the programmes introduced after 1978 are in the self-financing mode. After a lot of efforts and struggle the institution has come up with an excellent infrastructure.

With the deep-founded vision and missionary efforts initiated by the team of the founders led by Late Dr. Ishwar Singh, the college has grown to be a multi-faculty, postgraduate institution with a separate wing for girls within the campus. By the year 2005, the institution had stabilized and established itself among few good institutions of the area. It was the right time to take up new and challenging initiatives to enter into the league of the best of the institutions. As quest for excellence grew sterner and perceptions underwent a change, the pace of growth became all the more vigorous in the last decade. It is reflected in each and every sphere of the institution.

Curricular Aspects:

Affiliated to Panjab University, Chandigarh, to begin with the institution was purely an arts degree college. But in response to the changing aspirations and needs of the people of the area, aimed at the economic, social and cultural growth of the nation, Commerce, Computer Science and Science streams were added in the years 1985, 2001 and 2010 respectively. Presently the college runs courses like B.A., B.Sc. (Non-Medical), B.Com., B.C.A., B.B.A., M.A. (Punjabi), M.A. (Political Science), M.A. (Sociology), M.Com., M.Sc. (IT) and P.G.D.C.A. A variety of elective options including skill based subjects are offered at the undergraduate level to the arts students. The subject of Honours in Political Science is offered to students of B.A. programme. The college has options for slow and advanced learners. For value addition and enhancement of employability the college offers Add-on-courses in Computer Based Accounting, Fashion Designing, Nursery Teachers Training and Animation and Graphics. This provides sufficient academic flexibility and caters to the academic needs of the youth of the area

so as to enable skill development, academic mobility, progression to higher studies and improve potential for employability that could be provided under the affiliating system of Panjab University, Chandigarh and the resources of the institution. It has a significant component of ICT. Some of the cross-cutting issues are integrated in the formal curriculum while others are provided non-formally through various co-curricular and extra-curricular activities carried out by the institution.

The formal courses are supplemented by offering degree enrichment programmes in the non-formal mode. For value addition the institution offers certificate courses in typing and shorthand both in English and Punjabi. Special courses are provided in spoken English, computer literacy, TALLY, etc. to students and non-students. It is also involved in running short term courses regarding Computer Literacy, Fashion Technology, Embroidery, Stitching, Electrician etc. from time to time in collaboration with Guru Nanak Dev Polytechnic College, Ludhiana and the Department of Life Long Learning, Panjab University, Chandigarh.

Co-curricular and extra-curricular activities are meticulously planned to enhance the effectiveness of formal curriculum, impart additional skills, inculcate moral and civic values, and sensitize the youth towards social and environmental issues.

A number of members of the faculty represent on academic and administrative bodies like Boards of Studies, Faculties, Academic Council, Syndicate and Senate of the affiliating university. They richly contribute in the designing of the curriculum and convey the feedback received by them from different stakeholders through these bodies.

Teaching-Learning and Evaluation

The college ensures publicity and transparency in its admission process. It follows the guidelines issued from time to time by the state government and the affiliating university for selection of students for admissions. Reservation policy of the state government is followed. We firmly believe that the mission and vision of the founders cannot be fulfilled without inclusiveness. Vigorous efforts are made to bring the youth of disadvantaged sections to the folds of higher education to uplift and empower them. Special efforts are made to attract meritorious students, sports persons and the youth, good at performing arts.

As the students seeking admission to the institution are predominantly rural and belong to socio-economically and educationally disadvantaged sections of the society, the cut-off percentage at the time of admissions is quite low as compared to most of the other institutions affiliated to the university especially those of bigger towns and cities and government colleges. This is compensated by putting in extra efforts in the form of additional lectures in some subjects like English, Mathematics, Financial Accounting and remedial classes in most of the subjects. Some of our students are hardworking and capable of high achievements and taking

challenging tasks. Such students are especially nurtured to excel. As a result, the overall pass percentage and promotion rate of our students is quite satisfactory. A significantly high number of our students passing their degrees secure first divisions. A total of 34 students have bagged university positions since 2004-05. This trend has picked up during the last four-five sessions. The number of students passing with distinction (above 75% marks) is also on the rise. The students significantly improve their performance as they progress from one year to another especially in the three year degree programmes.

Academic schedule is well planned and co-curricular and extra-curricular activities have been meticulously integrated into it. Conscious efforts are made to make teaching-learning student centered. The student-centric methods like assignments, seminars, group discussions, presentations, practicals, debates, quizzes, wall posters, audio-visual aids, question answer sessions, class tests, snap tests, writing of project reports, case studies, field work, net surfing, workshops, surveys, mock elections, real life events etc. form a part of our teaching learning process. Some of these components form a significant part of the evaluation process in most of the courses. Stress is laid on inculcating critical thinking, creativity and scientific temper among its students. Summer/Industrial training is an integral part of the curriculum in some courses.

Due stress is laid on staff development programmes to keep pace with changing times. Faculty is encouraged to participate in such programmes organized by different universities and institutions of the region. A total of thirty eight teachers have attended two hundred and fifty seven seminars /conferences/ workshops/ training programmes during the last four years. The institution has organized forty seven extension lectures by eminent scholars and five seminars/conferences during this period. About forty five eminent personalities and scholars were invited for these. In addition to our faculty and students, 335 delegates from other institutions participated in these and 135 of them presented papers. Special training programmes are also planned and organized for effective implementation of the policies of the institution for instance regular training programmes for the faculty has been organized to promote the use of ICT and CAL. New technologies in the form of gadgets are regularly added.

Lot of efforts are put in to maintain regularity of the students in their attendance. The norms laid down by the regulatory bodies are strictly followed. The performance of the students is regularly monitored and corrective measures taken. A software to maintain a complete record of the students has been procured. Bridge courses are organized in English and Computers during summer vacations before admissions to the new session. Basics are taught to bridge the knowledge gap during the first few weeks of each session. Extra classes and remedial classes are planned on the basis of the analysis of the performance of the students in the class tests, house exams and that of the previous batches.

Internal assessment forms a significant proportion of the evaluation process. It is based on the attendance at lectures, performance of the students in the house exams and class tests. Seminars, presentations and projects are given due weightage in some programmes. The criteria of internal assessment are well defined and ensures rigor to the extent that the students can calculate most of the marks themselves. Complete transparency is followed in awarding internal assessment. The marks awarded in it are displayed on the notice board for at least three days before forwarding to the affiliating university.

Research, Consultancy and Extension

The main focus of the institution during the initial three decades of its establishment has been to accord mass education, promote art and culture and provide extension services. It was during the last decade that Post-Graduate courses were also introduced. At present the institution offers Post-Graduate courses in five subjects. It has six faculty members with Ph.D. degrees. Lately the institution has initiated the promotion of research. Teachers are encouraged to apply for research projects to the funding agencies; financial provision for research has been made in the budget; extension lectures, seminars/conferences and training programmes to promote research have been organized; teachers are supported and encouraged to attend seminars/conferences/training programmes in other institutions; and equipment has been purchased to support research activity.

A number of teachers have published research papers, presented papers and published books. The faculty has eight International and fourteen National research publications to their credit. They have contributed fifty three publications in proceedings of seminars/conferences and thirty two books. Seven of them have also contributed 151 articles in reputed dailies. The Ph.D. thesis of Dr. Narinder Singh Sidhu, Principal has reference in research publications by reputed organizations of the country and in an International Publication. Dr. Gurjeet Virk Sidhu was invited to present a research paper in an International Conference in Canada.

The faculty of the institution provides consultancy to other educational institutions and organizations. Some of the teachers are invited by educational institutions as subject experts for the selection of teachers and for judgment at the time of competitions in cultural and literary items. Dr. Narinder Singh Sidhu, Principal and Dr. Kuldeep Singh, Associate Professor in Political Science have represented on the academic and decision making bodies of the affiliating university like Senate, Syndicate, College Development Council etc. Dr. Narinder Singh Sidhu has also served as a member of the Panjab University Sports Committee in different capacities. He has served on some committees of the Punjab School Education Board as Academic Council, UMC Committee, Inspection Committees and Selection Committees. A few of our teachers are members of the Managements and Boards of Studies of schools and colleges. The teachers receive remuneration/honourarium for some of these services.

Recognizing its social responsibility to inculcate the spirit of nationalism and universal brotherhood and values of humanism among its students, the institution plans and organizes a number of extension activities. These are also aimed to sensitize them towards social and environmental issues. The institution also collaborates with Panjab Agricultural University, Ludhiana, Guru Nanak Dev Polytechnic College, Ludhiana and Department of Life Long Learning, Panjab University, Chandigarh, NGO's and organizations like clubs, hospitals to carry out such programmes.

Outreach programmes like awareness drives, tree plantation, traffic awareness, first aid training, moral education, cleanliness drives, blood donation camps etc. are organized from time to time. During these campaigns, programmes like cleanliness and beautification of schools, slum areas, community centers, health centers etc.; eye and general medical checkup camps; awareness campaigns through door to door counselling, rallies, processions, skits, plays etc. on issues like female foeticide, dowry, drug addiction, eve teasing, national integration and communal harmony; lectures and training sessions regarding health and hygiene, abstinence from drugs, road safety, first aid, new techniques in agriculture and related fields like dairy farming, bee keeping, floriculture, agro forestry etc. are carried out in the recent past. Blood donation camps are a regular feature.

The institution also organized cultural programmes like plays, concerts (where renowned artists are invited to perform) and functions in the memory of national heroes etc. People of the area are invited and sometimes involved in the organization as well.

The college organized seminars on social issues like Violation of Human Rights of Farmers and Migratory Labour and Domestic Violence and Sexual Harassment of Women and Children. Eminent researchers, students and teachers from other institutions, stakeholders/ beneficiaries like representatives of farmers organizations, NGO's, political activists, government officials dealing with the migratory labour, representatives of Labour Unions and beneficiary sections of society and public were also invited.

Infrastructure and Learning Resources

The college has a magnificent campus located in a pollution free healthy atmosphere. It has an impressive building and spacious lawns and play grounds. The building houses an Administrative Block; Arts Block; Commerce Block; Post-Graduate Block; Girls Wing; library; separate library facility in the girls wing; well-equipped Physics labs, a Chemistry lab, Computer labs, a language lab and a lab for Office Management and Secretarial Practice; separate canteens for boys and girls; seminar hall with audio visual facility; facility for open air theatre; girls hostel; residence for Principal, non-teaching staff and single room sets for women teachers; and a gym equipped with modern machines etc. The college has a Multipurpose Hall/Indoor Stadium with a seating capacity of about 1800. Most the

departments have been provided separate rooms. The college has a branch of a nationalized bank on its campus.

The play grounds include a hockey stadium; a basketball court, indoor and outdoor badminton courts, football ground; facility for Kho-Kho, Kabbadi, Hand ball, Table Tennis, Athletics, Gymnastics, Body Building, Weight Lifting, Hand ball, Net ball etc.

The institution has a master plan that has provision for future needs like construction of a new spacious library, conference hall, computer labs science labs, class rooms, swimming pool, shooting range etc. as well. The building has a ramp landing on the first floor to make it disabled friendly. The infrastructure is augmented regularly. An amount of Rs. 1,09,90,560/- has been spent to construct new buildings and Rs. 1,18,43,983/- has been spent on equipment of various types during the last four years. Similarly, one or the other building/facility is upgraded/renovated every year and an amount of Rs. 32,40,801 has been spent on renovation/up-gradation/maintenance of buildings and equipment during the last four years.

The college has a well-stocked fully computerized main library and a library facility in the Girl's Wing. It is stocked with about 32,800 books and subscribes to 117 Periodicals/ Journals. Some e-resources in the form of CD's have also been added. It is regularly updated and enriched. More than 5,000 books have been added to the library during the last five years. An amount of Rs. 18,59,601/- has been spent on the purchase of books, Journals/Periodicals, e-resources and News Papers during this period. The institution has subscribed to e-resources like INFLIBNET. Computer terminals with internet have been provided. Reprographic facility is available in the libraries.

The institution has 115 computers and 5 laptops with leased line and broadband internet connectivity. It has four computer labs. Central computer facility has been provided for the use of students and teachers. Most of the departments have been provided computers with internet facility. The computers and related hardware is regularly up-graded and well-maintained. An amount of Rs. 26,95,730/- has been spent on this during the last four years.

The institution has well-equipped Labs for Physics and Chemistry. In addition to these a Language Lab, Lab for Office Management and Secretarial Practices, Music Lab and Fashion Designing Lab are also available.

The college has three generators of 125 kva, 82 kva and 32 kva to ensure power back up to ensure uninterrupted power supply. Servos and voltage stabilizers are installed to protect damage to sensitive instruments.

The institution has a number of gadgets as interactive projectors, boards, monitors etc. to facilitate ICT and CAL. A seminar room with audio-visual facility is available as a common facility. Such facility has also been provided in some class rooms and labs.

Adequate facilities like drinking water, canteens and toilets have been provided for boys and girls separately.

The college maintains a green and attractive campus. The grounds and lawns have been re-laid with grass. A large stretch of land has been turned from a dumping place of the town to lush green grounds. About 900 trees and shrubs have been planted. These include medicinal plants, fruit trees, ornamentals, timber trees and specimen trees having educational value.

The infrastructure is put to optimum use. The college functions for seven hours daily. Some facilities are shared with the school run by the same management. People of the town use the grounds for morning and evening walks and playing games. The gym is also used by some of them. A number of cultural activities, Youth Festivals and live shows are organized for productive use of its excellent infrastructure. Short term courses in spoken English and Computers are offered to students and non-students even during vacations. Some short term courses have also been offered regarding Computer Literacy, Fashion Technology, Embroidery, Stitching, Electrician etc. from time to time in collaboration with Guru Nanak Dev Polytechnic College, Ludhiana and the Department of Life Long Learning, Panjab University, Chandigarh.

Student Support and Progression

The institution follows a completely transparent system in its functioning. It publishes a prospectus every year which provides complete information about the institution, its aims and objectives, academic calendar, faculty, administrative and academic committees, admission process, dates and admission rules, courses offered and eligibility conditions for each course, options/subjects available, fee structure, basis for internal assessment, requirement of attendance at lectures and minimum marks in qualifying examination, student support facilities like fee concession and scholarships, awards/prizes, library, sports, clubs/societies, committees for prevention of ragging and sexual harassment etc. A copy of the prospectus is uploaded on the college website as well.

Financial aid and scholarships are provided to the needy and meritorious students. The students are helped and guided to avail the benefits of schemes of the government meant for different sections of the society. The students receive such aid from under various schemes of the Central Government, State Government and Panjab University. The college provides aid from Student Aid Fund and Guru Nanak Club of the college to the economically weaker students. It also provides scholarships to meritorious students. Students good in sports and performing arts are also provided financial aid. It has some endowment funds instituted by the members of the management and public donors for scholarships to be given on the basis of means cum merit. Some financial support is also availed from philanthropists, social organizations and alumni. More than 50% of the

students received financial support, in one form or the other, during the session 2013-14.

The college has a grievance redressal cell. The students directly approach its members for redressal of their grievances or the same are forwarded to it. Suggestion boxes have also been placed in the campus. This cell addresses the grievances to the satisfaction of the aggrieved. Special committees are formed for specific purposes. The students freely report their grievances which are promptly redressed.

The institution provides support and guidance to its students for preparing for competitive exams. About 6% of our students from the last four batches have cleared such exams. It is worth mentioning that during the session 2013-14 three of the students of M.Com. cleared NET exam even as they had appeared for the 3rd semester exams of the PG programme.

As majority of the students of the college belong to socio-economically and educationally disadvantaged sections, the institution makes consistent efforts to minimize failure and drop out. Their performance is regularly monitored and analyzed and extra lectures/remedial classes are planned accordingly.

The students are provided Career Guidance and Counselling and the Placement Cell has facilitated the placement of 4.82% of the passing out students of the last four batches. The progression of our students to higher education is quite high. During the last four years about 67.44% of the graduates have enrolled for higher education and 17.78% of the UG/PG students have pursued B.Ed. or other similar courses. A total of about 24% of our students of the last four batches have been absorbed in gainful employment, 5.5% are self-employed and 3% are settled abroad.

The institution organizes and ensures participation of the students in sports and games, youth festivals, seminars, conferences, debates, plays, skits, poster making competitions, writing competitions, movie shows, music concerts, dance shows etc. The students are encouraged to attend camps organized by NCC, NSS, Guru Gobind Singh Study Circle, Ludhiana and Youth Welfare Departments of Panjab University and Punjab Government.

A very active tradition of multifarious co-curricular and extra-curricular activities has been the forte of Guru Nanak National College, Doraha. The institution has earned an enviable position amongst affiliated colleges of Panjab University in organizing, participating and winning prizes in Inter-college and interuniversity competitions. We have organized two Inter-Zonal and three Zonal Youth Festivals of Panjab University during the last eight years. Our students participate in a big way in the Zonal Youth and Heritage Festivals of Panjab University Chandigarh and bag outstanding positions reaching out for more brilliant positions at Inter-Zonal levels, Inter-Varsity level, National level or even Inter-national level. Many of these students are trained and groomed by the college. We often organize live shows and concerts by renowned artists.

Facilities for a wide range of sports and games provided to the students. Our students participate in intercollege competitions in Hockey, Football, Kabbadi, Cricket, Athletics, Shooting, Body Building, Power Lifting, Boxing, Netball, Kho-Kho, Hand Ball, Chess etc. The institution also organizes inter-class competitions and annual athletic meet to ensure mass participation of students. Facilities for badminton, table tennis, chess, carom board, gymnastics, handball, basketball, volleyball etc. have also been made available.

A number of sports persons of the college have won laurels at the national and international level in the past. The college hockey team has won Punjab University championship for 17 years consecutively in B Division and has also won Silver and Bronze Medals in A Division. The college is proud to own an outstanding sports person every now and then. Trained sports persons are not readily available. So we encourage student participation in those games/sports in which students can be groomed in the college.

The college brings out its annual magazine '*UDAR*' and a monthly wall magazine '*The Dawn*' regularly. The students contribute in good numbers for these magazines.

Governance, Leadership and Management

The institution follows the principle of collective decision-making. The staff is represented in the Executive of the Managing Committee with the Principal and three teachers as its members. The Executive Committee is elected every five years. Even the staff representatives are elected according to the procedure laid down by the affiliating university in its statutes. All policy decisions are taken by the Executive of the Management and reported to in the General Body Meetings. The principal coordinates between the management, local administration, government agencies and the university.

The college has a Statutory Advisory Committee comprising of senior faculty members. Most of the decisions of day to day administration and academic activities are taken by it. Its meetings are chaired by the Principal. The institution functions through various committees headed by Deans, Conveners and Coordinators. All the activities are well planned and monitored at each stage of implementation. The performance of all of its components are regularly discussed and analyzed and corrective measures are taken. Meetings of general body of the staff are often held. Feedback from different stakeholders is given due credence while planning and framing policies and strategies.

The institution has a number of welfare schemes for all of its members. It has an effective and fair grievance redressal mechanism for all of its sections. The students have representation of some of the committees. They freely air their grievances which are promptly redressed. The college has a cell to prevent sexual harassment of women at workplace. It has also a committee in place to prevent ragging.

The institution follows standard procedures and system for budgeting and auditing. A qualified Chartered Accountant has been hired. He scrutinizes and prepares annual income/expenditure statements and balance sheets. The annual budget is presented in the Executive Committee and reported to the General Body of the Management. The accounts are also audited by the audit departments of the government. A senior teacher of the college has been appointed as the bursar. He authenticates all the financial transactions. All purchases are made through purchase committees.

The institution has an integrated framework for quality assurance of the academic and administrative activities. Most of the policies and strategies are framed by the Advisory Committee. Approval of the managing committee is sought wherever necessary. The plans to implement decisions of the management are drawn by it. The teachers are accorded training in the use of computers and motivated to adopt learner centered procedures and activities. The quality assurance policy and decisions are conveyed to all of its sections and their effective implementation is ensured.

The general office, accounts branch and the library has been fully computerized. Every year one or the other operation is incorporated into the software to enhance its efficiency. The office staff has been trained to handle computers.

Innovations and Best Practices

The institution is fully aware of the role of educational institutions in generating awareness and sensitizing the society about the global environmental issues. It makes conscious efforts in this direction. The subject of Environment Education is taught as a compulsory subject to all the UG students. The institution not only preaches but also practices and takes steps in this direction. It has taken steps to conserve energy, conserve water, carbon neutrality, has undertaken massive tree plantation and a solar power plant of 3 KW capacity is being installed for generation of renewable energy.

The institution always introspects and introduces innovations to achieve the aims and objectives of the college and promote excellence. In this pursuit, the college has introduced innovations in the fields like faculty development, teaching learning, evaluation, extension, governance and management, student support and progression and inclusiveness etc. during the last four years. Some of these efforts are Faculty Improvement, monitoring the teaching-learning process and students performance and adopting innovative teaching practices.

SWOC Analysis

Strengths:

1. Dynamic, well represented, all encouraging managing body led by a women President.
2. University positions despite low educational background and knowledge base of the students at the entry level.
3. Girls wing with separate facilities for girl students.
4. Magnificent campus with good infrastructure as computer labs, language lab, Fashion Designing Lab, library, Multipurpose Hall, Seminar Hall, Gym, playgrounds etc.
5. Ample opportunities of exposure through co-curricular and extra-curricular activities.
6. Variety of programmes and elective options available for students.
7. Reputation earned due to university positions, general discipline, conducive academic atmosphere and overall ambience.
8. Financial aid and remedial coaching to disadvantaged students.
9. Well stocked fully computerized library.

Weaknesses:

1. Students from generally poor socio-economic background.
2. Comparatively low educational base of the new entrants.
3. Lack of proper public transport system from surrounding villages.

Opportunities:

1. Introduction of more skill based job oriented vocational courses and subjects.
2. Strengthen interactive teaching and use of modern teaching technology.
3. Promote research aptitude amongst the faculty and students.

Challenges:

1. Teaching less motivated students.
2. Students lack basic knowledge of English and communication skills.
3. Mushrooming of private institutes offering a number of professional courses.
4. Difficulty in managing salaries as per UGC and Panjab University norms due to severe financial constraints.
5. Ban on recruitment against aided posts by Punjab Government thus leading to adhocism.

C. Profile of the College

1. Name and address of the college:

Name	:	GURU NANAK NATIONAL COLLEGE
Address	:	Doraha, District: Ludhiana
City	:	Doraha Pin: 141421 State: Punjab

2. For communication:

Name with Designation	Telephone with STD code	Mobile	Fax	Email
Principal Dr. Narinder Singh Sidhu	O: 01628-257097; R-256566	98726-34537	01628-256731	nssidhu06@gmail.com
Vice Principal Mrs. Amarjeet Kaur	-	81463-33313	01628-256731	-
Steering Committee Co-ordinator Mr. Gursharanjit Singh	01628-259289	98159-59289	01628-256731	Gursharanjit09@rediffmail.com

3. Status of the of Institution :

Affiliated College

✓

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

✓

b. By shift

i. Regular

ii. Day

iii. Evening

✓

5. Is it a recognized minority institution?

Yes

No

✓

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

N.A

6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other

✓

7. a. Date of establishment of the college: July, 1974 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) Panjab University, Chandigarh

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	30-03-1976	-
ii. 12 (B)	30-03-1976	-

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

Copy of certificate attached at Annexure – I

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

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

Yes ☒

No ☐

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

Yes ☐

No ☒

9. Is the college recognized:

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

Yes ☐

No ☒

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

b. for its performance by any other governmental agency?

Yes ☐

No ☒

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

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

Location *	Urban
Campus area in sq. mts.	68797
Built up area in sq. mts.	11682

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

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

- Auditorium/seminar complex
 - with infrastructural facilities ✓
- Sports facilities
 - * play ground ✓
 - * swimming pool --
 - * gymnasium (Shared with school) ✓
- Hostel
 - * Boys' hostel
 - i. Number of hostels Nil
 - ii. Number of inmates NA
 - iii. Facilities (mention available facilities) NA

b. Girls' hostel

- i. Number of hostels 01
- ii. Number of inmates Nil
- iii. Facilities (mention available facilities) NA

c. Working women's hostel

- Nil
- i. Number of inmates NA
- ii. Facilities (mention available facilities) NA

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

Residence for Principal	-	1
Single Room Sets for female teachers	-	4
Quarters for Class IV employees	-	3
Common facility with School	-	5

- Cafeteria - (Separate for Girls and Boys)

- Health centre –

First aid, Inpatient, Outpatient, Emergency care facility,
Ambulance - First Aid Facility available

Health centre staff –

Qualified doctor Full time ☐ Part-time ☐

Qualified Nurse Full time ☐ Part-time ☐

- Facilities like banking, post office, book shops:

Banking facility available

- Transport facilities to cater to the needs of students and staff:

Yes, transport facility for girls has been provided with private participation.

- Animal house : NA

- Biological waste disposal : NA

- Generator or other facility for management/regulation of electricity and voltage : 3 Nos. (125 kva; 82 kva; 32 kva)

- Solid waste management facility : Vermi-composting facility
- Waste water management : N.A.
- Water harvesting :

Ground water recharging facility has been developed.

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

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1	Under-Graduate	B.A.	3 years	10+2	English, Punjabi & Hindi	Open	406
2		B.Sc. (Non-Medical)	3 years	10+2	English	80	72
3		B.Com.	3 years	10+2	English, Punjabi & Hindi	140+10+1	151
4		B.B.A.	3 years	10+2	English	40+5	42
5		B.C.A.	3 years	10+2	English	80	35
6	Post-Graduate	M.A. (Punjabi)	2 years	Graduation	Punjabi	60	47
7		M.A. (Pol. Sci.)	2 years	Graduation	English, Punjabi & Hindi	60	28
8		M.A. (Sociology)	2 years	Graduation	Add-on Course	60	30
9		M.Com.	2 years	B.Com., BBA	English	40+5	45
10		M.Sc. (IT)	2 years	BCA	English	40	9
11	PG Diploma	PGDCA	1 year	Graduation	English	40	25
12	Certificate Course (Add-on)	Fashion Designing	1 year	Add-on Course	English, Punjabi & Hindi	40	26
13		Nursery Teachers Training	1 year	Add-on Course	English, Punjabi & Hindi	40	27
14		Animation & Graphics	1 year	Add-on Course	English	40	29

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
15		Computer Based Accounting	1 year	Add-on Course	English	40	22
16	Diploma (Add-on)	Fashion Designing	1 year	Add-on Course	English, Punjabi & Hindi	40	08
17		Nursery Teachers Training	1 year	Add-on Course	English, Punjabi & Hindi	40	10
18		Animation & Graphics	1 year	Add-on Course	English	40	Nil
19		Computer Based Accounting	1 year	Add-on Course	English	40	Nil
20	Advanced Diploma (Add-on)	Nursery Teachers Training	1 year	Add-on Course	English, Punjabi & Hindi	40	14
21		Animation & Graphics	1 year	Add-on Course	English	40	Nil
22	Certificate Course (Modular)	Certificate Course in Computer Science (Modular)	Module s I-III of 1 year each	Modular Additional optional Course	English	Open	-

13. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many?

10

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	3*
-----	-------------------------------------	----	--------------------------	--------	----

*In addition to these the college has also introduced 6 Add-on-Courses in the form of certificate, Diploma and Advanced Diploma courses during the last five years.

Second unit of B.Com. was also added during this time.

15. List the departments:

Particulars	UG	PG	Research
Science	Physics; Chemistry; Mathematics; Computer Science	Computer Science	
Arts	English; Punjabi; Hindi; History; Political Science; Music (Vocal); Physical Education; Economics; Sociology;	Punjabi; Sociology; Political Science	
Commerce	Commerce and Business Administration	Commerce	
Any other not covered above	Fashion Designing & Nursery Teachers Training offered as Add-on- Courses		

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

a. annual system

6

B.A., B.Sc., B.Com., BBA, BCA, PGDCA

Note: The Affiliating University has decided to have semester system of examination in all the courses from the session 2014-15.

b. semester system

5

M.A. (Punjabi), M.A. (Political Science), M.A. (Sociology), M.Com., M.Sc. (IT)

c. trimester system

Nil

17. Number of Programmes with:

Choice Based Credit System

Nil

Inter/Multidisciplinary Approach

8

Any other (specify and provide details)

-

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

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s)

N.A.

b. NCTE recognition details (if applicable)

N.A.

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

Yes ☐ No ☒

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

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s)

N.A.

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

N.A.

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

Yes ☐ No ☒

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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor/ Principal		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	1		4		2		10		0	
	1	-	2	2	-	2	6	0	NA	NA
<i>Yet to recruit</i>	0		0		07		04		NA	
Sanctioned by the Management/society or other authorized bodies <i>Recruited</i>	Nil		2		4	12	13		6	
	1	-	1	1	4	12	4	4	4	2
<i>Yet to recruit</i>	0		0		36		05		0	

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	1	-	2	-	-	3	6
M.Phil.	-	-	1	1	1	7	10
PG	-	-	-	2	3	4	9
Temporary teachers							
Ph.D.	-	-	-	-	-	2	2
M.Phil.	-	-	-	-	3	3	6
PG	-	-	-	-	7	28	35
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

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

02

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

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	85	175	77	184	128	264	171	289
ST	-	-	-	-	-	-	-	-
OBC	60	146	59	119	87	189	78	109
General	368	531	407	594	435	487	479	598
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	1436	285	N.A.	N.A.	1721
Students from other states of India	03	Nil	N.A.	N.A.	03
NRI students	Nil	Nil	N.A.	N.A.	Nil
Foreign students	Nil	Nil	N.A.	N.A.	
Total	1439	285	N.A.	N.A.	1724

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

UG 5.78

PG 3.64

26. Unit Cost of Education

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

(a) including the salary component

Rs. 30,775/-

(b) excluding the salary component

Rs. 11,532/-

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

Yes ☐No ☒

If yes,

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

Yes ☐No ☒

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

c) Number of programmes offered

NA

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

Yes ☐ No ☐

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

Programme/Course	Teacher-student Ratio
B.A.	1:32
B.Sc.	1:35
B.Com.	1:65
BBA	1:25
BCA	1:23
M.A. (Punjabi)	1:35
M.A. (Political Science)	1:19
M.A. (Sociology)	1:23
M.Com.	1:45
M.Sc. (IT)	1:09
PGDCA	1:25

The average teacher-student ratio for the college is 1:27.

29. Is the college applying for Accreditation :

Cycle 1 ☒ Cycle 2 ☐ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

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

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

Cycle 1: (dd/mm/yyyy) Accreditation
Outcome/Result..... Cycle 2: (dd/mm/yyyy)
Accreditation Outcome/Result.....
Cycle 3: (dd/mm/yyyy) Accreditation
Outcome/Result.....

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

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

288

32. Number of teaching days during the last academic year

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

184

33. Date of establishment of Internal Quality Assurance Cell (IQAC)
IQAC (dd/mm/yyyy)

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

AQAR (i) (dd/mm/yyyy)
AQAR (ii) (dd/mm/yyyy)
AQAR (iii) (dd/mm/yyyy)
AQAR (iv) (dd/mm/yyyy)

N.A.

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

D. CRITERIA-WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Vision:

Inspired by the teachings of Sri Guru Nanak Dev ji and dedicated to the 5th birth centenary of the great Guru, the founders established Guru Nanak National College Managing Board, Doraha (Ludhiana). It was registered under the Societies Act in the year 1971.

Having imbibed the philosophy of Guru Nanak and the nationalistic spirit of its founders, the board was set up with a broad vision to open the doors of higher education to the common people living in this small town and the rural interior for the mental, physical, moral and healthy growth of the masses.

The *motto* of the college, ‘*Sarbat Da Bhala*’, i.e. wishing good for all, as inscribed in the insignia, denotes that the institution aims at the betterment of humanity at large.

Mission:

The primary mission of the Managing Board was to establish a college at Doraha for the teaching of Arts, Science and other subjects, to promote the study of Punjabi language and literature, to implement the vision of the founders through this institution and to undertake the specific activities/programmes to achieve, promote and sustain this vision.

Aims and Objectives:

Established with a missionary zeal, the college aims at empowering the educationally backward and disadvantaged population of the area by imparting liberal general education with a special stress on the values of humanism, secularism and nationalism. It strives for spreading the light of knowledge; preparing the youth for the global job market by imparting the necessary skills and virtues; guiding them to be better human beings by imparting high moral and civic values through various activities; providing equal opportunities to all irrespective of caste, colour or creed; uplifting the downtrodden; empowering women; inculcating the spirit of nationalism and universal brotherhood; inculcating scientific attitude; promoting and achieving excellence in education through quality and inclusiveness and inculcating this spirit among youth.

The vision and mission of the institution is communicated to the students, teachers, staff and other stakeholders through the prospectus, the college magazine and the annual report presented by

the head of the institution, at the time of the Convocation and Annual Prize Distribution Function. It is incorporated in the constitution of the Managing Board. It is conveyed to the stake holders by the management, principal and staff through their deliberations and interaction at various occasions like staff meetings, academic and cultural gatherings and functions organized from time to time.

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

Following steps are taken to develop and deploy action plans for the effective implementation of the curriculum:

- i. The session is planned by the advisory committee comprising of the senior faculty members along with the head of the institution. The heads of various departments are also involved in it.
- ii. Subject wise teaching work-load is discussed with the heads of the departments and additional faculty recruited, if needed, well in advance.
- iii. The whole session is divided into three terms as per the academic calendar provided by the affiliating university.
- iv. Each department plans and divides the syllabus term wise, which is printed and made available to the students and teachers. This also helps to keep uniform pace wherever the class is divided into more than one section. It is co-ordinated at the departmental level under the guidance of the heads of the respective department/subjects. Mid-term corrections are made, if needed.
- v. Departmental meetings are held for allocation of classes to teachers.
- vi. The Deans, Conveners and Heads of the Departments hold meetings of their respective committees/departments to chalk out a plan of the activities to be carried out throughout the session.

In addition to the above, teaching work is extended to a few more days before the commencement of annual exams. Depending upon the requirement, teachers continue classes, even during preparatory days. Extra classes are encouraged, wherever required. Additional lectures per week are provided in some subjects like Mathematics, Computer Science, English, Accountancy etc.

When a teacher is on leave, his/her lectures are adjusted at the department level especially in the subjects/departments where there are a sufficient number of teachers available as Commerce, Computer Science, English etc.

Semester system has been introduced in PG classes and teaching classes are carried out even when annual exams of other classes are being conducted.

To enhance the effectiveness of formal curriculum, impart additional skills, inculcate moral and civic values, and sensitize the youth towards social and environmental issues, co-curricular and extra-curricular activities are meticulously planned and spread throughout the session.

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?

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

- By organizing faculty improvement programmes like Refresher/ Orientation courses and Seminars/ Conferences/ Workshops
- By giving representation to the college teachers in its decision making bodies like Senate, Syndicate, Academic Council, Faculties, Boards of Study and decision making committees, formed for specific purposes
- By suggesting/providing books and other study material and giving advice for the setting up of labs through its faculty and delivering extension lectures etc.
- By providing its library and research facilities

The support provided by the institution for the stated purpose is as follows:

- Library resources are regularly updated by adding books, subscribing journals and e-resources like INFLIBNET etc.
- Computer facility with internet has been provided to the teachers.
- Teachers are encouraged to attend seminars, conferences, workshops, refresher courses, orientation courses etc. in other institutions.
- College has provided infrastructure for computer aided teaching like LCD/interactive projectors, visualizer, laptops, computers, interactive boards and other gadgets.
- Training programs in the use of computers and equipment like projectors, visualizer and interactive gadgets in teaching and preparation of computer aided presentations, are organized, from time to time.
- Teaching Aids Cell has been set up to train and help the teachers in the preparation and use of presentations and computer aided teaching material.

- Seminars/workshops/conferences are organized for the betterment of faculty and students.
- Resource persons from universities and other institutions are invited for extension lectures for the benefit of both the teachers and the students.
- Teachers are encouraged to participate in university bodies like Senate, Academic Council, Boards of Study etc.
- Teachers are exhorted to adopt learner centered teaching methods like seminars, quizzes, lab work, group discussions, surveys, projects, debates, presentations etc.
- Labs are upgraded regularly.
- Research facilities are provided as and when requisitioned.

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

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

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

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

Industry:

The institution interacts with the industry for training, placements and providing facilities to carry out various projects by the students.

Research Bodies:

The institution interacts with research bodies in the following ways:

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

University:

The institution avails following support from the affiliating university:

- Invites experts for recruitment of faculty.
- The faculty of the university provides guidance regarding purchase of books and journals and setting up of labs.
- Invite resource persons for extension lectures/ seminars/ conferences from the university.
- The faculty participates in faculty improvement programmes organized by the university.
- The institution gets funds for organizing seminars/ conferences.
- The institution gets travel grants for the faculty.
- The students receive scholarships from the university.

Being members of academic, administrative and decision making bodies of the university the faculty of the institution often interacts with the affiliating university. They contribute towards the functioning of the university as members of Senate, Syndicate, Faculties, Academic Council, Boards of Study, College Development Council, Sports Council, Selection Committees and Inspection Committees. They are also members of some committees formed for specific purposes like Committees for the Introduction of Semester System, Inquiry Committees, Purchase Committees, Fee Committees, to name a few. Members of our management and even students have been members of the fee committee formed by the university.

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

The curricula are designed by the UG/PG Boards of Studies and approved by the Faculties, Academic Council, Syndicate and Senate of Panjab University i.e. the affiliating university.

The college has been richly contributing in the deliberations and decisions of these bodies through its Principal and faculty for the university system as a whole, as the decisions of these bodies are applicable to the university as well as all the affiliated institutions.

Some of the faculty members have been or are members of Board of Studies, Faculties, Academic Council and other academic bodies of the affiliating university. They have made significant contributions in the development of the curriculum.

Few of them have been members of committees specially formed to discuss issues related to evaluation system like internal assessment, introduction of Semester System etc.

List of Members of Faculty who have been on University bodies and have contributed in Curriculum Development is as follows:

Dr. Narinder Singh Sidhu, Principal

- i. Fellow, Panjab University, Chandigarh from November 2010 to December 2012.
- ii. Member, Academic Council, Panjab University since 2006.
- iii. Member, Faculties of Business Management & Commerce, Medical Science, Language and Education of Panjab University.
- iv. Secretary, Faculty of Education, Panjab University, Chandigarh for the term 2011-12.

Mrs. Gursharan Kaur (Department of Political Science)

- i. Member of Board of Post Graduate Studies in Political Science for the terms 2011-13 and 2013-15.

Mr. Gursharanjit Singh (Department of Commerce and Business Administration)

- i. Member of Board of Under-Graduate Studies in Commerce, Panjab University, Chandigarh for the term 2009-11.
- ii. Member PG Board of Studies for the term 2011-13.

Dr. Kuldip Singh (Department of Political Science)

- i. Fellow, Panjab University, Chandigarh from 2008 till date.
- ii. Member, Syndicate, Panjab University for the year 2008-2009.
- iii. Member, Faculties of Arts, Languages, Education, Engineering and Technology, Law etc. of Panjab University.
- iv. Member, Committee regarding introduction of semester system in UG classes in affiliated colleges.

Dr. Sukhwinder Singh Virk (Department of Punjabi)

- i. Member, Post Graduate Board of Studies (Punjabi), Panjab University, Chandigarh for the last eight years.
- ii. Member, Faculty of Languages, Panjab University, Chandigarh.

Mrs. Lovleen Bains (Department of English)

Member, Board of Under-Graduate Studies in English, Panjab University, Chandigarh since 2009.

Dr. Nirlep Kaur (Department of Physical Education)

Member, Academic Council for the term 2012-14.

Dr. Amandeep Kaur Kullar (Department of Economics)

- i. Member, Academic Council for the term 2012-14.
- ii. Member, Board of Studies in Economics for the term 2013-15.

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 ('Need Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The college has itself designed the curriculum for the non-formal courses like Computer Basics (one month), Certificate Course in Computer Hardware and Networking (one month), Diploma in Computer Programming (one year), Computer Based Accounting and Spoken English.

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

The institution holds regular meetings of the staff, heads of the departments, advisory committee and the departments to analyze and ensure that the stated objectives of the curriculum are achieved in the course of implementation. The analysis is based on:

- The evaluation of the performance of the students both in the house exams and in the class.
- Comparison and analysis of result of annual exams.
- Feedback from external examiners who conduct practical exams/ viva-voce and evaluate projects.
- Feedback from heads of departments, teachers and students.

1.2 Academic Flexibility

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

To equip the youth with employable skills, in addition to the traditional programmes, the institution provides a number of certificate/ diploma/ skill development courses. These courses are as follows:

- Career oriented add-on-courses in Fashion Designing, Nursery Teachers Training, Animation and Graphics and Computer Based Accounting in the form of certificate/diploma/advanced diploma.
- A certificate course in Introduction to Computer Science in Modular form, is offered to all the undergraduate students as an additional optional subject.
- Programmes like BCA, PGDCA, M.Sc. (IT), BBA, B.Com., M.Com., B.Sc. (Non-Medical) have a significant skill component.
- Elective subjects as Office Management and Secretarial Practices, Computer Science, Music (Vocal) and Physical Education, being offered to the students of B.A., impart skills and enhance employability.
- For optimum utilization of its infrastructure and as an extension activity, the college made its faculty and infrastructure available to Guru Nanak Dev Polytechnic College, Ludhiana to run short term skill based courses like Electrician, Computers, Stitching and Embroidery for the benefit of non-students.
- The college has also offered courses like Computer Basics and Fashion Technology in collaboration with Department of Life Long Learning, Panjab University, Chandigarh to students and non-students.
- Short Term Courses in computers and spoken English are also being held in the non-formal mode.

The main objective of offering these courses is to enrich the degrees and enable the students to get gainful employment or start their own ventures.

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

No, rules of the affiliating University do not permit twinning programmes or dual degrees at present. However, some courses are offered as add-on courses and certificate courses which can be pursued by the students along with the regular degrees. Certificate,

Diploma and Advanced Diploma courses are offered in Fashion Designing, Computer Based Accounting, Animation and Graphics and Nursery Teachers Training as add-on-courses. An additional optional subject of Introduction to Computer Science in modular form is offered to all the students of UG classes.

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

The college offers courses as B.A., B.Com., B.Sc. (Non-Medical), B.C.A., B.B.A., M.A. (Punjabi), M.A. (Political Science), M.A. (Sociology), M.Com., M.Sc. (IT) and P.G.D.C.A.

A variety of elective options including skill based subjects are offered at the undergraduate level to the students of humanities.

Honours in Political Science is offered to the students of B.A. programme.

The college also offers Add-on-courses in Computer Based Accounting, Fashion Designing, Nursery Teachers Training and Animation and Graphics.

Introduction to Computer Science in modular form is offered to all under-graduate students as an additional optional subject.

Some courses are offered in the non-formal mode as well.

The above mentioned courses and a large number of co-curricular and extra-curricular activities carried out in the institution, provide academic flexibility and cater to the academic needs of the area so as to enable skill development, academic mobility, progression to higher studies and improve potential for employability.

Details of various institutional provisions with reference to academic flexibility are given below:

a) Range of core/elective options offered:

The subjects/papers offered by the college in programmes like B.Com., B.B.A., B.C.A., P.G.D.C.A., M.A. (Punjabi), M.A. (Political Science), M.A. (Sociology), M.Com. and M.Sc. (IT) are compulsory and form the core options. Besides the programme specific subjects like English, Punjabi/History and Culture of Punjab and Environment Education and Road Safety are compulsory and form the core options in all undergraduate classes i.e. B.A., B.Com., B.Sc., B.B.A. and B.C.A.

The College offers a good range of elective options in B.A. programme. The subjects of Elective English, Hindi, Punjabi, History, Political Science, Economics, Mathematics, Physical Education, Office Management and Secretarial Practice,

Computer Science, Sociology and Music (Vocal) are offered in 134 different elective combinations. For list of elective combinations refer Annexure - II

In B.Sc. (Non-Medical) the students have the option of studying Chemistry or Computer Science as an elective subject besides Physics and Mathematics.

In addition to these, Honours in the subject of Political Science is being offered to the students of B.A.

b) Choice Based Credit System:

It is the affiliating university that designs and recommends the curriculum for all the courses/subjects. At present there is no provision of Choice Based Credit System.

c) Courses offered in modular form:

To impart computer literacy, Certificate Course in Introduction to Computer Science is being offered to students of under graduate classes, in modular form, as an additional optional subject.

d) Lateral and vertical mobility within and across programmes and courses:

University rules do not allow lateral mobility in any of the course being offered in affiliated colleges.

For vertical movement of students from one level of education to the next higher level the institution offers the following courses:

- Diploma and Advanced Diploma Courses as add-on-courses for movement from certificate courses.
- PGDCA for movement from any of the under-graduate courses.
- Post Graduate courses in humanities, commerce and computer science streams for movement from B.A., B.Com./ BBA and BCA respectively.

e) Enrichment courses

To strengthen and enrich the degrees and enhance employability of the students, the college offers the following Career-oriented courses as Add-on-courses in the form of certificate, diploma and advanced diploma courses in Fashion Designing, Computer Based Accounting, Nursery Teachers Training and Animation and Graphics to the students of undergraduate classes.

The college also offers Introduction to Computer Science as an additional optional subject in modular form and Environment and Road Safety Education as a compulsory subject to all the Under Graduate students.

Enrichment programmes in Spoken English, TALLY, use of Computers and Internet etc. are offered in non-formal mode.

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

All the programmes / courses/ subjects introduced since 1981, are in the self-financing mode or are being subsidized by the institution from its own resources.

The list of such programmes and fee structure for the session 2014-15 is as follows:

S. No.	Course	Fee in Rs. per annum
i	BCA	30000
ii	BBA	25000
iii	M.Sc. (IT)	40000
iv	PGDCA	18000
v	*B.Com.	25000
vi	*M.Com.	20300
vii	*M.A. (Punjabi)	17000
viii	*M.A. (Political Science)	17000
ix	*M.A. (Sociology)	17000
x	*B.Sc. (Non-Medical)	18700
xi	*Introduction to Computer Science (Modular Course)	1260
xii	*Add-on-courses	1260

*The fee structure is decided by the affiliating university which is not financially self-supporting in the case of some of these courses. The institution meets the additional expenditure from its own resources.

The financial resources generated by the self-financed courses have helped in improving the infrastructure and learning resources of the institution.

Besides difference in fee structure, the self-financing courses are mainly skill based, possessing global significance and high employability of the students.

The faculty for these courses is appointed as per UGC/P.U. norms. Where ever eligible teachers are not available, faculty is appointed on contract basis, which is retained session after session and paid higher salary than the similarly placed teachers, appointed for other courses.

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

Yes, the college provides additional skill oriented programmes relevant to regional and global employment markets. Such programmes have been discussed in 1.2.1 and 1.2.3 (e).

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

No, the affiliating university does not provide a combination of face-to face and distance mode of education for students of affiliated colleges. However, the students can move from distance mode, being run by the university, to the colleges and vice-versa. The college encourages such students to seek admission in their subsequent years of study in three year degree courses like B.A., B.Com. and M.Com.

1.3 Curriculum Enrichment

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

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

Students are given assignments and projects to imbibe creative and research aptitude, provide practical / industrial training, etc.

Extension lectures and seminars on varied topics and subjects are organized.

The institution offers some courses in the non-formal mode like spoken English, TALLY, use of computers and internet etc.

Efforts are made to generate interest of the students to acquire skills in performing arts like theatre, music, dances and fine arts including traditional ones.

The co-curricular and extra-curricular activities are planned so as to enhance employable skills like personality development, leadership qualities, communicative skills etc.

The institution organizes and ensures participation of the students in youth festivals, seminars, conferences, debates, plays, skits, poster making competitions, writing competitions, movie shows, music concerts, dance shows etc.

Co-curricular, extra-curricular and extension activities are also organized to create awareness towards social, environmental, legal, health related issues and inculcate a value system among students.

Campaigns/training sessions like awareness drives, tree plantation, traffic awareness, first aid training, moral education, cleanliness drives, blood donation camps etc. are also organized from time to time.

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

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

The institution follows the curriculum prescribed by the affiliating university which by and large follows the national curriculum for each course. The university has representation of teaching faculty on its Boards of Study, Faculties and the Academic Council. It also has representation of academia and other stake holders as Fellows of the Senate and Members of the Syndicate, the decision making bodies of the university. These bodies take care of all the subject specific requirements while framing the curriculum.

A number of faculty members of the institution are on these bodies of the university. They make rich contribution towards framing of the curriculum (for details refer 1.1.6).

The institution supplements the curriculum with enrichment programmes as discussed in 1.2.1, 1.2.3 (e) and 1.3.1.

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

The institution has integrated the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. both in formal as well as non-formal ways.

Gender: The institution promotes gender equity and sensitizes the students through planned co-curricular and extra-curricular activities like seminars, conferences, debates, essay writing competitions, plays, skits, choreographies, guest lectures etc. organized from time to time. Students are sensitized regarding the legal rights of women, the evil of dowry, female foeticide and domestic and sexual violence. Awareness campaigns in this regard are also carried out. A seminar sponsored by College Development

Council, Panjab University, Chandigarh on 'Creating Awareness among Students against Domestic and Sexual Violence in Women and Children' was organized.

Climate Change and Environmental Education: The subject of Environmental Education is compulsory for undergraduate classes of all streams. It also includes the issue of Climate Change in the syllabus. In addition to this, awareness programmes are carried out by NSS and Youth Club etc. Environment Week and Science Day are celebrated in which tree plantation campaign is organized, lectures by experts are arranged and competitions like poster making, paper reading etc. are held.

Human Rights: Awareness about human rights is propagated by organizing seminars, extension lectures, cultural activities like plays, skits, choreographies etc. UGC and ICSSR sponsored seminars have been organized to highlight the issue of Human Rights of migratory labour and farmers' suicides in Punjab.

The topic of Human Rights also forms a part of syllabi of some subjects / courses like Political Science and Sociology.

ICT: The institution runs ICT based courses like BCA, PGDCA, and M.Sc. (IT).

Computer Science as an elective subject is taught in B.A. and B.Sc.

ICT is taught as a compulsory subject in BBA and M.Com.

Animation and Graphics and Computer Based Accounting as Add-on-courses are offered in undergraduate classes.

An additional optional subject of Introduction to Computer Science in modular form is offered to all the graduates who do not study it as an elective or compulsory subject. Efforts are made that all of the students of UG classes opt for it in the third year of study.

Road Safety: In addition to the above issues, Road Safety is being taught as a compulsory subject along with Environment Education to all the UG students. In collaboration with Punjab State Apex Body of NGO's and Punjab Police, road safety campaigns have been carried out.

Health and Physical Fitness: The students are also sensitized to the importance of Health, Physical Fitness and the menace of Drug Addiction through various non-formal ways. These issues are propagated through numerous activities carried out by its various units like clubs, societies, NCC, NSS, Youth Club, Red Ribbon Club etc. Extension lectures are also organized for the benefit of the students on such issues. The students are motivated to participate in physical activities in one way or the other.

Others: An awareness campaign under SVEEP was organized in collaboration with Nehru Yuva Kendra, Ludhiana to motivate the students and representatives of rural clubs to participate in the electoral process by casting their votes and staying away from drugs.

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

To ensure holistic development of the students, the institution offers value-added / enrichment programmes, in both formal as well as non-formal ways.

Moral and Ethical Values:

Believing in the concept that moral and ethical values can be imbibed only through practice and not by mere preaching, we teach these to our students by practicing these in each and every area of our activity.

Values like honesty, dignity of labour, fairness, equal respect for all human beings irrespective of caste, creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through various activities like seminars, debates, writing competitions, youth festivals, dramas, skits, choreographies, movie shows, extension lectures, celebrating religious functions etc. Such activities are also imparted through NSS Camps, activities of NCC and Youth Clubs.

Programmes on personality development and inculcation of moral values among students are conducted through Guru Gobind Singh Study Circle, Ludhiana. An examination on moral values is also conducted annually by it. Lectures are also arranged for this purpose.

Employable and Life skills:

In addition to the skill oriented courses mentioned in 1.2.1 and 1.2.3 we organize activities to develop employable and life skills as given below:

To improve communication skills, especially in English, we have set up a Language Lab and organize activities such as debates, declamations, group discussions etc.

We arrange short term courses in TALLY, use of computers and internet, typing and shorthand, spoken English especially during summer vacations in the non-formal mode.

We promote performing arts like music, theatre, dances etc. through various cultural activities for which even the services of professionals are sought to train the students.

The students are engaged in surveys, tours, presentations, projects, seminars, real life events etc. to enhance their life skills. They are also involved in organizing functions and academic, cultural and sports events under the overall supervision of the teachers.

The students are encouraged to attend camps organized by NCC, Guru Gobind Singh Study Circle, Ludhiana and Youth Welfare Departments of Panjab University and Punjab Government.

Lectures on personality development are also organized by the college.

Better Career Options:

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

The college organizes extension lectures, coaching for entry to service and entrance exams, guidance for UGC NET exam, and arranges summer/industrial training for its students pursuing the programmes of M.Sc. (IT), BBA, M.Com. and offers the subject of Office Management and Secretarial Practices etc.

Community Orientation:

The college makes concerted efforts to orient the students and faculty to the needs and requirements of the community.

For this the students are involved by ensuring their active participation in awareness campaigns related to community service, environmental issues, sanitation and cleanliness on the campus and surroundings, traffic rules, human-rights, female foeticide, dowry, drug addiction, prevention of AIDS, tree plantation, blood donation etc. through NCC, NSS, clubs, societies etc. Extension lectures and seminars are often organized for this purpose. *Langar* (community lunch) is organized every year. The students are involved in collection of voluntary contributions, cooking and distribution of food which is partaken in *pangats* (rows) in which students of all castes and religions work together.

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

The need to introduce new courses and enrichment of the curriculum is assessed by the institution and the teachers on the basis of

feedback received from the stake holders like students, parents, management, academic peers, people of the area, alumni etc. The head of the institution and the teachers often interact with other members of the academic fraternity and acquaint themselves with the developments in the field of higher education, thus making their contribution. Some of the examples regarding use of feedback from stakeholders in introducing new courses/subjects are as follows:

- i. The add-on courses like Computer Based Accounting, Fashion Designing, Animation and Graphics and Nursery Teachers Training in the formal mode and short term courses in computers and spoken English in the non-formal mode have been introduced after receiving feedback from the employers.

A good number of our commerce graduates are placed in industry around Doraha. Based on feedback from their employers, Computer Based Accounting was introduced as an add-on course.

Similarly, Ludhiana is a big center for garments and an Apparel Park is coming up at Doraha. This led to the introduction of Fashion Designing as an add-on-course.

- ii. M.A. (Sociology) has been started from the session 2010-11. The course was hitherto being offered by a single Women College of the district. Being an important subject of humanities, there was a demand from the students to introduce this course.
- iii. Keeping in view the consistent demand and peer advice and need for the promotion of Science, B.Sc. (Non-Medical) too has been started from the session 2010-11.
- iv. The subject of Music (Vocal) was introduced as there was no such facility for boys in the entire district of Ludhiana. Moreover, Namdhari, a religious sect based at Bhaini Sahib, a close by village, promotes Indian classical Music in a big way. There was a demand to start this subject at under-graduate level.

This feedback is also used for enriching the curriculum of various courses/ subjects through its faculty who are members of various academic bodies of the affiliating university like Boards of Study, Faculties, Academic Council, Senate and Syndicate.

For list of faculty members who have been contributing in such bodies refer 1.1.6.

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

The quality of the enrichment programmes is monitored through the feedback received from the students, people of the area, the employers and from the observation and evaluation of the students during the course of their academic progression in the college.

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?

Refer 1.1.6.

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?

Formal and non-formal feedback on curriculum is received from all quarters. The students provide feedback through feedback proforma and interaction with the faculty and the head of the institution.

Parents, Alumni and Community give feedback in non-formal way through the faculty, principal and the management.

They in turn interact with academic peers and faculty of other institutions at different forums and often discuss curricular aspects to share the feedback.

This feedback is conveyed to the university through its faculty members who are part of various academic and administrative bodies of the university as mentioned in 1.1.6.

For further details refer 1.3.5.

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 programmes/courses like B.Sc. (Non-Medical) and M.A. (Sociology) have been introduced. In addition to these, Diplomas in Fashion Designing, Nursery Teachers Training and Animation & Graphics and Advanced Diplomas in Nursery Teachers Training and Animation & Graphics have been started.

The need to introduce new courses is assessed by the institution by getting feedback from the stake holders as the students, faculty, management, parents etc. The national and global needs and trends are also kept in view. The primary focus however, remains on providing sufficient number of programme/subject options to the youth of the area, increasing their employability by providing skill based courses and contributing to increase the gross enrolment rate (GER) of the nation in higher education. The course preference of the youth of the area is also duly kept in mind so as to assure that a sufficient number of students are available to run the course. Financial viability is also assessed before the start of the course.

For example the trend to study computer courses had though picked up, but there is dearth of quality teachers in this field. Moreover, it was felt that a P.G. course in IT would enhance the employability of

computer graduates, not only as teachers but also in the IT industry. This led to the introduction of M.Sc. (IT) in the session 2009-10.

M.A. (Sociology) was introduced in the session 2010-11 as there was a demand from the students as mentioned in 1.3.5.

Similarly B.Sc. (Non-Medical) too was introduced from the session 2010-11 due to consistent demand and peer advice. Data regarding the number of students opting Non-medical stream in 10+2 (the feeding class) and their preference for further studies was collected from the surrounding schools while taking the decision.

[Any other relevant information regarding curricular aspects which the college would like to include.](#)

CRITERION II: TEACHING-LEARNING AND EVALUATION**2.1 Students Enrolment and Profile****2.1.1 How does the college ensure publicity and transparency in the admission process?**

The college ensures publicity and transparency in the admission process in the following ways:

a. Prospectus:

The college prospectus provides complete information about the institution like the aims and objectives, faculty, admission process, dates of admission, academic schedule, courses offered, eligibility conditions for each course, options/subjects available, evaluation system, criteria for internal assessment, fee/funds, scholarships, financial aid, activities, facilities provided etc.

b. Institutional Website:

The institutional website has been hosted, which is regularly updated. It provides complete information about the institution. The copy of the prospectus as well as the admission form is available on the website.

On-line submission of admission forms has been introduced from the session 2014-15.

c. Advertisement in Regional/ National Newspapers:

The dates of admission, courses offered and the admission process are advertised in the regional newspapers.

d. Any other (specify):

Apart from this, the college issues posters, pamphlets and banners for publicizing the dates of admission and courses offered by it. It also advertises through the cable TV network in the surrounding towns and villages.

The faculty of the college visits schools of the area for the publicity of the courses offered and facilities provided. The faculty of the institution visits the homes of the prospective admission seekers and/or contacts them telephonically, especially the girls. The parents and admission seekers are informed about the courses offered, the facilities, student welfare schemes and the admission process. They also provide guidance and

counselling regarding the options available not only in the college but also elsewhere. The parents are convinced to educate their daughters wherever found reluctant due to social or financial constraints. They are made aware of the financial aid available to different categories of students like S.C./S.T.'s, minorities, economically weaker sections, meritorious students, sports persons or other talented youngsters.

Admission process of the institution is wholly transparent. Complete information regarding courses offered, admission process and admission dates is provided through the above mentioned methods. Applications are invited in advance and merit list displayed in the case of programmes having a high demand ratio. Interviews for admission are held on pre-announced dates.

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.

Guidelines of the state government and affiliating university, issued from time to time, are followed for the selection of the students for admission to these courses.

Admission is purely on merit and as per the the criteria provided by the affiliating university.

Reservation policy of the state government is followed.

Applications for courses like B.Sc., B.C.A., B.B.A., B.Com., M.Com., M.Sc. (IT) etc. are invited in advance. The merit list is displayed on the notice board on pre-announced dates and candidates are called for interview. The principle of first come first served is followed in the case of classes where sufficient number of seats is available.

Elective subjects are allowed to the students on the basis of interview and marks obtained in the lower class.

Elective subjects as Physical Education and Music (Vocal) in B.A. are provided to the students on the basis of tests/trials.

Brilliant students are advised to opt subjects like English (Elective), Economics, Computer Science, Sociology, Mathematics etc. in B.A. They are also encouraged to opt for add-on-courses or honours.

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.

Cut off percentage for admission at the entry level for various courses during the session 2013-14 was as follows:

S. No.	Course/ Programme	Minimum % age	Maximum % age
i.	B.A.	33.00	87.00
ii.	B.Sc. (Non-Medical)	55.80	88.00
iii.	B.Com.	48.80	89.00
iv.	B.B.A.	51.77	84.44
v.	B.C.A.	54.80	83.00
vi.	M.A. (Punjabi)	45.00	73.30
vii.	M.A. (Political Science)	45.00	77.50
viii.	M.A. (Sociology)	45.00	74.00
ix.	M.Com.	51.44	81.44
X	M.Sc. (IT)	58.00	71.79
xi.	P.G.D.C.A.	52.77	75.00

Minimum percentage of marks for admission to colleges located in cities and big towns like Chandigarh, Ludhiana, Khanna, Ferozepur, Moga, Abohar, Hoshiarpur etc. affiliated to Panjab University Chandigarh is much higher than at this college. For instance during the session 2014-15, the lowest cut-off percentage for admissions to B.Com. I in a college of Chandigarh is 84.4% including the weightage for commerce subjects studied in the qualifying exam. The same in this college however, is 63%. Same is the case in other courses as well.

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

The admission process and the student profile are reviewed annually. Meetings of the heads of the departments and the advisory committee are held before the admissions and at the culmination of each session to draw various strategies. Faculty requirement, based on the estimated student strength of admissions, is worked out well in advance and appointments made accordingly.

Based on these reviews and the past experience, the college has procured software with private participation that has been designed as per our institutional needs. This software facilitates us to monitor the admission process on day to day basis. Submission of on-line admission forms has been introduced. Information regarding number of students admitted, student profile on the basis of gender, caste,

religion, economic status, rural/urban background, religion, academic performance in the lower exam passed etc. is retrieved and analyzed. It also helps us to monitor allocation of elective subjects and number of seats available in each course/subject category wise. Corrective measures are taken on day to day basis.

To ensure equity, we chalk out a plan much before the commencement of the session. Teams of teachers visit schools and villages of the area to interact with the students for guidance and counselling. They convince the reluctant parents to send their daughters for higher education. Financial help is ensured to the needy and meritorious students. We believe that no student should be deprived of the facility of higher education for want of financial resources.

Admission committees are formed for admissions.

The yearly review of the admission process has helped us to streamline it. The development of the software is a result of such an exercise.

This procedure has also helped us to reach out to the disadvantaged sections like the female students, economically weaker sections, students from SC and OBC categories, meritorious students and students belonging to rural areas. It has improved the enrollment rate. This has also resulted in attracting academically good students to the institution.

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

The main objective of the institution is to provide quality education to all the sections of the society, especially the deprived ones. Strategies are adopted to increase/improve access to different sections as given below:

i. Students from S.C/S.T. and O.B.C. Categories:

Students from the disadvantaged communities like S.C./ S.T. and O.B.C. categories are encouraged to pursue higher education. They are informed about the financial aid available to them and are helped to receive it. During the session 2013-14, 343 students belonging to S.C. category were given fee concession to the tune of Rs. 53,91,902/- and applied for scholarships amounting Rs. 12,54,484/-. Similarly 74 students belonging to OBC categories applied for scholarships. Reservation policy of the state government is followed. During the session 2013-14, the number of S.C. and B.C. students

admitted were 446 (25.87%) and 192 (11.11%) respectively. Remedial coaching is provided to these students. Coaching for entry to service with UGC support has also been taken up. Scholarships and financial aid from the government is available for them. Minimum marks for eligibility for admission to all courses is relaxed by 5% for students from S.C./ S.T. categories.

ii. Women:

Access to higher education to women is given top priority. Keeping in mind the social inhibition of women education in co-educational institutions, a separate wing for girls with class rooms, labs, canteen, common room, girls hostel, women staff room, library facility, sports facilities etc. has been established within the campus. A senior lady teacher is the in-charge of this wing. There is a separate main entry gate for the girls. Some classes of girl students are taken in this wing. The girls from the co-education sections move to the girl's wing during their free periods. Majority of our faculty members are also ladies.

Most of the girls commute from villages and nearby towns. To avoid travel hazards, female students are ferried in vans from their doorstep. For this, transport facility with private participation, has been arranged for them. Keeping in view the financial position of the students, the institution keeps a check on the van charges. Fee concession/financial support is also provided to the female students.

Teams of staff members visit the families of girls and provide guidance and counselling to them before the admissions of the new session as mentioned in 2.1.1.

Separate sports and cultural activities are organized for girls and they are encouraged to participate in them.

As a result, the number of female students in the institution is higher than that of the male students. During the session 2013-14 the number of female students was 999 (57.81%).

There is a provision of two additional seats for single girl child or one of the two sisters.

iii. Differently-abled:

Differently abled students occasionally seek admission to the institution. Before admissions our faculty provides counselling and guidance to such students and makes them aware of the courses and facilities available in the college and tries to convince them to pursue higher education. Ramps in the

corridors and toilet facility in the campus have been provided for physically challenged students. Almost all the major activities are carried out on the ground floor.

iv. **Economically-weaker sections:**

Liberal financial support is arranged/ provided to the students of all sections so much so that not even a single student is turned back for economic reasons. In some cases if a student is otherwise aspiring but due to utter penury fails to pay off his or her fees, almost the entire financial burden is borne by the institution and in some cases even by the faculty.

v. **Minority Community:**

A large number of students from the minority community too are on the rolls of the institution. Remedial coaching and coaching for entry to service was also organized with UGC support. The students are made aware of the schemes of the government. These students are helped to apply for scholarships and financial aid is provided by the government. The number of such students during the session 2013-14 was 1335 (77.44%).

vi. **Sports persons:**

Special efforts are made to attract sports persons for pursuing higher education. They are given financial aid, sports kits, diet money, coaching facilities etc. They are counseled to devote time to studies along with sports for a better future. A well-equipped gym has been set up and gym instructor appointed. Outstanding sports persons are given scholarships/financial aid, awards and honours.

vii. **Persons good at performing arts:**

The institution has a healthy tradition of promoting art, culture and cultural heritage. The subject of Music (Vocal) has been introduced for this purpose. A number of students, good at music, theatre and dances, are attracted to the institution due to its glorious achievements in these fields. Cultural activities are promoted and youth festivals organized quite often. Outstanding students of this category are also given fee concessions, financial aid and academic guidance. Outstanding performers are given scholarships/financial aid, awards and honours.

viii. **Wards of Migratory Labour:**

In this category, the support rendered to the wards of migratory labour from UP, Bihar, Uttar Khand, Rajasthan etc. need a

special mention. Ludhiana is an industrial town. Most of the migratory labour working in the industry are economically weak or belong to the lower middle class. It is difficult for them to afford higher education for their wards. Many such students pursue their studies in the college. The institution liberally provides fee concessions and financial aid to this category of students also. The fee is also charged in easy installments. Keeping their convenience in mind, the date for deposition of fee is often extended.

ix. **Students from Rural Areas:**

Majority of the students of the college, even from the above mentioned categories, are from rural areas. They come from about 250 villages. During the session 2013-14, 1232 (71.46%) students belonged to this category. These students are deprived of quality school education. Door to door counselling and guidance by the faculty of the college is offered to these students before admissions. Such students are suggested to choose programmes and elective options keeping in mind their educational background and performance in qualifying exams. Remedial and bridge courses for these students are also organized so as to make up their deficiencies. College timings are adjusted so that they reach the college in time for their classes.

Books are provided from the book bank for the whole session to the needy and meritorious students.

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

Programmes	Session	Number of applications	Number of students admitted	Demand Ratio
B.A.	2010-11	327	327	1:1
	2011-12	236	236	1:1
	2012-13	365	365	1:1
	2013-14	406	406	1:1
B.Com.	2010-11	230	145	1:1.59
	2011-12	241	150	1:1.61
	2012-13	211	140	1:1.51
	2013-14	200	151	1:1.32
	2010-11	44	44	1:1
	2011-12	54	54	1:1

Programmes	Session	Number of applications	Number of students admitted	Demand Ratio
B.C.A.	2012-13	32	32	1:1
	2013-14	23	23	1:1
B.B.A.	2010-11	49	39	1:1.26
	2011-12	50	39	1:1.28
	2012-13	48	44	1:1.09
	2013-14	55	43	1:1.28
B.Sc. (N.M.)	2010-11	11	11	1:1
	2011-12	20	20	1:1
	2012-13	35	35	1:1
	2013-14	90	74	1:1.22
M.Com.	2010-11	44	35	1:1.26
	2011-12	60	35	1:1.88
	2012-13	70	45	1:1.56
	2013-14	102	45	1:2.27
M.Sc. (IT)	2010-11	7	7	1:1
	2011-12	8	8	1:1
	2012-13	9	9	1:1
	2013-14	9	9	1:1
M.A. (Punjabi)	2010-11	32	32	1:1
	2011-12	24	24	1:1
	2012-13	37	37	1:1
	2013-14	46	46	1:1
M.A. (Pol. Sci.)	2010-11	21	21	1:1
	2011-12	23	23	1:1
	2012-13	13	13	1:1
	2013-14	28	28	1:1
M.A. (Sociology)	2010-11	26	26	1:1
	2011-12	25	25	1:1
	2012-13	22	22	1:1
	2013-14	30	30	1:1
PGDCA	2010-11	25	25	1:1
	2011-12	12	12	1:1
	2012-13	18	18	1:1
	2013-14	25	25	1:1

2.2 Catering to Diverse Needs of Students

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

The institution is sensitive to the needs of differently-abled students. Efforts are made to adhere to government policies. The campus has been made friendly for the use of such students. Catering to their requirements, ramps and toilets have been constructed.

The reservation policy of the state government, for this category of students, is followed. However, only a few students are available for admissions.

Differently-abled students are also provided financial aid and helped to apply for scholarships to Panjab University and government agencies.

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

The needs of the students in terms of knowledge and skills are assessed before the commencement of the programmes.

Based on the performance of previous batches, it has been identified that students of most under-graduate courses are generally weak in English and those pursuing B.Com. are weak in Accountancy and BCA and BBA in Mathematics.

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

The college has identified that most of the students are weak at English and have little or no knowledge of computers. To bridge the knowledge gap the institution organizes basic course in Computers and English including spoken, for the students seeking admission to the under-graduate courses, during summer vacations. These courses are open to both students as well as non-students. Those who seek admission to the college are not charged for these courses.

As only a few students avail this facility, the institution also makes efforts to bridge the knowledge gap after admissions of the students to enable them to cope up with the programme of their choice.

For the first few days basics of the subject are taught to them.

In addition to this, subjects where most of the students are weak or need separate coaching, extra lectures per week are provided as follows:

- i. In the case of English in B.A. I, II and III, extra classes are

arranged for all students. These are given in the form of tutorials in small groups.

ii. In B.C.A. I and III, extra periods are provided in Mathematics to all students.

iii. In B.Com. I, extra periods are provided in Accountancy.

As a general practice, the teachers take extra classes where ever the syllabus lags behind.

Remedial coaching to the slow learners is arranged in other subjects/courses as well. Whenever such students have requested for special coaching in any discipline, a teacher is arranged for the purpose. While the teachers engaged for extra work are paid as per rules, the college never charges any extra fee from the students. During the last three years, remedial coaching has been provided in the subjects of English, Commerce, Computer Science, Political Science, History and Mathematics.

Study material is translated and provided in vernacular language wherever it is not available especially for the students of M.A. Sociology and Political Science.

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

To sensitize its staff and students on issues such as gender, inclusion, environment etc. the institution organizes activities like seminars, extension lectures, plays, debates, extension activities, poster competitions, writing competitions, awareness campaigns, outreach programmes etc.

Also refer 1.3.3 for additional information.

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

Special attention is paid to encourage the advanced learners to excel and achieve higher goals. At the time of admissions, brilliant students are guided to opt for more challenging courses/subjects. They are encouraged to go for career oriented add on courses, ICT based courses and opt for challenging subjects in B.A. Brilliant students, with Political Science as an elective option, are advised to study Honours programme in B.A. II and III.

Advanced learners are assigned special study tasks and projects. They are nominated on the Students' Welfare Council. Some creative advanced learners are nominated as editors of different sections of magazine. Such students are also nominated as office bearers of clubs and societies. Efforts are made to enhance their capabilities and polish their personalities by giving them opportunities to organize various activities and participate in quizzes, debates,

creative writing and paper reading contests, prepare projects, present seminars and are given assignments etc. They are provided special library facilities like additional books and study material, awarded incentive stipends, scholarships, prizes, merit certificates etc. They are also encouraged to attend leadership training camps and personality development programmes.

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 process of identification of slow learners begins at the time of admissions itself. The students with comparatively lower scores in qualifying exams are appraised of the need to work hard if they want to opt for a challenging course. During the first few weeks after admissions, the progress of the student is closely watched on the basis of the response in the classroom, home task, class tests etc. Students found deficient in any course/subject are guided to improve. Sometimes the parents are also invited to discuss the progress of the student and they are counseled to prepare the ward to go for a suitable change of subject/course/faculty. For instance - During the session 2012-13, 14 students changed their faculty and 123 of them changed one or more subjects in B.A. Similarly, during the session 2013-14, 18 students changed their faculty and 134 changed the subjects.

If the students wish to change the subject due to adjustment of time table, financial constraints or initial problems in coping up, they are counseled and guided and their problems solved accordingly through adjustment of time table, providing fee concession/financial support, change of section or by providing special attention by the teacher.

In addition to this, in subjects where students are weak or need extra coaching, extra classes or remedial classes are provided.

For further details refer 2.2.3.

A close watch on the attendance of the students in the class is kept by the teachers. Corrective measures are taken if needed.

Parent teacher meetings are held where required. The information regarding attendance at lectures and marks obtained in house exams is sent to the parents through post.

SMS package has been procured to keep the parents informed about the progress of their wards. Teachers, sometimes, call the parents telephonically also.

Guidance and counselling is provided to less motivated students.

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.)

Academic calendar of the institution is meticulously planned before the beginning of the session keeping in view the vacation and examination schedule provided by the affiliating university. The session is divided into three terms. House examinations are held at the end of the first term i.e. in September/October and second term i.e. in December for UG classes. In courses following semester system of examination, class tests and mid semester tests are planned.

In order to make their teaching more effective the teachers are encouraged to make teaching-plans and prepare strategies to handle the different aspects of syllabus. The syllabus for each subject is unitized term wise and a printed copy of the same is distributed among the students. The departmental meetings are held frequently to ensure that the schedule of work is implemented. Mid-course corrections, if needed, are decided in the meetings. The question papers for house examinations, based on pre-determined course content/syllabus, are got set well in advance.

The evaluation blue print for all courses is given in the prospectus. In addition, the internal assessment and its criteria are conveyed to the students through notices, assemblies and announcements made by the teachers in their respective classes. The performance of the learners, on the basis of seminars, group discussions, snap tests, assignments, projects, practicals and day to day performance, also forms the basis of evaluation. The departments plan and the teachers monitor these aspects. These are discussed in staff and department meetings. The house examinations and the attendance at lectures form a part of the internal assessment and the basis of eligibility for appearing in annual/semester exams.

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

Though we have an IQAC in place it has yet to be institutionalized. Most of the quality assurance is done through the statutory advisory committee comprising of the principal and senior faculty members. The process of quality assurance has contributed significantly to improve the teaching learning process in the following ways:

- Planning new courses
- Planning academic schedule and admission process
- Up-gradation of library and learning resources

- Improving computer infrastructure
- Planning organization of seminars/conferences
- Planning remedial classes and extra classes on the basis of feedback from teachers and performance of students
- Incentives to advanced learners
- Procuring gadgets and their use for interactive learning
- Purchase/development of software
- Planning and improving the admission process

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?

The institution puts in conscious, consistent and coordinated efforts to make the teaching-learning process effective. For this the institution has evolved a high work ethic among the staff as well as students. Frequent meetings, formal as well as informal, are held to plan strategies to supplement/replace the lecture method with other learner-centered activities.

The student-centric methods like assignments, seminars, group discussions, presentations, practicals, debates, quizzes, wall posters, audio-visual aids, question answer sessions, class tests, snap tests, writing of project reports, case studies, field work, net surfing, workshops, surveys, mock elections, real life events etc. form a part of our teaching learning process. Some of these components form a significant part of the evaluation process in most of the courses like M.Com., M.Sc. (IT), M.A. (Political Science), M.A. (Punjabi), M.A. (Sociology), B.B.A., B.C.A., B.Sc. (Non-Medical), B.Com., PGDCA etc. Even in B.A. the subjects of Music (Vocal), Physical Education, Computer Science, Office Management and Secretarial Practice, has a significant component of projects, practicals and assignments.

The approach followed in the teaching of add-on-courses of Computer Based Accounting, Fashion Designing, Animation and Graphics and Nursery Teachers Training is predominantly student centric.

Some courses like spoken English are also offered in the non-formal mode which involves interactive learning.

College Magazine and Wall Magazine too give the students an opportunity to promote creativity.

The following support structures and systems are available for teachers to develop such skills:

- Training is provided to the teachers to enable them to use gadgets for computer aided teaching.
- Equipment like projectors, laptops, visualizer, interactive boards, scanners etc. have been provided.
- Library and e-resources are regularly updated.
- Computer facility with internet is provided to the teachers.
- Faculty is motivated to attend seminars/workshops/training programmes.

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

These aspects are dealt with in the curriculum of most of the courses/subjects. In addition to the provisions in the curriculum, the institution nurtures critical thinking, creativity and scientific temper among students in the following ways:

- The students prepare assignments/projects/presentations.
- The practical component, in many of the classes, is aimed at critical thinking, creativity and scientific temper.
- Industrial training/summer training are a part of evaluation process in some programmes.
- The students are involved in group discussions, surveys, mock parliaments, mock elections, case studies etc.
- Extension lectures/ seminar/ conferences are organized in which students also participate.
- The college holds poster competitions, quiz competitions, declamation contests, debates etc.
- The college brings out a college magazine 'UDAR'. The students contribute articles for it. Students are appointed as sub-editors.
- The press club brings out a monthly wall magazine and displays the 'Thought of the Day'.
- The college organizes youth festivals, live shows by renowned artists, plays, movie shows etc. and promotes participation of students in cultural activities like music, theatre, dances and fine arts.
- Science day and environment week are celebrated.
- Experts are invited to train students in creative arts like fashion designing, pottery, paper work etc.

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

The institution is aware of the importance of modern teaching methods. It supports and promotes the use of modern teaching aids and tools like computers, audio-visuals aids, multi-media, ICT, CAL, Internet etc. It regularly adds and upgrades such facilities. It holds regular training programmes for the benefit of its faculty to train them and make them aware of the changing trends in teaching technology so as to make the teaching learning experience effective and fruitful for the students.

The technologies and facilities such as Computers, LCD projectors, Laptops, LCD TV's Over Head Projectors, Visualizer, Language Lab, Audio-Visual /Seminar Room, Smart Class Rooms/Labs, Interactive Gadgets as boards, monitors, projectors etc. are available to ensure effective teaching.

The college has leased line internet connectivity. E-resources in the form of CD's have been added to the library. E-resources have also been subscribed from National Library and Information Services Infrastructure for Scholarly Content (N-LIST) of INFLIBNET. Teachers are encouraged to use ICT and CAL.

An audio-visual cell has been set up for this purpose to help the teachers prepare the study material and handle these aids and train them in their use.

A language lab has also been set up.

Apart from teachers, the students are also encouraged to use computer aided teaching aids.

Students are shown movies based on novels and plays being taught in the class as well as those that provide some information and carry social or moral message.

A module for online testing has been added to the college software.

The Department of Music has the facility for recording and editing.

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

The faculty is exposed to advanced level of knowledge and skills through the following:

- i. Through the library that is regularly updated with new study material

- ii. Through faculty development programmes like seminars, workshops, conferences, refresher courses, orientation courses etc.
- iii. By attending to extension lectures delivered by experts.
- iv. Interaction with faculty of the institution, universities of the region and other institutions.
- v. By improving their qualifications.
- vi. Through internet and E-resources
- vii. Through newspapers, journals and periodicals

In addition to class room teaching, the students are exposed to advanced level of knowledge and skills through the following ways:

- i. Through the library which is regularly updated with new study material
- ii. Newspapers, journals and periodicals
- iii. Internet and E-resources
- iv. Seminars/group discussions/quizzes/presentations
- v. Extension lectures
- vi. Surveys
- vii. Mock activities
- viii. Visits to industry, educational institutions, historical places, places of social significance, villages, Parliament, Vidhan Sabha etc.
- ix. Industrial training, summer training and projects.
- x. Through participation in co-curricular and extra-curricular activities
- xi. Attending camps organized by Youth Welfare Department, Guru Gobind Singh Study Circle and NCC.

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?

The institution provides academic, personal and psycho-social support and guidance services.

Guidance and counselling is provided to the students, both at the academic and personal level by the faculty. The process begins much before the commencement of the new session as the faculty members move from door to door and try to convince the eligible candidates and their parents regarding the importance of higher education and the benefits there of. Motivated thus, the students seek admission. They are then further guided for the right choice of the

programmes/courses/elective subjects, opting of one or the other add on course etc.

Special emphasis is laid on personal interaction between the students and teachers outside the classroom. Most of the senior teachers have been allotted individual/departmental rooms to meet the students for personal and academic counselling.

Guidance and motivation continues throughout the year as the students are exhorted to participate in sports, cultural and co-curricular activities in order to enhance their personality. Students of this institution confide in their teachers and openly discuss their personal as well as family problems which are resolved by the faculty at the level of the student or sometimes with the involvement of their parents and the guardians as well.

For change of faculty/ subject, the teachers as well as the head of the institution provide proper counselling to the students. The choice of the student and his/her performance in the lower exam passed as well as in the present class are given due consideration while allowing the change. At times, parents are also called for the benefit of the students.

For number of students who have changed their subjects or faculty/programme refer 2.2.6.

Guidance is also provided to advanced learners as well. They are identified on the basis of marks obtained in the lower exam passed, performance in the class, class tests. Such students are motivated to participate in co-curricular activities. They are suggested to consult extra study material.

Many students have benefited from the personal and psycho-social support and guidance. Such students are in many cases identified by the teachers or are reported by their classmates/friends. The teachers have even reached out to their parents to understand the problem and find an appropriate solution. Many students, who were reluctant to continue studies due to psycho-social or economic reasons or family problem, have been convinced to continue studies. Some of them have achieved good scores in academics. For list of such students refer Annexure - III.

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?

During the last four years, the teachers have adopted the following innovative approaches/methods:

- The music department has procured hardware and software for recording. It has also recorded ragas for the benefit of students.

- Students trained in music, guide other students as the ones having expertise in tabla, classical music (instrumental and vocal), sufi singing, geet / gazal singing, folk singing, folk instruments etc., share their knowledge and demonstrate it through performances.
- Election surveys and mock elections of the Presidents of USA and India are organized.
- Students are shown movies based on course related novels and plays and the ones carrying some social or moral message.
- Surveys in villages and old age homes are carried out by the Sociology Department.
- Students bring out a wall magazine every month.
- Quiz competitions, debates, writing and poster competitions etc. are regularly conducted.
- Projects, seminars, presentations etc. by students are a regular feature.
- Students are trained to prepare presentations.
- Models are used in science subjects to demonstrate 3-D structures

The institution supports and promotes such activities. It regularly adds and upgrades facilities for modern teaching aids and tools like audio-visual aids, equipment for multi-media, ICT, CAL, Internet and other information /materials.

It holds regular training programmes for the benefit of its faculty so as to make them aware of the changing trends in teaching technology and make the teaching learning experience for the students effective and fruitful.

New teaching aids are procured regularly. For details refer 2.3.5.

2.3.9 [How are library resources used to augment the teaching-learning process?](#)

The college has a well-stocked computerized library with 32800 books that include 235 Encyclopedias.

Internet and reprographic facility is provided in the library.

The campus being a compact one, departmental libraries have not been set up. But a separate library facility has been provided in the girls' wing which has 2575 books, 9 news-papers and 9 periodicals. This library is fully computerized and linked with the main library through networking.

PG students are motivated to visit the library regularly. Sometimes the teachers too take the students to the library.

Faculty and students are informed about newly added books.

Additional books are provided to advanced learners.

Needy students are issued books for the whole year from the book bank or from the library stock, in case multiple copies are available.

To promote readership, best reader among boys and girls is awarded certificate and prize at the end of the year and is also nominated on the Student's Welfare Council.

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

The institution sometimes faces challenges in completing the curriculum within the time frame and calendar, especially when any teacher proceeds on long leave or at the time of hosting youth festivals etc. Such a challenge is also faced by the students who participate in various sports and cultural activities or attend camps etc.

The institution has in place practices that ensure that the curriculum is completed within the planned framework and calendar. Different approaches have been planned to overcome these situations.

- i. The institution unitizes the syllabus course/subject wise and the booklets are distributed to the faculty and the students. The teachers by and large stick to the schedule and cover the curriculum accordingly.
- ii. The question papers are set well in advance for the house exams and the teachers ensure that the curriculum is covered well in time.
- iii. Meetings of the teachers are held at the departmental level to review the coverage of the curriculum. Corrective measures are taken if needed.
- iv. In subjects with more than one section, the senior teachers, under the guidance of the heads of the departments, coordinate and ensure that the coverage of the curriculum is at an even pace.
- v. Extra classes too are provided in some courses. If needed, the teachers take classes even during preparatory days.

- vi. In case of long leave by a teacher, the work load of other teachers of the department is adjusted/ shared. This is mostly done at the departmental level with the information to the head of the institution.
- vii. Individual students, especially those who participate in various sports and cultural activities or attend camps etc., are readily attended to by the teachers.

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

The quality of teaching learning is regularly assessed and monitored both from the aspect of the teacher and the taught, collectively as well as individually.

Class room participation/response, regularity at attendance and the results of the class tests, house tests and annual exams, mainly form the basis of evaluation at the learners' end.

Feedback from the students, parents and senior teachers; results of different exams; adoption of modern and innovative teaching techniques; punctuality etc. form the basis of evaluation of the teachers' performance.

Staff meetings and department wise meetings are held to get feedback from the teachers in the coverage of the course content and challenges, if any. This feedback is used to take corrective measures.

In case of student related issues, appropriate steps are taken at the teacher, departmental or institutional level. Parent teacher meetings are called specially in the case of first year classes. Parents are also called in case of individual students if needed. Teachers often discuss student related issues with the head of the institution. Counselling is provided to the students individually or collectively by the senior teachers.

Newly appointed teachers are allotted classes/subjects according to their expertise or comfort level. Mid-session changes are also sometimes made on the basis of the feedback received from the students or the teachers. Head of the institution or the senior teachers provide counselling and guidance to teachers on the basis of this feedback.

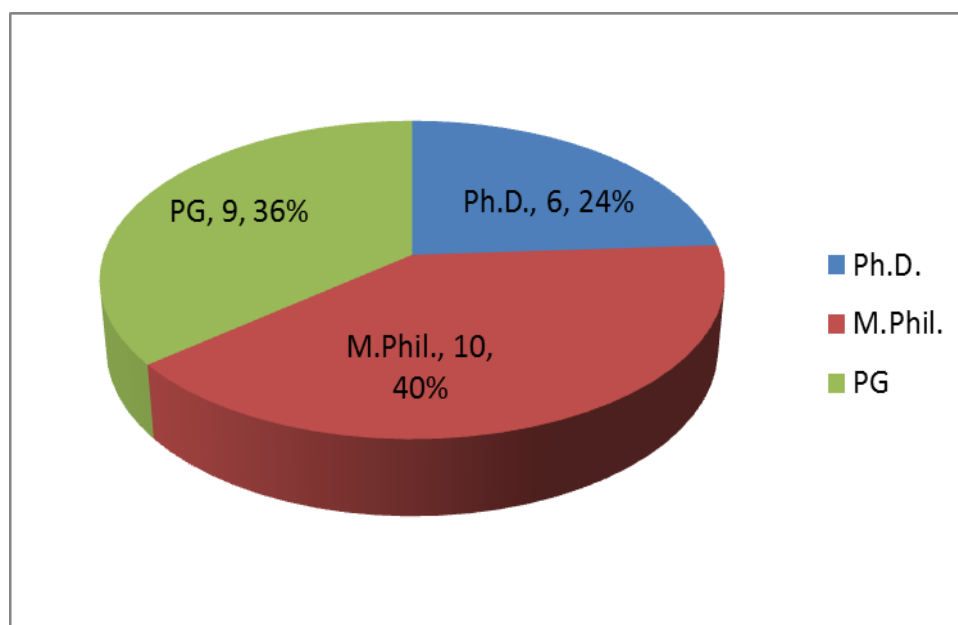
Corrective measures regarding curriculum delivery are taken at the departmental level or in discussion with the head of the institution. Adjustment in the time table or work load of the teachers too is made as per requirement.

2.4 Teacher Quality

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

Highest Qualification	Professor/ Principal		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	1	-	2	-	-	3	6
M.Phil.	-	-	1	1	1	7	10
PG	-	-	-	2	3	4	9
Temporary teachers							
Ph.D.	-	-	-	-	-	2	2
M.Phil.	-	-	-	-	3	3	6
PG	-	-	-	-	7	28	35

Graphic representation of qualifications of permanent teachers:



It is worth mentioning that three of the six teachers with Ph.D. degree have acquired the same while in service at the institution. Two teachers are registered for Ph.D. and are carrying out research work.

The teachers are appointed before the commencement of any new

course. The department wise teaching work-load is assessed in advance and posts of temporary/ad-hoc/contractual faculty advertised and interviews held accordingly.

Competent persons from among the temporary/contractual teachers are retained session after session. In cases of dissatisfactory performance, fresh appointments are made.

Competent teachers, especially in the IT sector, are continued even during vacations.

The teachers are satisfied with the working conditions of the institution to the extent that many contractual teachers are continuing for the last many years. Two of the teachers did not join Government Service even after being selected. One of them, dissatisfied with the work culture of a Government College came back after putting in 6 months of service.

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

The institution is offering courses in IT. As very few NET qualified candidates are available to teach these courses, the posts for regular appointments are advertised almost every year. The requirement of teachers is also met by making appointments on contractual basis. Subject experts are invited from the university to conduct interviews even for the appointment of contractual/ad-hoc teachers in these subjects. These teachers are paid higher salaries as compared to other similarly placed ones. Good ones are retained year after year even without interview.

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

The institution makes consistent efforts for professional development of the faculty. The college encourages the faculty to improve its qualifications and update its knowledge.

The teachers are encouraged to improve their qualifications. Three of the regular teachers of the college acquired Ph.D. degree and one M.Phil. degree during service. One of the senior commerce teachers has also done PGDCA. Some ad-hoc/temporary teachers have also improved their qualifications during the job in this college.

Teachers are given leave of various kinds and encouraged to carry out research and attend workshops, seminars, conferences,

orientation courses, refresher courses etc. The institution also organizes seminars for this purpose.

The institution too organizes training programmes for the teachers, especially in the use of IT and modern teaching aids, almost every year since 2006. Training programmes/extension lectures in research methodology are also organized.

The college invites experts from the universities of the region or other institutions to deliver extension lectures for the benefit of faculty and the students. During the last four years, 33 such lectures have been organized. During this period, the college has also organized five national level seminars/conferences and one local level seminar, during which 45 eminent scholars/experts and prominent personalities were invited. For list of experts refer 3.7.4.

The teachers interact with the faculty of the universities and colleges of the region as well to update their knowledge.

During the last four years, 15 teachers have attended international and 38 teachers have attended national conferences/seminars, workshops, training programmes etc. Together they have attended 257 such programmes during this time.

a) **Nomination to staff development programmes**

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	-
Orientation programmes	10
Staff training conducted by the university	1
Staff training conducted by other institutions	-
Summer / winter schools, workshops, etc.	17 members attended 26 workshops

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 material development, selection and use

During the last four years, the college has organized training programmes for the faculty in the use of Computers, Internet, Audio Visual Aids, material development for CAL, multimedia etc. These programmes are being organized in the months of September and December, at the time of conduct of house examinations almost every year, since the session 2006-07. In addition to this, the college arranges training sessions/ lectures for the benefit of the faculty. Some such initiatives are as follows:

Dr. Narinder Singh Sidhu, Principal of the institution gave a multimedia presentation, to demonstrate the use of different tools for the preparation of presentations, even animated ones.

Workshop for training in the use of SPSS was conducted by Ms. Kamalpreet Kaur, Assistant Professor in Commerce.

Extension lectures by experts from other institutions are arranged for the benefit of faculty and students. During the last four years, 47 such lectures were arranged.

During the last four years, six seminars/conferences also have been organized.

c) Percentage of faculty

- * invited as resource persons in Workshops/ Seminars / Conferences organized by external professional agencies
- * participated in external Workshops/ Seminars/ Conferences recognized by national/ international professional bodies
- * presented papers in Workshops /Seminars /Conferences conducted or recognized by professional agencies

Table showing number of Seminars/Conferences/Orientation Courses/ Refresher Courses attended by teachers during the last four years:

S. No.	Teachers	Departments	International Seminars/ Conferences		National Seminars/ Conferences		Orientation Courses	Refresher Courses
			Attended as delegate	Participated & Presented	Attended as delegate	Participated & Presented		
1	Manoj Kumar Choudhary	Chemistry		1		2	1	
2	Sonia Sharma	Chemistry				2		
3	Gursharanjit Singh	Commerce		4	2	5		
4	Ranjeet Kaur	Commerce		2	1	6		
5	Jagroop Singh	Commerce			2		1	1
6	Balpreet Kaur	Commerce		2	1	1		
7	Amandeep Kaur	Commerce		2		4	1	
8	Gurjinder Kaur	Commerce				1	1	
9	Deepali	Commerce		1	1	5	1	
10	Dipika	Commerce		5		10		
11	Navdeep Kaur	Computer Sci.	1		5	3		
12	Pardeep Kaur	Computer Sci.			2	1		
13	Gurdeep Singh	Computer Sci.			3			
14	Ramandeep Kaur	Computer Sci.				3		
15	Rupinder Kaur	Computer Sci.	1		1			
16	Pretty	Computer Sci.	1		1			
17	Gurpreet Kaur	Computer Sci.			3			
18	Dr. Amandeep Kullar	Economics			3	5		1
19	Lovleen Bains	English	1	5	2	10		1
20	Dr. Harwinder Kaur	History			5			
21	Amandeep Kaur Chahal	History			3			

S. No.	Teachers	Departments	International Seminars/ Conferences		National Seminars/ Conferences		Orientation Courses	Refresher Courses
			Attended as delegate	Participated & Presented	Attended as delegate	Participated & Presented		
22	Malti Tiwari	Mathematics			2		1	1
23	Dr. Nirlep Kaur	Physical Edu.		5	4	14		1
24	Arun Kumar	Physics				1	1	
25	Gursharan Kaur	Pol. Science			6	3		
26	Dr. Kuldeep Singh	Pol. Science			6	13		
27	Hardeep Singh	Pol. Science			4	2		
28	Dr. Sukhwinder S. Virk	Punjabi			3			
29	Tajinder Singh	Punjabi			7			
30	Rajwinder Kaur	Punjabi			7			
31	Kirandeep Kaur	Punjabi			7			
32	Jaswant Kaur	Punjabi			4			
33	Dr. Gurjeet Virk Sidhu	Sociology	1	1	2	2	1	1
34	Nidhi Saroop	Sociology					1	
35	Kulwinder Kaur	Sociology			1		1	
Total			5	28	91	89	10	6

During this period Dr. Kuldeep Singh, Associate Professor in Political Science has delivered on extension lecture and has been invited as resource person four times.

Dr. Gurjeet Virk Sidhu, Assistant Lecturer in Sociology has been invited as resource person.

Dr. Amandeep Kullar was invited to deliver an extension lecture.

For list of Seminars/ Conferences/ Workshops attended refer Annexure – IV.

Three of the teachers have also been invited to deliver lectures on Career Guidance and Spoken English by institutions of the area.

Table showing number of Workshops/Training Programmes attended by teachers during the last four years:

S. No.	Name of Teacher	Department	Workshop on Research Methodology	Workshop/ Short Term Course on Faculty Development	Workshop on Subject
1.	Manoj Kumar Choudhary	Chemistry			1
2.	Gursharanjit Singh	Commerce	1	1	
3.	Ranjeet Kaur	Commerce	1		
4.	Amandeep Kaur	Commerce	1		
5.	Gurjinder Kaur	Commerce	1	1	
6.	Ravneet Kaur	Computer Sci.			1
7.	Amandeep Kaur	Computer Sci.		1	
8.	Monica	Computer Sci.		1	
9.	Dr. Amandeep Kullar	Economics		1	
10.	Lovleen Bains	English	1	2	
11.	Malti Tiwari	Mathematics			1
12.	Dr. Nirlep Kaur	Physical Edu.	1	1	
13.	Arun Kumar	Physics	1		3
14.	Gursharan Kaur	Political Sci.		1	
15.	Jaswant Kaur	Punjabi		1	1
16.	Dr. Gurjeet Virk Sidhu	Sociology		2	
17.	Kulwinder Kaur	Sociology		1	
Total			7	13	7

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.)

To recharge the teachers, the institution has adopted the following policies/systems:

- Provides study material by upgrading library and accessibility to e-resources.
- Grants study leave to teachers to pursue Ph.D. e.g. Dr. S. S. Virk and Dr. Amandeep Kullar were sanctioned such leave.
- Grants leave to visit research organizations for perusal of

literature or use of laboratories and interaction with research guides.

- iv. Helps in receiving grant from UGC for research projects.
- v. Helps in receiving travel grant to attend seminars/ conferences in foreign countries.
- vi. Grants duty leave to attend seminars/conferences/workshops and present papers. Ex-India leave was granted to Dr. Gurjeet Virk Sidhu.
- vii. Organizes training programmes for the benefit of teachers.
- viii. Has budgetary provision for research related activities
- ix. Provides computer facility with internet.

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

The State Government gives no such award to college teachers for teaching. However, one of the teachers, Mr. Gursharanjit Singh, has received recognition. He has been honoured with “*Best Citizens of India Award 2011*” by the International Publishing House, New Delhi and was chosen as the “*Best Teacher in their Student Life*” which was based on the feedback received from students by PCTE Group of Institutes Ludhiana on Teacher’s Day, in 2011.

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?

- i. The institution has introduced feedback pro-formas to be filled in by students for the evaluation of the teachers. The observations made by the students are shared with the teachers, which apart from being a source of encouragement; act as a corrective measure too. These are also discussed in general with the faculty. In some cases the heads of the departments/ senior faculty members are involved to help the teachers to improve.
- ii. Besides feedback pro-formas, the students freely convey their opinion to the head of the institution. The teachers are advised corrective measures if needed. In addition to the head of the institution, the heads of the departments and the senior faculty members also keep a close watch on the performance of the newly appointed teachers. If the performance of a contractual teacher is not satisfactory, he/she is relieved and new appointment is made. Feedback of the students, observation of the senior members of the faculty and the head of the institution and overall performance of the teachers appointed on contract

basis, is also considered at the time of re-appointment. Good teachers are retained year after year even without formal interview. They are however, given tips to make further improvements at the time of reappointments.

- iii. The teachers fill self-appraisal pro-formas at the end of each session. The self-appraisal is discussed with teachers by the principal. The appraisal is given due weightage at the time of granting annual increments and promotions/placements under the career advancement scheme.
- iv. UGC has framed regulations recommending Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for appointments, promotions and Career Advancement of teachers. The state government and the affiliating university have adopted the same. These regulations are being followed by the institution.

2.5 Evaluation Process and Reforms

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

The evaluation methods are communicated to the students and other members of the institution through the prospectus, unitized syllabus brochures, general notices, general assemblies, staff meetings etc. These are also discussed in the departmental meetings. The teachers also announce and discuss these with the students in the classes. Changes, if any, in the evaluation method are immediately notified and explained.

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

A number of evaluation reforms have been initiated by the institution as well as the affiliating university. Some of these are listed below.

Reforms initiated by the affiliating university:

- i. Semester system is being followed in PG courses and is all set to be introduced in UG programmes from the session 2014-15.
- ii. Examination forms for PG classes are being filled on-line.
- iii. Student returns and the submission of internal assessment and practical awards have been computerized.
- iv. OMR answer sheets have been introduced.
- v. Results are declared well in time.
- vi. Steps have been taken to minimize result late cases.

- vii. In B.C.A., B.B.A., B.Com. and all PG classes the seminars, snap tests, class performance etc. also form the basis of the internal assessment.
- viii. Presentations, seminars and industrial training, summer training and projects too form a part of evaluation in B.B.A. / M.Com. / M.Sc. (IT) and the subject of Office Management and Secretarial Practices in B.A.
- ix. Viva-voce is a part of evaluation in B.Sc. (N.M.), BBA, BCA, B.Com., M.Com., M.Sc. IT, PGDCA and some subjects in B.A.
- x. Roll Number slips are issued online.
- xi. The students can apply for re-evaluation of any paper and also see his/her answer books.

Reforms initiated by the institution:

- i. The record keeping of examinations and the process of calculation of internal assessment have been computerized.
- ii. The syllabus is unitized term wise and distributed in advance. The question papers for house examinations are set accordingly.
- iii. The marks obtained in house exams and attendance at lectures form the basis of awarding internal assessment. These are also conveyed to the parents after each term.
- iv. Regular snap tests, assignments, students' participation in class discussion, Mid Semester Tests, performance in term tests and attendance form the basis of internal assessment in PG classes.
- v. For transparency, the marks obtained in the internal assessment by each student are displayed on the notice boards, before submitting the same to the university.
- vi. The answer sheets of house examinations are shown to the students and discussed by the teachers.
- vii. For students involved in sports or other activities, special house tests are conducted.

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

The institution has taken the following steps to ensure effective implementation of the evaluation reforms of the university and those of its own:

- i. Training has been imparted to the non-teaching staff to handle software provided by the University for registration of students, filling of on-line forms, entering data regarding internal assessment and practical marks etc.

- ii. The office has been computerized with networking and provided leased line / broadband internet connectivity.
- iii. The office work, related to evaluation, has been automated. In order to integrate all operations, a software has been purchased which is designed according to needs.
- iv. To acclimatize the students, OMR answer sheets are used to conduct house exams.
- v. Changes/reforms made by the university are conveyed to the teachers and students through notice boards/prospectus and explained, if needed.
- vi. The Principal, Registrar Exams, and the Heads of the Departments ensure that the guidelines issued by the university are followed for internal assessment.

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

For continuous evaluation, the affiliating university has introduced a component of internal assessment, the proportion of which varies from course to course. This forms the formative evaluation approach. This is mainly based on house tests to be conducted at the end of each term, attendance at lectures, snap tests, participation in discussions in class, written assignments, seminars, presentations, class performance, Mid Semester Tests etc.

The criterion for internal assessment has been laid by the affiliating university. The applicability has been given due consideration while deciding it. It varies from course to course and also within the course for different subjects.

Component and basis of Internal Assessment in some of the courses is as follows:

B.A., B.Sc., and B.Com.: Total weightage of internal assessment in theory papers is 10% which is based on September House test (30% of the assessment), December House Test (50% of the assessment) and attendance at lectures (20%).

B.B.A.: The internal assessment has 20% weightage and is based on House Examination (10 marks) Written Assignments (05 marks) and Class Participation (05 marks).

M.A.:

Mode of Continuous Internal Assessment as per the syllabus and guidelines of the affiliating university are as follows:

- i. Terminal Evaluation 80%
- ii. Continuous Assessment 20%
- iii. Continuous Assessment includes Written Test, Snap Test,

Participation in Discussions in the class, Term Paper, Attendance etc.;

- iv. In order to incorporate an element of Continuous Internal Assessment of students, the Colleges conducts tests as quantified below:

(a) Written Test (one per semester)	: 25 (reduced to 5)
(b) Snap Test	: 25 (reduced to 5)
(c) Term Paper/s	: 25 (reduced to 5)
(d) Participation in Class Discussions:	15 (reduced to 3)
(e) Attendance	: 10 (reduced to 2)*
Total	: 100 reduced to 20

*Weightage of 2 marks for Attendance component out of 20 marks for Continuous Assessment shall be available only to those students who attend 75% and more of classroom lectures/seminars/workshops. The break-up of marks for attendance component for theory papers shall be as under:

Attendance Component Mark/s for Theory Papers

(a) 75% and above up to 85%	: 1
(b) Above 85%	: 2

M.Com./M.Sc. (IT):

Internal assessment is 20% of the total marks in each paper. The criteria for awarding Internal Assessment are as given below:

i Mid Semester Test (MST)	: 10 marks
ii Assignment/Presentation	: 06 marks
iii Attendance	: 04 marks
Total	: 20 marks

The adoption of formative and summative evaluation approach by the affiliating university, to measure student achievement, has impacted the system significantly. The introduction of Internal Assessment for continuous/formative evaluation has brought about a change in the perception of students. This has resulted in increase in attendance at lectures, regularity and seriousness in studies, active participation of students in the learning process, increase in the frequency of visits to the library and improvement in the overall personality.

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

The criteria of internal assessment as mentioned in 2.5.4 above, ensures rigor to the extent that the students can calculate most of the

marks themselves.

To maintain transparency, the answer sheets of house exams are shown to the students and the attendance at lectures and marks obtained in house exams are conveyed through letters to the parents after each term. The lists, showing marks obtained by all the students, are displayed on the notice board before forwarding the same to the university. Sometimes the lists showing the attendance at lectures are shown to the students and even got signed from them.

For weightages assigned to various components refer question no. 2.5.4.

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

The institution has specified graduate attributes for its graduates. These are defined in the aims and objectives and the motto of the institution.

The graduate attributes specified by the college are as follows:

- Employable and life skills
- Entrepreneurship
- Longing for excellence and achieving it through fair means
- Leadership qualities
- High moral and civic values
- Spirit of nationalism and universal brotherhood
- Awareness regarding art, culture and heritage and its adoration
- Sensitization regarding global, national and social issues
- Awareness about environmental, legal and health related issues
- Developing an aptitude for critical thinking, creativity and scientific temper.
- Inculcating global competency and quest for excellence.
- Promoting the use of technology.

These are conveyed to the students and the staff through the prospectus, college magazine, wall magazine, meetings and address of the principal and faculty during functions and gatherings.

To ensure attainment of these attributes the institution plans and executes its strategies for effective implementation, translation and delivery of the curriculum designed by the university and enriching it by formal and non-formal ways as explained in 1.1.2, 1.1.3, 1.1.4, 1.2.1 and 1.2.3.

In addition to the provisions in the curriculum, the institution nurtures critical thinking, creativity and scientific temper through various

methods given in 2.3.4.

To enhance the effectiveness of formal curriculum, impart additional skills, inculcate moral and civic values and sensitize the youth towards social and environmental issues etc., co-curricular and extra-curricular activities are meticulously planned and spread throughout the session. For details refer 1.3.1, 1.3.3 and 1.3.4.

Such activities are carried out by the institution on its own and in collaboration with NGO's/organizations like SPICMACY, Youth Forum (Doraha), Panjab Agricultural University (Ludhiana), Department of Life Long Learning (Panjab University, Chandigarh), Guru Nanak Dev Polytechnic College (Ludhiana), Punjab State Apex Body of NGO's, Guru Gobind Singh Study Circle (Ludhiana), Human Rights Protection Mission (Women Wing) etc.

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

The institution has a transparent system of evaluation. The answer sheets are shown to the students after each house examination. The question papers are discussed by the teachers. Grievances, if any, are immediately redressed. If case of any discrepancy, the students have the right to appeal to the principal.

The internal assessment is put up on the notice board for at least three days before finalizing and forwarding it to the university.

The affiliating university has a provision of re-evaluation in the annual exam. In case of any discrepancy, the candidates can view their answer sheets. The university has also devised an Examination Grievance Monitoring System. The students can send their details and the grievance regarding examination system through an e-mail to the university. The university ensures to respond to the queries of such students in the stipulated time.

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 course specific learning outcomes are adopted by the affiliating university from the model curriculum of the UGC. The curricula as recommended by the UGC, are mainly adopted with some area specific modifications. The learning outcomes are stated in the case of most of the programmes/subjects in the syllabus brochures available on the university website. The teachers go through the syllabus to be taught by them. It is also available in the college library. It is discussed in the respective departments amongst the faculty and conveyed to the students by the teachers at the beginning of the session.

Most of the faculty members, being members of various university

bodies that are involved in framing the curriculum for the university and affiliated colleges, discuss the learning outcomes with their colleagues.

The faculty also interacts with the faculty of the university and other institutions and keeps updating its knowledge.

The institution has defined learning outcomes in general for its graduates. These are based on the aims and objectives of the institution and mainly focus on providing knowledge, skills, values, nationalistic approach, universal brotherhood; awareness regarding art, culture and heritage; and sensitization regarding global, national and social issues etc. These are conveyed to the students and the staff through the prospectus, college magazine, meetings and address of the principal and faculty during functions and gatherings and during classroom interaction as well.

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 of the students is regularly monitored and conveyed to the students and the parents. The overall performance of the students is monitored through class/house tests, response in the class, and regularity in attendance and discipline.

The result of the house tests, held in September and December, and the attendance at lectures, are conveyed to the parents through post. In some cases, parents are personally called to discuss their wards' progress. The college has developed a software to facilitate the process of monitoring. The marks obtained and lectures attended in each subject are produced in the form of a letter by the software. The lists of marks obtained and the attendance at lectures in each subject are also displayed on the notice board. These are also shown to the students. In entry classes like B.C.A. and B.B.A., the parent teacher meetings are arranged. Parents are invited, whenever the need is felt, in other classes as well.

We are happy and proud to mention that the students, though predominantly rural and educationally disadvantaged, show highly satisfactory academic performance.

Majority of the students come from a comparatively poor education system. The cut off percentage at entry level in the college too is quite low as compared to the colleges of bigger towns and cities like Chandigarh, Ludhiana, Ferozepur, Hoshiarpur, Khanna, Moga, Muktsar, Abohar etc., affiliated to Panjab University. In spite of this,

they fare quite well as compared to other institutions, affiliated to the university, especially those of the surrounding areas.

Pass percentage and rate of promotion (to next higher class) of the students of the college is mostly above the university average.

Tables showing pass percentages of the students of the college and that of the university, for the past four years, are given below:

Class	Session 2009-10				Session 2010-11			
	College Pass %	College Promoted %	Univ. Pass %	Distinctions	College Pass %	College Promoted %	Univ. Pass %	Distinctions
B.A. I	59.00	80.49	48.24	1	52.69	78.08	46.93	-
B.A. II	80.13	96.79	76.29	1	81.53	96.82	78.42	2
B.A. III	69.47	97.79	68.83	-	79.62	98.09	60.60	-
BCA I	22.22	55.56	33.86	-	52.63	73.68	49.04	-
BCA II	80.00	96.00	82.42	-	87.50	95.83	84.46	-
BCA III	100.00	100.00	93.35	2	100.00	100.00	89.19	-
B.Com. I	81.08	98.65	69.65	2	60.84	87.41	63.75	-
B.Com. II	70.69	86.21	76.69	1	91.78	100.00	72.77	1
B.Com. III	96.15	100.00	89.3	1	100.00	100.00	93.74	1
BBA I	51.22	74.36	65.51	-	16.13	41.94	40.49	-
BBA II	94.74	100.00	89.51	-	86.96	100.00	89.19	-
BBA III	100.00	100.00	98.04	-	100.00	100.00	98.06	-
B.Sc. I	-	-	-	-	90.91	100.00	57.82	-
B.Sc. II	-	-	-	-	-	-	-	-
B.Sc. III	-	-	-	-	-	-	-	-
M.A. I Pol.Sci.	100.00	100.00	Not Available	1	94.74	100.00	64.24	-
M.A. II Pol.Sci.	100.00	100.00	Not Available	1	96.15	96.15	93.59	-
M.A. I Pbi.	83.33	91.67	Not Available	-	83.33	88.89	Not Available	-
M.A. II Pbi.	95.24	100.00	Not Available	-	89.47	94.74	Not Available	-
M.A. I Soc.	-	-	-	-	76.00	100.00	77.69	-
M.A. II Soc.	-	-	-	-	-	-	-	-
M.Com. I	100.00	100.00	94.26	-	86.67	100.00	86.08	-
M.Com. II	100.00	100.00	94.18	-	100.00	100.00	92.48	-
M.Sc. I (IT)	100.00	100.00	89.85	3	100.00	100.00	76.53	2
M.Sc. II (IT)	-	-	-	-	-	81.82	100.00	5
PGDCA	95.00	100.00	61.38	1	77.27	100.00	63.88	4

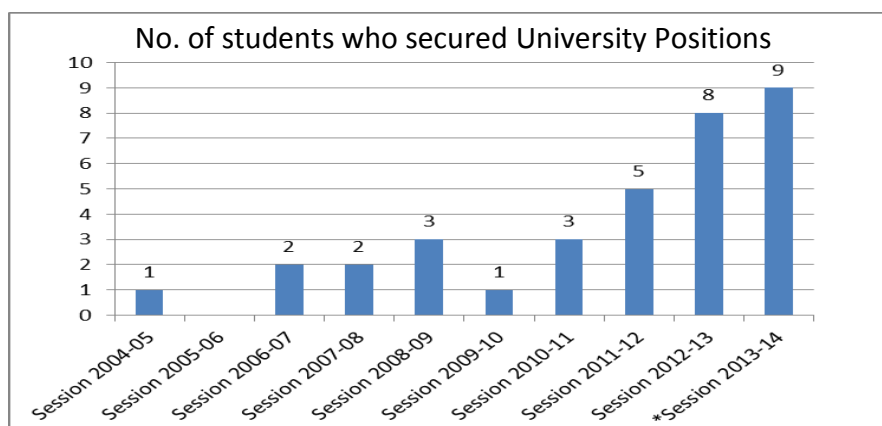
Class	Session 2011-12				Session 2012-13			
	College Pass %	College Promoted %	Univ. Pass %	Distinctions	College Pass %	College Promoted %	Univ. Pass %	Distinctions
B.A. I	76.32	90.00	55.59	-	45.76	81.18	49.76	2
B.A. II	69.80	95.05	67.30	2	76.58	94.30	71.63	-
B.A. III	65.91	96.59	58.82	1	60.78	95.59	66.89	1
BCA I	41.86	81.40	43.81	-	9.68	35.48	21.83	1
BCA II	100.00	100.00	83.72	1	38.46	88.89	59.85	-
BCA III	89.29	100.00	89.69	1	100.00	100.00	89.27	1
B.Com. I	59.29	84.29	63.63	1	70.59	88.24	61.75	2
B.Com. II	84.17	94.17	69.31	2	66.67	91.43	75.93	-
B.Com. III	89.04	95.89	91.71	6	98.25	100.00	91.31	2
BBA I	25.00	64.52	56.18	-	20.00	48.57	54.89	-
BBA II	100.00	100.00	92.67	-	100.00	100.00	89.87	-
BBA III	100.00	100.00	96.35	-	100.00	100.00	97.52	-
B.Sc. I	61.11	88.89	61.47	2	68.75	68.75	62.24	-
B.Sc. II	88.89	100.00	78.31	2	87.50	87.50	85.35	-
B.Sc. III	-	-	-	-	100.00	100.00	84.15	1
M.A. I Pol.Sci.	90.00	100.00	69.90	-	37.50	100.00	54.88	-
M.A. II Pol.Sci.	100.00	100.00	84.35	-	100.00	100.00	81.45	-
M.A. I Pbi.	77.78	100.00	84.31	-	84.00	92.00	72.72	-
M.A. II Pbi.	100.00	100.00	82.23	-	100.00	100.00	Not Available	-
M.A. I Soc.	90.00	100.00	69.47	-	100.00	100.00	64.59	1
M.A. II Soc.	89.47	89.47	Not Available	-	100.00	100.00	81.12	1
M.Com. I	100.00	100.00	83.50	2	95.45	100.00	63.35	3
M.Com. II	100.00	100.00	98.88	2	96.97	100.00	90.87	3
M.Sc. I (IT)	100.00	100.00	69.47	3	77.78	100.00	61.36	2
M.Sc. II (IT)	100.00	100.00	100.00	3	100.00	100.00	61.36	7
PGDCA	83.33	80.00	59.59	1	92.31	100.00	58.24	3

Almost all of the students, promoted with compartment, have cleared it during the supplementary examinations that followed.

List of students who have secured top positions in university exams is given below:

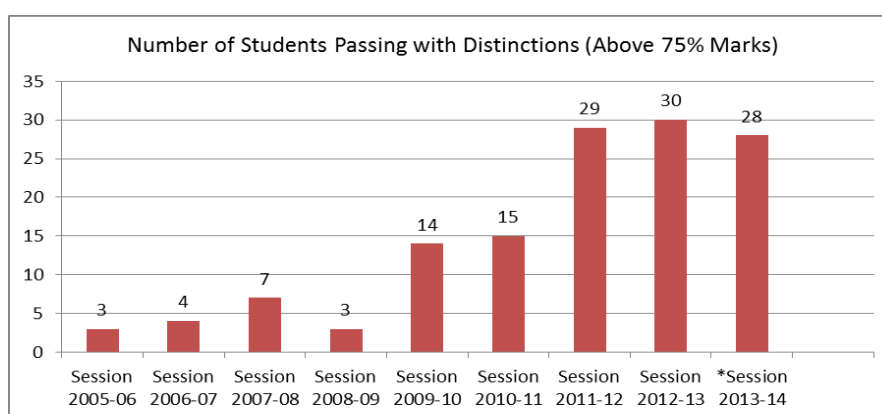
S. No.	Name of Student	Session	University Position	Class
1	Ms. Upasna Kaushal	2004-05	2 nd	M.A. (Political Science)
2	Ms. Amanpreet Kaur	2006-07	1 st	B.A. III (Hons. in Pol. Sci.)
3	Ms. Sarbjit Kaur	2006-07	4 th	M.A. I (Political Science)
4	Ms. Sarabjit Kaur	2007-08	4 th	M.A. II (Political Science)
5	Ms. Ramandeep Kaur	2007-08	7 th	B.A. III (Hons. in Pol. Sci.)
6	Ms. Gurminder Kaur	2008-09	3 rd	B.A. III (Hons. in Pol. Sci.)
7	Ms. Harpreet Kaur	2008-09	4 th	M.A. I (Political Science)
8	Ms. Sandeep Kaur	2008-09	5 th	B.A. III (Hons. in Pol. Sci.)
9	Ms. Jagjit Kaur	2009-10	5 th	B.A. III (Hons. in Pol. Sci.)
10	Ms. Jagveer Kaur	2010-11	7 th	M.A. II Political Science
11	Ms. Sandeep Kaur	2010-11	8 th	M.A. II Political Science
12	Ms. Kanwaljit Kaur	2010-11	11 th	M.A. II Political Science
13	Ms. Gagandeep Kaur	2011-12	1 st	Cert. Course in NTT
14	Ms. Navdeep Kaur	2011-12	1 st	Diploma in NTT
15	Ms. Narjeet Kaur	2011-12	1 st	M.A. Sociology 1 st Semester
16	Ms. Narjeet Kaur	2011-12	1 st	M.A. Sociology 2 nd Semester
17	Ms. Devinder Kaur	2011-12	8 th	B.A. III (Hons. in Pol. Sci.)
18	Ms. Narjeet Kaur	2012-13	2 nd	M.A. Sociology 3 rd Semester
19	Ms. Narjeet Kaur	2012-13	13 th	M.A. Sociology 4 th Semester
20	Ms. Gagandeep Kaur	2012-13	1 st	Diploma in NTT
21	Ms. Harpreet Kaur	2012-13	2 nd	B.A. III (Hons. in Pol. Sci.)
22	Ms. Poonam Sharma	2012-13	6 th	B.A. I
23	Ms. Jaspreet Kaur	2012-13	6 th	M.A. II Political Science
24	Ms. Jasveer Kaur	2012-13	7 th	PGDCA
25	Ms. Gursharan Kaur	2012-13	6 th	M.A. Sociology 1 st Semester
26	Ms. Harshdeep Kaur	2013-14	1 st	M.A. Sociology 1 st Semester
27	Ms. Harpreet Kaur	2013-14	1 st	M.A. Pol. Sci. 1 st Semester
28	Ms. Harjot Kaur	2013-14	1 st	M.A. Sociology 3 rd Semester
29	Mr. Daljit Singh	2013-14	11 th	M.A. Sociology 3 rd Semester
30	Mr. Baljit Singh	2013-14	14 th	M.A. Sociology 3 rd Semester
31	Ms. Kimsy Sood	2013-14	1 st	M.Com. 1 st Semester
32	Ms. Malkit Kaur	2013-14	8 th	M.A. Punjabi 1 st Semester
33	Ms. Jaskeet Kaur	2013-14	7 th	B.C.A. II
34	Mr. Balraj Singh	2013-14	15 th	B.Com. I

Graph showing increasing number of students securing top positions, year after year, in annual/semester exams at university level.



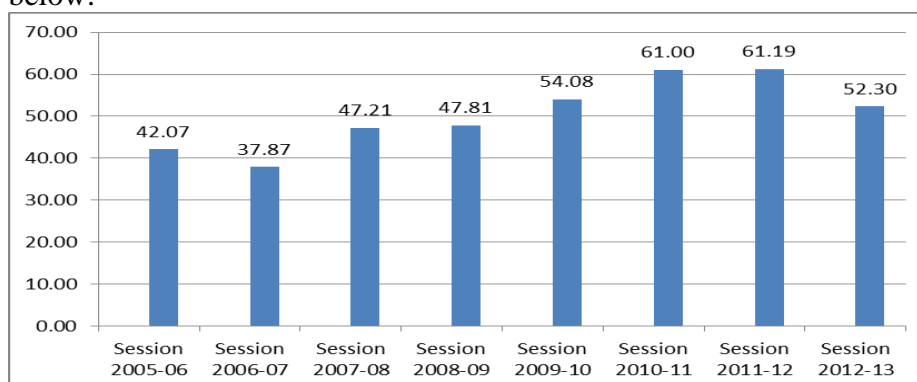
*Some of the results of the session 2013-14 are awaited.

During the last four years, there is a quantum increase in the number of students of the college passing with distinction i.e. scoring more than 75% marks in university exams.

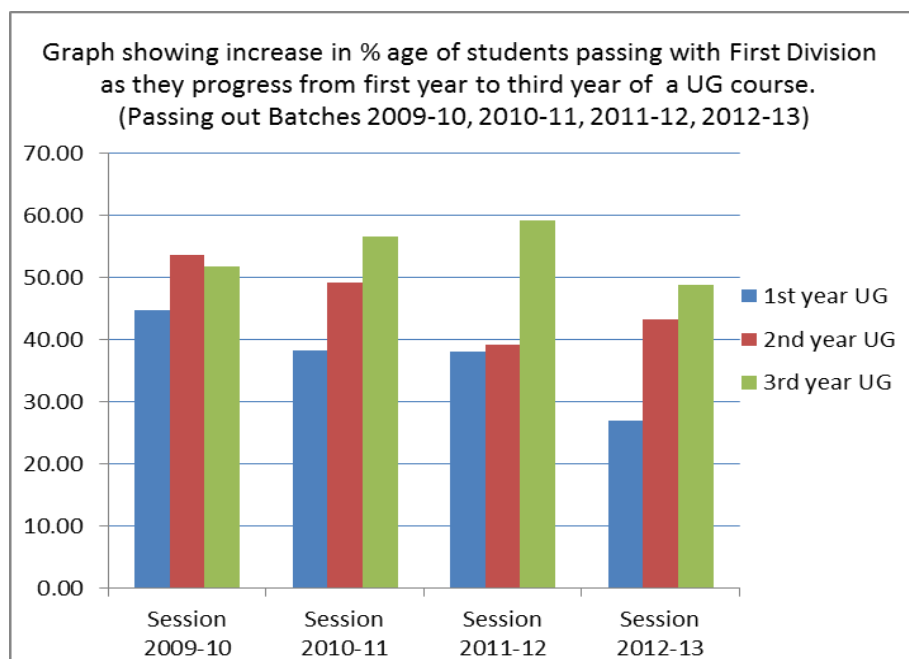


*Some of the results of the session 2013-14 are awaited.

The number of students passing with first division is significantly high. Graph showing the same for the past eight sessions is given below:



The students of the college improve their performance as they progress from the first year to the third year of study in UG programmes. The number of first divisions, secured in second and third years of study, is progressively and significantly higher than the first year. Thus, the students are academically much better when they pass out, than when they join the institution.



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

To facilitate the achievement of the intended learning outcomes, the institution has structured the following teaching, learning and assessment strategies:

- Regular efforts are made to enhance the teacher quality through faculty improvement programmes.
- Infrastructure, library, learning resources, e-resources and computer facilities are regularly updated.
- To achieve desired learning outcomes co-curricular and extra-curricular activities are planned meticulously, as mentioned in 1.3.1, 1.3.3 and 1.3.4.
- Institution has been computerized and software procured to monitor and assess the level of achievement of learning outcomes.
- Performance and progress of the students is regularly monitored and strategies drawn for slow learners and advanced learners.
- Additional lectures are allotted for the subjects where the students are found to be slow.

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?

The institution takes the following measures/initiatives to enhance the social and economic relevance of the courses offered:

Offers skill based courses to enhance employability and entrepreneurship (For details refer 1.2.1 and 1.2.3 (e)).

Provides industrial training/summer training/project work to students of M.Sc. (IT), BBA, M.Com., PGDCA, BCA etc.

Teaches the subject of entrepreneurship to the students of BBA, BCA and B.Com.

Enhances the social and economic relevance and inculcates research aptitude through seminars, conferences, workshops, extension lectures and activities such as mock elections, surveys, industrial training, projects, seminars by students, debates, wall magazine and college magazine. Visits to educational institutions and research labs, visits to NGO's, are organized

Interaction of students with authors of the novels prescribed in the curriculum, in the form of workshops, is organized.

Co-curricular, extra-curricular and extension activities are planned so as to inculcate value system, leadership qualities and a sense of social responsibility. These are also focused at providing exposure to performing arts like music, dances, theatre etc. (For details refer 1.3.1 and 2.3.3).

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?

The institution collects and analyzes the data on students learning outcomes and uses it for planning and overcoming barriers of learning through various ways. Some of these are as follows:

- i. Performance of students in class tests, house exams, mid semester tests and annual exams.
- ii. Presentations and seminars given by students.
- iii. Class participation.
- iv. Performance of students in project work and industrial training.
- v. Performance in practical classes.
- vi. Performance and participation in co-curricular and extra-curricular activities.
- vii. Performance of students in viva-voce.

This information is used for planning and overcoming barriers during the forthcoming academic sessions. It is also used to take decision regarding providing extra classes, remedial classes and challenging assignments to advanced learners.

The performance of the students in extra-curricular activities helps us to identify and motivate the students to participate in various intercollege competitions.

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

The institution monitors the achievement of learning outcomes through the performance of the students in various ways as discussed in 2.6.4. We also get feedback from external examiners who come for viva-voce, conduct practical exams and assessment of projects.

The achievement of learning outcomes is ensured in the following ways:

- Providing remedial classes to slow learners
- Giving extra study material and challenging tasks to advanced learners and guiding them to go for additional subjects like add-on course and honours etc.
- Arranging extra classes.
- Allocation of projects to students as per their aptitude and interest.
- Arranging parent teacher meetings.
- Revising the topics in which the students are found deficient.
- Planning extension lectures, seminars, conferences, faculty improvement programmes etc.
- Guiding and counselling the teachers.

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.

The institution and the individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning.

Some of the steps taken are as follows:

- If the performance of the students, in a particular class test, is not up to the mark, the teachers revise or repeat that part of the syllabus.
- Remedial classes are arranged for slow learners.

- Additional study material and guidance is provided to advanced learners.
- Additional lectures are provided in some subjects like English, Mathematics and Accountancy in B.A., BCA and B.Com. respectively.
- Special coaching classes are arranged for students who are placed under compartment in the annual exams.
- Classes in spoken English are arranged to improve communication skills and English language.
- Parent-teacher meetings are held to discuss the performance of their wards in some classes.

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

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

No, the affiliating university is in the process of framing rules for the recognition of research centers in affiliated colleges.

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

Yes, the college has a Research Committee. It comprises of Faculty members having Ph.D. Degrees or research experience and research aptitude.

It plans the holding of seminars/conferences.

It discusses and recommends minor research projects to be forwarded to the funding agencies.

Some of the recommendations made by the research committee, to be implemented from the session 2014-15, are as follows:

- i. Seed money be provided by the college to five teachers on the basis of proposals. These proposals be evaluated by the research committee and should lead to submission of a research project or publication in a referred journal.
- ii. Seed money be provided to teachers teaching PG classes for surveys by students and the preparation of reports to be based on these.
- iii. One state level seminar/conference be organized by the college every year. The departments submit proposals for the same on similar guidelines as those of the College Development Council, Panjab University, Chandigarh. The research committee would then make the selections.
- iv. Travel grant be provided to some teachers/students for presentation of papers in National/International seminars/conferences.
- v. Students too may be provided financial support for surveys.

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

- * autonomy to the principal investigator
- * timely availability or release of resources
- * adequate infrastructure and human resources

- * time-off, reduced teaching load, special leave etc. to teachers
- * support in terms of technology and information needs
- * facilitate timely auditing and submission of utilization certificate to the funding authorities
- * any other

The institution takes the following measures for the smooth progress and implementation of research schemes/projects:

- provides autonomy to the principal investigator;
- provides and releases the resources well in time; sometimes advances are also made if requested for;
- provides adequate infrastructure wherever needed;
- readily sanctions leave of the kind sought for this purpose;
- provides all support in terms of needs regarding technology i.e. equipment, computers etc.;
- fulfills the needs like purchase of books, internet facility, e-resources etc. for the smooth progress and implementation of the research projects;
- auditing and submission of reports is done well in time;
- organizes extension lectures and training programmes from its own resources;
- organizes seminars/conferences with the support of UGC, Panjab University and from its own resources.

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

The institution makes consistent efforts to develop scientific temper and research culture and aptitude among students. Some of the efforts made are as follows:

- i. Students are involved in surveys, mock elections, field work etc.
- ii. Extension lectures in Research Methodology and Project Report preparation are organized.
- iii. Students participate in seminars / conferences, are encouraged to present their views and give presentations.
- iv. In cases where project work is a part of the study programmes, the students are helped in selecting of projects and preparing project reports.
- v. Research methodology is taught as a subject in PG programmes.
- vi. Industry/institutions are approached to extend help and cooperation to the students for projects and training.
- vii. Practical work in science subjects improves scientific temper and research aptitude.

- viii. Students' participation in quizzes, debates, declamations, paper reading contests, poster making competitions, educational tours, trips, plays, movie shows, choreographies etc. also helps to promote scientific temper and research culture and aptitude.
- ix. Articles in the college magazine, wall magazine and the 'thought for the day' help to develop scientific temper and research culture and aptitude. The students are also appointed as sub-editors for different sections of the college magazine.
- x. Address by the head of the institution and teachers to the gatherings of students, especially those of PG classes, are often aimed at developing scientific temper and research culture and aptitude.

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

Some members of the faculty are involved in research activity which mainly includes guiding students for M.Phil., working on Minor Research Projects and involving in individual/collaborative research activity. The teachers also guide the students for project work in classes like M.Sc. (IT) and M.Com. The details are as follows:

- i. Dr. Kuldeep Singh supervised three students from different universities for M.Phil. i.e. Ms. Upasna Khaushal, Ms. Dharmpreet Kaur (Assistant Professor), Ramgarhia Girls College, Ludhiana and Ms. Charu Sharma (Assistant Professor), National College for Women, Machhiwara.
- ii. Mr. Gursharanjit Singh has accomplished a Minor Research Project funded by UGC.
- iii. Mr. Manoj Kumar Chaudhary has accomplished a Research Project funded by UGC.
- iv. Dr. S. S. Virk has been awarded Ph.D. degree.
- v. Dr. Amandeep Kullar has been awarded Ph.D. degree.
- vi. Dr. Gurjit Virk Sidhu carries out research work and has published/presented research papers. She presented a research paper in Canada.
- vii. Dr. Nirlep Kaur carries out research work and regularly publishes/presents research papers.
- viii. Mrs. Lovleen Bains is pursuing research for Ph.D. degree and regularly publishes/presents research papers.
- ix. Dr. Harwinder Kaur has been awarded Ph.D. degree.
- x. Dr. Sompal has been awarded Ph.D. degree.
- xi. Many other teachers are presenting papers in seminars/conferences and few of them are also publishing papers/articles or publishing books.

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

With its focus on capacity building in terms of research and imbibing research culture among the staff and students, the institution conducts/ organizes workshops/ training programmes/ sensitization programmes, from time to time.

For example an extension lecture by Dr. J.S. Chamak was organized on “Research Methodology and Statistical Quality Control” on 20th March, 2006.

An extension lecture was organized on “Style and format of writing a Research Report” by Dr. A. K. Vashisht, Professor, Panjab University, Chandigarh, on 18th January, 2009.

In December 2010 a 3-day workshop on research methodology was organized during which Ms. Kamalpreet Kaur, Assistant Professor in Commerce, demonstrated the use of SPSS software.

An extension lecture by Prof. Ravinder Kaur, Department of Geography, Panjab University, Chandigarh was organized on ‘Research Methodology’ on 22nd November, 2013.

During this period, the college also organized six seminars/conferences. For details refer 3.7.4.

In addition to this, members of the faculty are encouraged to participate in such programmes organized by other institutions. For details refer 2.4.3.

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

The prioritised research areas and the expertise thereof are available in the subjects of Sociology, Commerce, Chemistry, Political Science, Punjabi, Physical Education and English in the institution. Students of Commerce and Computer Science also take up projects.

List of faculty members along with the research areas and expertise is as follows:

- i. Dr. Narinder Singh Sidhu has contributed in the field of insect biodiversity.
- ii. Mr. Manoj Kumar Chaudhary carried out research on Nanotechnology. This area of research is expected to make revolutionary changes in science and technology.
- iii. Dr. Gurjeet Virk Sidhu has carried out research and published her work on social issues related to aged/old people.
- iv. Dr. Nirlep Kaur often presents papers and has publications in the field of sports science.

- v. The faculty of commerce is regularly presenting and publishing papers in the fields of Banking and Insurance, Economy, E-marketing, Corporate Governance, Service Sector, Globalization, Financial Institutions, Stock Markets, Indian Financial Sector, Entrepreneurship, FDI etc.
- vi. Dr. Kuldeep Singh is contributing in the field of human rights and electoral politics.
- vii. Mrs. Lovleen Bains regularly contributes articles highlighting various social issues in the leading daily "The Tribune". She contributes in research publications/presentations in the field of English language as well.
- viii. Faculty of the department of Punjabi has significant contribution to Punjabi literature.

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

The institution often organizes seminars / conferences and extension lectures for the promotion of research and the benefit of faculty and students. Researchers of eminence, from different research institutes and universities of the region, are invited for this purpose. During the last four years, 45 eminent researchers/persons have been invited for seminars/conferences and 33 for extension lectures/workshops. Detailed list has been provided in 3.7.4.

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?

There is no provision of Sabbatical Leave under Punjab Government rules. However, many of the teachers have availed leave of various kinds for research activities. The list of some of these is as follows:

- i. Dr. Sukhwinder Singh Virk availed three years of leave under Faculty Improvement Programme of UGC to pursue research leading to Ph.D. degree.
- ii. Dr. Kuldeep Singh availed leave from time to time to pursue research work leading to Ph.D. Degree.
- iii. Mr. Gursharanjit Singh availed leave from time to time to pursue research work leading to Ph.D. Degree and for minor research project.
- iv. Dr. Amandeep Kullar availed leave to pursue Ph.D. Degree.
- v. Dr. Gurjit Virk has availed Ex-India leave to attend a conference and present a paper in Canada.
- vi. Mrs. Lovleen Bains has availed leave to pursue Ph.D. degree.

- vii. Mr. Manoj Kumar Chaudhary has availed leave from time to time to pursue research work for minor research project.

In addition to these, many teachers have availed duty leave to attend seminars/conferences/workshops at other institutes.

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

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

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

3.2 Resource Mobilization for Research

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

The college has budgetary provisions earmarked for research. The affiliating university has made a provision for a fee of Rs. 50/- per student per annum for research and development and Rs. 100/- per student per annum for seminars/clubs/societies. This amount is used to organize extension lectures and provide additional funds for seminars/conferences, if needed. The teachers are motivated to make more use of it. The research committee has recommended some measures to ensure that this amount is utilized optimally for research activities (For details refer 3.1.2).

Funds have been availed from UGC, ICSSR and Panjab University to organize seminars/ conferences.

Funds are also collected through registration fee from the delegates who participate in the seminars/conferences.

Research grants have been received from UGC for minor research projects and purchase of equipment.

Travel grants were received from UGC in the 11th plan. Dr. Gurjeet Virk Sidhu, Assistant Professor in Sociology has received travel

grant from Panjab University, Chandigarh to present a paper in a conference in Canada.

In addition to this funds are allocated for the subscription of Journals/Periodicals and internet connectivity from different heads.

The details of expenditure on research and related activities for the last four years are as follows:

Head of Expenditure	Session 2010-11	Session 2011-12	Session 2012-13	Session 2013-14	Total
Seminars/ Club/ Societies	471332			56196	527528
Publications					
T.A/D.A.			4217		4217
Books/Journals			5500		5500
Equipment		23800	610461	14259	548520
Extension Lectures	11736	26640	14000	27650	80026
Contingency			28745		28745
Chemicals and Glassware			53205		53205
Total	483068	26640	189921	83846	783475

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?

The institution has made a provision of funds for research. There is provision of seed money within it. This amount has so far been utilized, to hold seminars and extension lectures. The faculty is being encouraged to utilize it for individual research. As most of this amount remained unutilized we have made a plan to optimize its utilization as explained in 3.1.2.

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

There is no financial provision for research projects by students. The resources like library and computer facilities, are provided to the students for research work. However, provision for providing financial assistance to students for field work and surveys has been made from the next session.

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

The seminars / conferences organized are mostly interdisciplinary e.g. seminars on the topics “Violation of Human Rights in Punjab – A Case of Peasant Suicides” and “Violation of Human Rights of Migratory Labour in Punjab” were organized by the departments of Political Science, Sociology and Economics.

A UGC sponsored National Conference on “India an Emerging Service Economy: Issues and Challenges” was organized by the departments of Commerce and Business Management and Economics.

A Seminar on ‘Creating Awareness among Students Regarding Domestic and Sexual Violence against Women and Children’ sponsored by College Development Council, Panjab University, Chandigarh on too was interdisciplinary.

All the teachers of the college and postgraduate students participated in these. Other students are also involved in some of them.

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 institution uses its equipment and research facilities like lab equipment, computer infrastructure and library and learning resources for minor research projects, individual research by teachers and use by students for projects.

Lab equipment is also used to acquaint the students with its working and use, to motivate them to carry out research as they move for higher studies and become capable of handling it.

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

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

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

The institution encourages its teachers to submit proposals to the agencies like UGC for research grants for research projects. During the last four years 4 such projects have been submitted. One of these proposals was approved and another is under consideration.

Table showing details of Research Projects undertaken by the college:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned (In Rs.)	Received (In Rs.)	
Minor projects	2006-08	“Indian Equity Market and Political Environment”	UGC	70,000	70,000	70,000
	2011-13	“Study towards the Synthesis and Characterization of Coinage Metal-TiO ₂ Nano composites and their Applications to Photo catalytic organic synthesis”	UGC	2,00,000	1,45,000	1,45,000

3.3 Research Facilities

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

The college has a well-stocked library which is regularly updated. The library subscribes 115 Journals/Periodicals. It has also subscribed e-resources like N-LIST.

The institution also has computer facility with leased line internet connectivity.

Reprographic facility is also available in the institution.

The list of equipment, available in Chemistry lab, to carry out research is provided in 3.3.3.

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 has a Research Committee for planning and promotion of research.
- It has a provision of funds/seed money to carry out research work and organize seminars/conferences.
- It motivates its faculty to seek grants under various schemes like Minor Research Projects, Faculty Improvement Programmes, Travel grants etc. from bodies like UGC and the affiliating University.
- It has also availed grants from UGC for the purchase of equipment and other infrastructure, most of which is also used for research work.

- It has set up excellent computing facilities which are available to the researchers. These facilities are regularly upgraded.
- It regularly purchases books, journals and other study material. It has also subscribed some e-resources. Study material is also procured on demand.

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 has received grants to upgrade infrastructure from UGC during the 11th Plan. A significant portion of this amount has been used for the purchase of equipment which is also useful for research. Some equipment has been purchased from the grant received from UGC for a minor research project carried out in the department of Chemistry.

The institution has created the following instruments/facilities during the last four years for research purpose:

S. No.	Equipment	Cost (In Rs.)
1	Double Beam UV-Visible Spectrophotometer	4,00,000/-
2	Water Double Distillation Unit	18,840/-
3	Ultra Sonicator	12,000/-
4	Centrifuge Machine	15,800/-
5	Digital Weighing Balance	66,200/-
6	UV-Visible Photochemical Reactor	28,000/-
7	Ar and N ₂ Gas Cylinder	27,974/-
8	Muffle Furnance	27,506/-
9	Hot Air Oven	28,400/-
10	Magnetic Stirrers	14,900/-
11	Vacuum Pump	8,900/-
	Total	6,48,520/-

In addition to this, computer infrastructure and internet facilities have been added and upgraded.

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

The college does not offer research degrees to its students. However, its teachers use the facilities available in other institutions. Mr. Manoj Kumar Chaudhary, Assistant Professor in Chemistry worked on a Minor Research Project in collaboration with Thapar University, Patiala. He also used research facilities available in the Panjab University, Chandigarh.

Project work is a part of the curriculum in courses like M.Sc. (IT), M.Com., BBA etc. Business enterprises and Industry provide facilities for training and carrying out project work in their organizations. About 60 organizations are providing facilities/training to the students. For list of organizations refer Annexure - V.

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

There is no exclusive facility for researchers in the library. However, reprographic facility, books, e-resources, computer and internet facility with printers, is available for researches. Study material is also procured whenever such demand is raised.

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

The institution has procured equipment in the Department of Chemistry with the grant received from UGC for a minor research project. This project was carried out by Mr. Manoj Kumar Chaudhary with Dr. Bonamali Pal, Thapar University, Patiala as his Co-investigator.

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)**

N.A.

*** Original research contributing to product improvement**

Mr. Manoj Kumar Chaudhary, Assistant Professor in Chemistry has completed a research project sponsored by UGC on “Study towards the Synthesis and Characterization of Coinage Metal-TiO₂ Nano composites and their Applications to Photo catalytic organic synthesis”.

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

As most of the faculty, carrying out research, is from the humanities or commerce and business management streams, they carry out research relevant to community or improving services.

Mr. Gursharanjit Singh, Associate Professor in Commerce has completed a Minor Research Project sponsored by UGC on “Indian Equity Market and Political Environment” in 2008.

Refer 3.1.7 for the areas of research and 3.4.3 for publications.

The postgraduate Department of Sociology conducts surveys in villages to acquaint the students with Research Methodology.

Dr. Gurjeet Virk Sidhu was invited as a delegate and presented a research paper entitled “ Institutionalized Elderlies: A study of old age homes run by government and non-government organizations of Punjab” at the International Journal of Arts and Sciences (IJAS) Conference for Academic Discipline held at Ryerson University, Toronto, Canada on May 20th-23rd 2013.

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

The thesis submitted by Dr. Narinder Singh Sidhu, Principal for Ph.D. degree to Panjab University, Chandigarh has been referred in publications in reputed Journals /Reports as:

- International Journal of Biological Sciences
- The Indian Forester, a Monthly Journal on Forest Research and Education
- Project Report of a DST-SERC funded research project carried out by the scientists of Wild Life Institute of India

The insect specimens collected by him have also been used for authentication of identification by some researchers.

For research achievements of the staff refer 3.1.7.

The institution has organized seminars/conferences on various issues that contribute to benefiting the community, improving the services, new initiatives and social issues.

For list of seminars/conferences organized during the last four years refer 3.7.4.

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 institution does not publish any research journal. However, it has published the proceedings of seminars/conferences organized by it. The teachers of the organizing departments are on the editorial board.

3.4.3 Give details of publications by the faculty and students:

*** Publications per faculty**

Table showing number of publications by faculty:

S. No.	Name of Teachers	Department/ Subject	In Research Journals		In Proceedings of Seminars/ Conferences		Books	Chapters in Books	Articles in News Papers
			International	National	With ISBN	Without ISBN	With ISBN		
1	Dr. Narinder Singh Sidhu	Zoology	1	1					5
2	Manoj K. Choudhary	Chemistry			1				
3	Sonia Sharma	Chemistry			1				
4	Gursharanjit Singh	Commerce				6	2		
5	Ranjeet Kaur	Commerce	2		1	4	2		
6	Jagroop Singh	Commerce				1	16		
7	Balpreet Kaur	Commerce			1	4			
8	Amandeep Kaur	Commerce	2		1	4			
9	Dipika	Commerce			1	5			
10	Ravneet Kaur	Computer Science			1				
11	Navdeep Kaur	Computer Science				3			
12	Ramandeep Kaur	Computer Science					1		
13	Daljeet Singh	Computer Science	1						
14	Dr. Amandeep Kullar	Economics		3	2	1			
15	Lovleen Bains	English	1	3	1	1		5	113
16	Dr. Harwinder Kaur	History				4			
17	Amandeep Kaur	History				1			
18	Dr. Nirlep Kaur	Physical Education	1	2	5	1	*		
19	Dr. Kuldeep Singh	Political Science				2			1
20	Dr. Sukhwinder S. Virk	Punjabi							5
21	Dr. Sompal Heera	Punjabi					5		10
22	Tajinder Singh	Punjabi							16
23	Rajwinder Kaur	Punjabi				1			
24	Dr. Gurjeet Virk Sidhu	Sociology		5			1		1
		Total	8	14	15	38	27	5	151

*Dr. Nirlep Kaur has published one text book for 10+2 and revised

one text book for B.A., authored by Atwal and Kansal.

In addition to these, some of the teachers have also contributed books/chapters in books which are even recommended by the leading universities of the country. A few of the teachers have contributed chapters for correspondence courses being offered by the universities.

For detailed list of publications refer Annexure - VI.

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

Refer Table on previous page.

- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Not Available

- * Monographs : Nil

- * Chapter in Books : Seven

- * Books Edited : Nil

- * Books with ISBN/ISSN numbers with details of publishers : 30

For ISBN / ISSN numbers and details of publishers refer Annexure - VII

- * Citation Index : Not Available

- * SNIP : Nil

- * SJR : Nil

- * Impact factor : Not Available

- * h-index : Not Available

3.4.4 Provide details (if any) of

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

No teacher has received such award.

3.5 Consultancy

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

The institution establishes interface with the industry through Placement Cell, Career Guidance and Counselling Cell and Departments.

The placement cell arranges interviews for placements. The Career Guidance and Counselling Cell invites experts from industry to interact with the students for career guidance. The department of Commerce and Computer Science and Applications establishes interface with industry for industrial training and project work of the students.

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

As most of the expertise, available in the institution, is provided on non-remunerative basis, hence it is not much publicized. However, the expertise of the faculty in different fields is known in the academic circles.

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

The institution grants duty leave to members of the faculty whenever their services are requested for by other organizations or deputed them when any request is received through the institution.

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

The faculty of the institution provides consultancy to various educational institutions and organizations in one way or the other. Some of these are listed below:

- i. Dr. Narinder Singh Sidhu, Principal, has been elected as Senior Vice-President of the Panjab University Sports Committee for the session 2014-15. He is also a member of sports related committees like Purchase and Technical committee, Selection Committees etc.
- ii. Dr. Narinder Singh Sidhu, Principal, is a member of UMC committee of Punjab School Education Board, a quasi-judicial body. He is also member of the Academic Council of the board.
- iii. Head of the institution and some members of the faculty have been/are members of various academic/ administrative committees of Panjab University, Chandigarh like Senate, Syndicate, College Development Council, Fee Committee,

Committee for preparation of handbook for affiliation of institutions etc.

- iv. The teachers act as subject experts in the Recruitment Committees of various schools and colleges.
- v. Mr. Jaswant Singh Gill, Director, is the General Secretary of the Federation of Managements of Private Colleges of Punjab. In this capacity, he often guides other managements on various issues related to the management of institutions.
- vi. Mr. Jaswant Singh Gill, Director and Mr. Tejveer Singh (Student) were members of the fee committee of Panjab University, representing private managements and students of affiliated colleges respectively.
- vii. Mrs. Lovleen Bains has been appointed the Faculty Editor of the Magazine 'Jawan Tarang' brought out by the Department of Youth Welfare, Panjab University, Chandigarh.
- viii. Many of the faculty members are invited for judgment of various competitions related to co-curricular and extra-curricular activities.
- ix. Some of the members of the faculty are paper setters and evaluators of other universities and institutions of the region.
- x. Mr. Gursharanjit Singh, Associate Professor in Commerce and Dr. Nirlep Kaur, Assistant Professor in Physical Education are members of boards of studies of Mata Gujri College, Fatehgarh Sahib.
- xi. Dr. Narinder Singh Sidhu, Principal, Mr. Gursharanjit Singh, Mrs. Ranjeet Kaur and Mr. M.S. Bhandari are members of management boards of some schools and colleges.
- xii. Some members of the faculty are a part of flying squads formed during the annual exams of Panjab University and Punjab School Education Board.
- xiii. Mr. Sompal Heera is associated with the promotion of Punjabi theatre and is helping numerous institutions in preparation of plays/skits for competitions.
- xiv. Mr. Rampal provides training and guidance to students of other educational institutions in music.
- xv. Some members of the faculty are invited as resource persons to various Seminars/Conferences and deliver extension lectures.
- xvi. Some staff members provide training to teachers of other institutions.

- xvii. Some of the teachers and members of the non-teaching staff often render services to the administration for election purpose and for providing training during census.
- xviii. The college organizes crash courses in Spoken English and Computers during summer vacations, for the benefit of the youth of the area.
- xix. The teachers extend support and consultancy to Guru Nanak Dev Polytechnic, Ludhiana to run their programmes under Rural Development Scheme, being offered by the college.

Most of the services are non-remunerative. In some cases, the faculty has received remuneration / honorarium which are retained by them. Some of the instances where the faculty has received remuneration/ honorarium are as follows:

- i. Dr. Narinder Singh Sidhu has received Rs. 24,000/- as honorarium from Punjab School Education Board for rendering his services as member of the UMC Committee.
- ii. Mr. Karan Kapila has received a remuneration of Rs. 45000/- from Guru Nanak Dev Polytechnic, Ludhiana for providing his services to run six month courses in computer basics.
- iii. Mr. Gurmukh Singh received remuneration of Rs. 14000/- from the Department of Life Long Learning, Panjab University, Chandigarh for running a three month computer course for general public.
- iv. Ms. Rajinder Kaur received remuneration of Rs. 12000/- from the Department of Life Long Learning, Panjab University, Chandigarh for running a three month course in Fashion Technology for women of the area.

Mrs. Lovleen Bains organized classes in Spoken English for the benefit of teachers of Guru Nanak Model Senior Secondary School, Doraha and Ryan International Public School, Ludhiana. She also conducted classes in 'Spoken English Skills' for the students of Doraha Institute of Management and Technology, Doraha.

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

As explained above in 3.5.4, consultancy by the college is provided on non-remunerative basis only. Remunerative consultancy is provided at the individual level only. The consultation fee/remuneration /honorarium, thus received are retained by the teachers.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The institution promotes college-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students through various activities carried out by NSS / NCC units and various clubs/societies like press club, youth club and departmental societies. A senior faculty member has been appointed as Dean Extension Activities to coordinate these activities.

Such activities are carried out by the institution on its own as well as in collaboration with Government Organizations and Administration, Municipal Committee Doraha, village Panchayats, Punjab Agricultural University Ludhiana, Department of Life Long Learning and Extension, Panjab University Chandigarh, social organizations, clubs, hospitals, Red Cross, Nehru Yuva Kendra, Red Ribbon Club, SPICMACY, Youth Forum Doraha, Punarjot Eye Bank Society, Greenland Hotel and Restaurant Khanna, Zenith Hotel Doraha, Bhai Ghanaiya Seva Society Doraha, Rampur Writers Association, Human Rights Munch, Punjab Police Apex body of NGO's like Punjab Police Apex Body of NGO's, Human Rights Protection Mission (Women Wing) etc.

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

Most of these activities are carried out through NSS, NCC, Youth Club and other clubs / societies / departments of the college. The respective teachers-in-charge keep track of the students involved in various movements / activities which promote citizenship roles. They also monitor these activities. Dean of Extension Activities, Press Committee and teachers-in-charge maintain a record of these activities and participation of students.

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

The institution solicits stakeholder perception on the overall performance and quality of the institution through the students, parents, academic peers visiting the college from time to time, university inspection teams, industry/employers, alumni, socially active people of the area, local people associated with the print media, members of the managing board of the institution etc.

- Students: The perception of the students is solicited through feedback proformas, their interaction with the faculty, the head of

the institution and the management. It is also perceived through the student's welfare council, a representative body of the students. The head of the institution is freely approachable to the students.

- Parents: They express their views during their visit to the institution to meet the principal or the faculty or during parent teacher meetings.
- Academic Peers: They visit the college during extension lectures, seminars, inspections, youth festivals, convocations and other functions. They share their views with the management, principal and the faculty and give valuable suggestions.
- Inspection Teams: The inspection teams from the affiliating university often visit the college and give suggestions and views.
- Alumni Association: The members of the alumni association share their perception during alumni meet or whenever an old student visits the institution.
- Socially Active People: Socially active people of the area and people associated with the print media: This section of society gives valuable feedback through the management, principal and faculty. The members of the print media often visit the college and share their views.
- Management: The members of the management share their perception during meetings of the board or during their visits to the college.
- Others: The heads and teachers of schools of surrounding areas share their views during the visits of our teachers to their institutions.

The people of the area give their feedback when the teachers go for door to door counselling and guidance of admission seekers or whenever they visit 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 development of students?

The college has a senior teacher designated as Dean, Extension Activities, who co-ordinates with the teachers in charge of NSS, NCC, Youth Club and other clubs and societies of the college that carry out these activities. Every year, one day and 7 day NSS camps are organized for this purpose. The activities of the youth club and red ribbon club, too, are mostly focused in this direction.

The details of expenditure on extension activities during the last four years are as follows:

Activity	2010-11	2011-12	2012-13	2013-14
NSS Camps	18995	18045	18000	18000
Red Ribbon Club	2510	-	-	2500
Blood Donation	1950	-	1484	4755
Diwali Hockey Tournament	40515	28020	47135	54809
SVEEP	-	-	-	15000
Live shows	17210	-	54441	71651
Total	81180	46065	121060	166715

The expenditure incurred on the programmes/activities organized in collaboration with other organizations has not been mentioned in the above table.

The major extension and outreach programmes organized during the last four years are as follows:

- i. Blood Donation camp is organized every year
- ii. Medical /Eye checkup camps are often organized
- iii. Rallies and awareness campaigns are organized in the town and surrounding villages to highlight social issues like health and hygiene, cleanliness and sanitation, literacy, drug addiction, female foeticide, dowry menace, gender discrimination, women empowerment, traffic rules, environmental issues, national integration and communal harmony etc. Environment week was organized in which, apart from tree plantation, series of lectures by experts and a declamation contest for school children, was held.
- iv. Live shows by renowned artists are organized for the benefit of public and students. We have organized programmes of Satinder Sartaj, Jyoti Nooran and Sultana Nooran (renowned Singers), Pandit Tejendra Narayan Majumdar, (renowned Sarod player) accompanied by Ustad Akaram Khan (tabla player) and Karan Pangli (Dancer) in the college.
- v. Short term courses sponsored by the Department of Life Long Learning, Panjab University, were organized in Computers and Fashion Technology.
- vi. We organize short term courses, in Computers basics, Hardware and Crash Course in English during summer vacations for the benefit of our students and non-students.

- vii. The institution has provided space, computer infrastructure as well as services of its faculty to Guru Nanak Dev Polytechnic (Rural Development Center) to run courses like Computer Applications, Stitching, Electrician etc. for the youth of the area.
- viii. The college, along with Nehru Yuva Kendra, Ludhiana (Ministry Of Youth Affairs And Sports, Govt. of India) organized a convention in the college under the campaign '***Systematic Voters Education and Electoral Participation***' (SVEEP) of Election Commission of India to create awareness among youth about the importance of voting and their voting rights. Members of Clubs of surrounding villages were invited and honored. The teachers also delivered lectures to create awareness against the evil of drug addiction.
- ix. The Post Graduate Department of Political Science, Sociology and Economics organized an UGC sponsored National Seminar on "Violation of Human Rights in Punjab – A Case of Peasant Suicides" on 22-23 January, 2011. Justice R. S. Mongia, Prof. S.S. Johal, S. Bhupinder Singh Mann and Sh. Hardev Arshi participated in it.
- x. The Post Graduate Department of Political Science, Sociology and Economics organized a Seminar in collaboration with ICSSR North Western Region on "Violation of Human Rights of Migratory Labour in Punjab" on 12-13 March, 2011.
- xi. Organized Seminar on 'Creating Awareness among Students Regarding Domestic and Sexual Violence against Women and Children" sponsored by College Development Council, Panjab University, Chandigarh, on 5th March, 2014.
- xii. Inter School Diwali Hockey Tournament, in the memory of the founder president Dr. Ishwar Singh, is organized every year for schools of the area to promote the national game and inculcate sports culture.

For year wise details of the above activities refer Annexure - VIII.

Teachers are also invited by educational institutions, NGO's and Government organizations to deliver lectures on socially important issues. Some of these are: Mrs. Lovleen Bains, Dr. Kuldeep Singh and Dr. Amandeep Kullar.

Dr. S. S. Virk, Associate Professor in Punjabi, is involved in the preparations and organization of the Republic Day and Independence Day functions, organized by the administration at the Tehsil Level.

Mrs. Lovleen Bains, Assistant Professor in English, highlights social issues through print media.

Dr. Sompal Heera, Assistant Professor in Punjabi, presents plays, skits and choreographies through a club '*Sirjana Kala Manch*', Raikot.

Mr. Tajinder Singh, Assistant Professor in Punjabi has done Vani Certificate Course from Prasar Bharti and has been appointed as an Announcer by AIR on part time basis.

Mr. Jarnail Singh, Library Restorer, is involved in social and community service through a club in Village Lopon.

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 institution promotes participation of students and faculty in extension activities through NSS, NCC, Youth Club, Press Club, Red Ribbon Club etc. The students participate in good numbers in the activities carried out through these bodies. These activities are carried out independently as well as in collaboration with other organizations as mentioned in 3.6.1 and 3.6.4.

The students, who perform well in these activities, are nominated to the Students Welfare Council and given merit certificates. Some of them are also nominated to attend camps and training programmes organized by the Youth Welfare Departments of Panjab University, Punjab Government and Guru Gobind Singh Study Circle, Ludhiana. During the last four years, 49 students of the college have attended such camps.

The institution also organizes seminars and conferences on social issues. The students participate in them.

The students are motivated to participate in such activities by the teachers- in-charge who address them in their classes. As the number of volunteers is always high, the students have sometimes to be interviewed for selection for enrollment and camps.

A number of NCC cadets participate in Republic and Independence Day parades held at tehsil headquarters. They also participate in various camps organized by the units. A total of 161 of the students have attended various NCC Camps and 51 of them have passed 'C' certificate and 96 have passed 'B' certificate during the last four years.

The students are involved in the enactment of various plays, choreographies etc. organized by clubs and social organizations.

Dr. Sukhwinder Singh Virk, Mr. Tajinder Singh and Ms. Prabhdeep Kaur, teachers of the college, were deputed as camp commanders during camps organized by NCC and Youth Welfare Departments.

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 college carries out surveys, research and extension work to ensure social justice. Social surveys and research are conducted through its departments of sociology, economics and political science.

The extension activities are mostly carried out through the activities of NSS, NCC, Youth Club, Press Club etc.

The college regularly monitors the student profile and draws strategies to empower students from under-privileged and vulnerable sections of the society.

A large number of students come from the families engaged in agriculture. With dwindling land holdings and increasing cost of cultivation, the peasantry is trapped under debt. There were reports that the farmers were committing suicides. Showing concern towards the issue, we organized a national seminar on the violation of human rights of the farmers. In addition to renowned economists and social scientists, representatives of human rights organizations, farmer unions and farmers were also invited to contribute in this seminar.

Similarly, a good number of students are the wards of the migratory labour, working in the industry at Ludhiana and surrounding areas. The college organized national seminar on violation of Human Rights of migratory labour as well. Representatives of NGO's, Human Rights organizations, Labour Unions, migratory labour and government officials dealing with the migratory labour, were invited along with renowned researchers and experts from various universities and research institutes.

A seminar on the topic 'Creating Awareness among Students regarding Domestic and sexual Violence against Women and Children' was organized.

Visits of the students of the Department of Sociology, to places like old age homes are organized. They are also assigned the task of surveys of villages to acquaint themselves with Research Methodology.

The teachers visit schools of the area and interact with the students for guidance and counselling and collection of data of the passing out students. They also visit adjoining villages and towns before admissions for door to door interaction with the parents of the students, especially girls, who have completed their education upto 10+2 class. In case of economic hardships, they are informed about the financial support provided by the institution as well as by government agencies. Feedback received and data collected during

these visits is used to work out strategies to ensure social justice and empower students from under-privileged and vulnerable sections of the society.

For further details refer 1.3.3, 1.3.4, 3.6.4 and 3.6.5.

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

In addition to institution-neighborhood-community network and contribution to community development, the extension activities are organized with a motive to complement students' academic learning experience and inculcate values and skills.

Values like honesty, dignity of labour, fairness, equal respect for all irrespective of caste creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through these activities.

These activities also help to develop organizational skills, communication skills, problem-solving skills, leadership qualities, research aptitude and scientific temper; sensitization and awareness about environmental issues, human rights, legal rights, road safety, social and civic responsibility, health and hygiene etc.

The college educates and exposes the students to the problems of community through awareness campaigns. This develops a sense of social and civic responsibility and enables them to understand the community in which they work. This motivates them to involve themselves in identifying the needs and problems of the community and mobilizing them towards community participation. The involvement of students in surveys, and exposure through seminars and extension lectures, enables them to find practical solutions to individual and community problems.

Camps and activities organized by NCC, NSS, Youth Club of the college, Youth Welfare Departments of the State government and University, develop in them the competence required for group living and sharing of responsibilities, apart from inculcating the qualities of leadership.

Community lunch (*langar*) is organized every year to celebrate the birthday Guru Nanak Dev. The students are involved in collection of voluntary contributions, cooking and distribution of food which is partaken in *pangats* (rows) in which students of all castes and religions work together. This inculcates the feeling of universal brotherhood and social harmony.

Blood donation camps are organized every year to promote social responsibility and fellow feeling.

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

The institution has involved the community in its extension activities through its own programmes and through the NGO's, Village Panchayats, Municipal Committee, Youth Clubs, Social Organizations etc. For details refer 3.6.1.

For involvement of community, the institution organizes NSS camps in surrounding villages and programmes in the college where community is involved during which cleanliness and beautification of schools, slum areas, community centers, health centers etc.; eye and general medical checkup camps; awareness campaigns through door to door counselling, rallies, processions, skits, plays etc. on issues like female foeticide, dowry, menace of drug addiction, eve teasing, national integration, and communal harmony; arranging lectures and training sessions regarding health and hygiene, abstinence from drugs, road safety, first aid, new techniques in agriculture and related fields like dairy farming, bee keeping, floriculture, agro forestry etc. are carried out.

The institution also organizes cultural programmes like plays, concerts (where renowned artists are invited to perform) and functions in the memory of national heroes etc. People of the area are invited and sometimes involved in the organization as well.

Community involvement is also ensured by way of seminars and activities carried by various clubs and societies as mentioned in 3.6.1 and 3.6.4.

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

The institution has constructive relationship with other institutions/ organizations of the locality for working on various outreach and extension activities. For details refer 2.6.6 and 3.6.1.

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

Some of the faculty members have received awards for extension activities:

- Dr. Sukhwinder Singh Virk was awarded 'State Award' of Honour' by Youth Services Department, Punjab.
- Mrs. Lovleen Bains was awarded for her commendable contribution to community through media by Human Rights

Protection Mission on the occasion of International Women's Day i.e. on March 8, 2007.

As a student she was awarded the 'Governor's Award' for excellence in NSS activities for the session 1992-93.

She was awarded Shiv Kumar Batalvi Award in the year 1992.

She was awarded for her participation in cultural activities and contribution towards community well-being at Government College for Women, Ludhiana on 29th October, 2010.

She was also honoured for her social contribution by Dharmendra Sports and Cultural Club, Sahnewal on 23rd December, 2010.

- Mr. Sompal Heera and Mr. Rampal have been awarded by various institutions and organizations for being actively engaged in various extension activities.
- Ms. Gurjinder Kaur has received "Desh Sewa Rattan Award" from Shaheed Memorial International Sewa Society, Ludhiana.

3.7 Collaboration

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

The institution interacts with research institutes for joint research projects for collaborative research. For instance- Mr. Manoj Kumar Chaudhary carried out a research project in collaboration with Mr. Bonamali Pal, Thapar University, Patiala and utilized the laboratory facilities of this institution.

Funding agencies like UGC, ICSSR and Panjab University provides funds for research projects, faculty development programmes and seminars.

UGC also provides grants for the purchase of equipment.

The universities and other research institutions of the region provide training to the staff and their faculty is invited during seminars, workshops and to deliver extension lectures.

The staff uses the library and laboratory facilities of the universities and research institutes of the region.

The industry provides opportunities for summer training and projects. It usually interacts with the staff and students.

The students of the institution have been placed in industries like T.I.T. Infotech, Sportking Synthetics, A to Z Company, Yerik

International Ltd., HDFC Bank, LIC, G. S. Autos, Kashmir Apiaries, Saubhagya Ltd., Hero Cycles, Bhogal Cycles Ltd., Longowal Textiles and some schools of the area, through placements facilitated by the college.

For list of industry providing training refer Annexure - III.

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

The institution has signed MOU's with LIBSOFT for maintenance and up-gradation of library software.

The institution has AMC's for the maintenance of computer hardware and software.

Mr. Manoj Kumar Chaudhary, Assistant Professor in Chemistry completed a Minor Research Project that was funded by UGC. Dr. Bonamali Pal, Thapar University, Patiala was the co-investigator.

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

The contribution of institution's interaction with industry-institution-community is as follows:

- Interaction with industry provides training and placements as mentioned in 3.3.4 and 3.7.1.
- People from industry usually visit the institution to provide career guidance and counselling to the students.
- NGO's have collaborated with the institution in activities like organizing plays, live concerts by singers and dancers, awareness programmes etc.
- The institution has carried out some extension activities with the support of village panchayats, government agencies, social organizations, NGO's, clubs, hospitals etc.
- The institution, with the help of experts of Punjab Agricultural University, Ludhiana, has organized training programmes and extension lectures for the benefit of the students and community in the field of dairy farming, horticulture, modern agriculture, beekeeping, agro-forestry, floriculture etc.
- Guru Nanak Polytechnic College, Ludhiana provides vocational

training to the youth of the area in our college in which our infrastructure like computers and the services of our faculty are also utilized.

- The campus is used by the people for walks, games, yoga and the gym for exercise etc. The college charges Rs. 200/- per month from the morning walkers and Rs. 300/- per month from the gym users. During the last four years, Rs. 2,88,400/- have been generated through this source which has in turn been utilized to maintain the grounds. One of the walkers has voluntarily contributed Rs. 11000/- for plantation of trees on the campus.
- The Yog Sansthan, Doraha organized a 3 day '*shivir*' in the college and donated Rs. 5100/- as gratitude.
- The institution has organized competitions for the students of schools of the area in collaboration with the Youth Forum, Doraha.
- Some members of the town and alumni give prizes and prize money to the students who excel in sports and academics.
- Some members of the management and prominent personalities of the area have contributed towards endowments to pay scholarships to meritorious students.
- Army units stationed at Doraha often use the play grounds. They also helped us in leveling of the ground by providing heavy machinery for the same.
- NGO's and business enterprises provide refreshment to the blood donors during blood donation camps.
- Hospitals/ Clubs/ social organizations collaborate with us in organizing medical check camps and eye camps for the students, staff and the people of the area, where even free medicines are disbursed.
- Doctors from renowned hospitals of the area deliver extension lectures for the benefit of the staff, students and the people of the area.
- The campus and infrastructure like Hall, Seminar Room and computers are often used by the administration for its training programmes, census related activities, public welfare activities and conduct of elections.
- The institution carried out a joint research project with Thapar University, Patiala.
- The institution organized seminars on social issues where stakeholders and people of the area were involved.

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

During the last four years the college has organized 5 seminars and 47 extension lectures. Year wise details are as follows:

Seminars/Conferences:

Session 2010-11:

- I. The Post Graduate department of Commerce and Business Management of the college organized an UGC sponsored National Conference on “India an Emerging Service Economy: Issues and Challenges” on 18 - 19 February, 2011.

The following eminent researchers and personalities contributed to the event:

- i. Dr. B. S. Bodla, Dean, University School of Management, Kurukshetra University
- ii. Prof. Gagandeep Sharma, Head, Department of Management Studies, B.B.S.B Engineering and Technology
- iii. Prof. Deepak Kapoor, UBS, Panjab University Regional Centre, Ludhiana
- iv. Prof. A. K. Vashisht, UBS, Panjab University, Chandigarh
- v. Prof. S. K. Chadha, UBS, Panjab University, Chandigarh
- vi. Dr. Bikram Singh Virk, Nawab Jassa Singh Ahluwalia Government College, Kapurthala

In addition to our faculty and students, 143 delegates from different institutes also participated in it and 101 of them contributed papers.

- II. The departments of Political Science, Sociology and Economics organized an UGC Sponsored National Seminar on the topic “Violation of Human Rights in Punjab - A Case of Peasants Suicides” held on 22-23 January, 2011.

The following eminent researchers and personalities contributed to the event:

- i. Justice R.S. Mongia, Former Chief Justice and Chairman of Punjab Human Rights Commission.
- ii. S. Bhupinder Singh Mann, Ex-MP (Rajya Sabha), Leader Bartiya Kisan Union.
- iii. Sh. Hardev Arshi, Ex-MLA and social worker.
- iv. S. Jagjit Singh Lyallpuri, General Secretary, CPI (M).

- v. Dr. S.S. Johal, Chancellor, Central University of Punjab, Bathinda and Former, Vice-Chancellor Punjabi University Patiala.
- vi. Dr. R.S. Sidhu, Dean, College of Basic Sciences & Humanities, Punjab Agricultural University, Ludhiana.
- vii. Dr. Gopal Krishan Ayer, Former Chairman, Department of Sociology, Panjab University, Chandigarh.
- viii. Dr. T.R. Sharma, Former Chairperson, Department of Political Science, Panjab University, Chandigarh.
- ix. Dr. Ronki Ram, Chairman, Department of Political Science, Panjab University, Chandigarh.
- x. Dr. Emmanuel Nahar, Associate Professor, Dept. of Political Science, University School of Open Learning, P.U., Chandigarh.
- xi. Dr. Sukhpal Singh, Senior Marketing Economist, PAU, Ludhiana.
- xii. Dr. Lakhwinder Singh Sidhu, Associate Professor, Dept. of Pol. Sci., Punjabi University, Patiala.
- xiii. Dr. Jagroop Singh Sekhon, Professor, Dept. of Political Science, Guru Nanak Dev University, Amritsar.
- xiv. Prof. Harmit Singh, Associate Professor, Dept. of Political Science, Guru Nanak Dev University, Amritsar.
- xv. S. Surjit Singh Kokri, Leader, Bhartiya Kisan Union.
- xvi. S. Sardara Singh Mahal, Leader, Bhartiya Kisan Union.
- xvii. S. Darshan Singh Koothli, Leader, Bhartiya Kisan Union.

In addition to our faculty and students, about 80 delegates from different institutes also participated in it. Sixty two of them presented papers.

- III. The departments of Political Science, Sociology and Economics organized an ICSSR Sponsored National Seminar entitled “Violation of Human Rights of Migratory Labour in Punjab” held on 12-13 March, 2011.

The following eminent researchers and personalities contributed to the event:

- i. Sh. Avinash Rai Khanna, Member Parliament, Rajya Sabha.
- ii. Sh. Ram Sharan Yadav, Chairman, Parvaasi Bhalai Board, Punjab.
- iii. Tarsem Jodhan, Ex-MLA.

- iv. Dr. Jagmohan Singh, General Secretary, Association for Democratic Rights.
- v. Dr. Gopal Krishan Ayer, Former Chairman, Dept. of Sociology, Panjab University, Chandigarh.
- vi. Dr. Manjit Singh, Department of Sociology, Panjab University, Chandigarh.
- vii. Dr. Emannuel Nahar, Associate Professor, Dept. of Pol. Sci., USOL, P.U. Chd.
- viii. Dr. Sukhpal Singh, Senior Marketing Economist, PAU, Ludhiana.
- ix. Dr. M.S. Sidhu, Department of Economics and Sociology, PAU, Ludhiana.
- x. Dr. Sukhdev Singh, Department of Economics and Sociology, PAU, Ludhiana.
- xi. Prof. Harmit Singh, Department of Pol. Sci., GNDU, Amritsar.
- xii. Dr. Rajesh Kumar, Assistant Professor, Department of Social Sciences, GNDU, Amritsar.

In addition to our faculty and students, 52 delegates from different institutes also participated in it. Twenty eight of them presented papers.

- IV. The Post Graduate Department of Punjabi organized a Seminar sponsored by College Development Council, Panjab University, Chandigarh on "*Lok Naach - Adhar te Miyar*" on 8th March 2011.

The following eminent researchers and personalities contributed to the event:

- i. Dr. Nahar Singh, Former Head, Department of Punjabi, Punjabi University, Chandigarh, a renowned researcher on culture and heritage.
- ii. Dr. Inderjit Singh, Registrar, Guru Nanak Dev University, Amritsar an expert in Punjabi Folk Dances.
- iii. Dr. Rajpal Singh, General Secretary, Punjab Art Council
- iv. Paramjit Singh (Pammi Bai), Folk Singer and Dancer, Patiala

In addition to our faculty and students, 45 delegates from different institutes also participated in it.

Session 2011-12:

- V. One day Seminar entitled "Eradication of Corruption with the Proposed Institute of Lokpal" was organized on 4th November, 2011.

The following eminent researchers and personalities contributed to the event:

- i. Mr. Tarsem Bahia, Former Principal, A. S. College, Khanna.
- ii. Mr. Jaswant Singh Gill, Former Principal, Guru Nanak National College, Doraha.

In addition to our faculty and students, 15 delegates from different institutes participated in it. Seven of the delegates presented papers.

Session 2013-14:

- VI. The college organized a seminar on the topic "Creating Awareness in the Students regarding Domestic Violence and Sexual Violence against Women and Children" sponsored by College Development Council, Panjab University, Chandigarh, on 5th March, 2014.

The following eminent researchers and personalities contributed to the event:

- i. Dr. Rajesh Gill, Fellow P. U. Chandigarh, Former Chairperson, Women Studies, P.U., Chandigarh.
- ii. Dr. Daisy Zarabi, Assistant Professor, Department of Community Development and Disability Studies, Panjab University, Chandigarh.
- iii. Dr. Sapinder Kaur, Assistant Professor, Department of Laws, Panjab University, Chandigarh.
- iv. Mr. Tarsem Bahia, Former Principal, A.S. College, Khanna.

In addition to our faculty and students, 45 delegates from different institutes participated in it. Thirty seven of them presented papers.

Extension Lectures:

Session 2010-11:

PG Department of Political Science:

- i. Organized an extension lecture on the topic "United Nations and the Emerging World Order" by Dr. Rajesh Kumar, School of Social Sciences, G.N.D.U., Amritsar on 22nd November, 2010.

PG Department of Punjabi:

- ii. Organized an extension lecture by Dr. Surinder Kumar Daveskar, Department of Punjabi, Panjab University Chandigarh on 24th November, 2010.
- iii. Organized an extension lecture by Dr. Yograj Angrish, Department of Punjabi, Panjab University Chandigarh on 24th November, 2010.
- iv. Organized a face to face programme with renowned Punjabi poet S. Gurmeet Singh Sandhu on 2nd December, 2010.

Department of Music (Vocal):

- v. Organized a workshop conducted by Dr. Neeraj Gandhi, a vocalist, who brought home the nuances of music to the music students.

Department of History:

- vi. Organized an extension lecture by Dr. Nazar Singh, Professor, Department of Distance Education, Punjabi University, Patiala on 28th February, 2011.

Session 2011-12:**Career Guidance and Counselling Cell:**

- i. Organized a lecture by Mr. Sangram Singh, Associate Professor in Computer Applications, C.T. Institute of Management and Technology, Jalandhar on Careers in IT on 22nd February, 2012

P.G. Department of Commerce and Business Administration:

- ii. Organized an extension lecture on “Personality Development” by Lt. Col. T.B.P. Joshi from AICTE, SMU Centre, Ludhiana on 15th October, 2011.
- iii. Organized an extension lecture on “Human Values & Professional Ethics” by Prof. Gagandeep Sharma from BBSB Engineering. College, Fatehgarh Sahib.

Department of Music:

- iv. Organized a workshop by Sh. Subash Ghosh, a renowned personality in instrumental music on 3rd November, 2011.
- v. Organized an extension lecture by Prof. Shamshad Ali, Department of Music, ASSM College, Mukandpur on 2nd November, 2011.

Department of Physical Education:

- vi. Organized an extension lecture by Dr. Nishan Singh, Department of Physical Education, Punjabi University, Patiala on 2nd November, 2011.

P.G. Department of Political Science:

- vii. Organized an extension lecture by Dr. Rajesh Kumar, School of Social Sciences, GNDU, Amritsar on 25th November, 2011.

P.G. Department of Punjabi:

- viii. Organized an extension lecture on “Punjabi Criticism” by Dr. Satnam Singh Sandhu, Punjabi University, Patiala on 15th October, 2011.
- ix. Organized *Ru-bru* (face to face) programme with Sh. Om Parkash Gaso, a renowned Punjabi writer on 13th February, 2012.

P.G. Department of Department of Sociology:

- x. Organized an extension lecture by Dr. Sherry Sabharwal, Department of Sociology, P.U., Chandigarh “Gender Relations and Stereo-types” on 14th November, 2011.

Session 2012-13:

P.G. Department of Commerce and Business Administration:

- i. Organized an extension lectures on “*Investor Education and Awareness Programme*” by Mr. Ashok Singla on 8th October, 2012.
- ii. Organized an extension lecture on “*Commercial Banking in India and HR Issues*” by Dr. A.K. Vashisht, Chairman, UBS, Panjab University Chandigarh on 16th February, 2013.
- iii. Organized an extension lecture by Dr. Sanjay Kaushik, UBS, Panjab University Chandigarh on 16th February, 2013.

P.G. Department of Political Science:

- iv. Organized an extension lecture by Dr. Harmit Singh from Department of Political Science, GNDU, Amritsar on 9th March, 2013 on the topic “*Political Ideas of Herbert Marcuse.*”

P.G. Department of Punjabi:

- v. Organized an extension lecture by a senior professor of Panjab University Prof. Surinder Kumar Deweshwar on the topic “*Bhasha Vigyan ate Punjabi Bhasha*” on 8th October, 2012.
- vi. Organized an extension lecture by Dr. Jagdish Kaur, Journalism, Languages and Culture Department, Panjab Agricultural University, Ludhiana on 12th March, 2013. She spoke on the topic “*Punjabi Sabhayachar ate Lok Dhara*”.

Session 2013-14:

P.G. Department of Commerce and Business Administration

- i. Organized an extension lecture on “Dermatoglyphic Multiple Intelligence Test” by Mr. Hartej Singh on 28th October, 2013.
- ii. Organized an extension lecture on “Perception, attitude and Human Psychology” by Mr. Sahil Sahni and Miss Neha Sood of Enhancers Institutes Ludhiana on 12th November, 2013.

P.G. Department of Punjabi:

- iii. Organized an extension lecture by Dr. Gurmukh Singh, Assistant Professor, Department of Punjabi, Punjabi University, Patiala on 20th November, 2013.
- iv. Organized an extension lecture by Dr. Jaswinder Singh, Department of Punjabi, Punjabi University, Patiala on 21st November, 2013.
- v. Organized a Workshop on novels of Mittar Sen Meet conducted by Dr. Surinder Kumar Daveskar. The author Sh. Mittar Sen Meet, and a poet Sh. Surinder Kaila also interacted with the audience.

P.G. Department of Political Science:

- vi. Organized an extension lecture by Dr. Kuldeep Singh, Department of Political Science, GNDU, Amritsar
- vii. Organized an extension lecture by Dr. Rajesh Kumar, Department of Social sciences, GNDU, Amritsar

Department of History:

- viii. Organized an Extension lecture by Dr. A.C. Arora, Former Head, Department of History, Punjabi University, Patiala on 11th February, 2014. The main theme of this lecture was “The Relevance of Teachings of Sri Guru Nanak Dev Ji in Present Scenario”.

P.G. Department of Department of Sociology:

- ix. Organized an extension lecture by Dr. Ravinder Kaur, Associate Professor, Department of Geography, P.U., Chandigarh on “Role of Research Methodology in Social Sciences” on 22nd November, 2013.

Department of Physical Education:

- x. Organized an extension lecture by Dr. Sukhpal Kaur, Department of Physical education, Khalsa College for Women, Ludhiana on 1st February, 2014.

Career Guidance and Counselling Cell:

- xi. Organized a lecture on career guidance by Ms. Gauri Handa, Mata Gujri College, Fatehgarh Sahib on 27th August, 2013.

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

The institution does not have any formal MoUs or agreements regarding the issues stated above. However, the industry and other institutions readily provide training to the students.

We receive regular requests for placement from the industry where the students undergo training or where those of the previous batches are placed.

Our institution has earned a reputation and has maintained contacts with many organizations and individuals who readily collaborate with us in carrying out the extension activities. For details refer 3.7.3.

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

The college makes consistent efforts in planning, establishing and implementing the initiatives of the linkages/ collaborations. For details refer 3.7.1 and 3.7.3.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

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

In order to make teaching and learning more effective, the institution regularly creates and enhances its infrastructure.

The Master plan of the institution has been prepared. It provides for future addition of infrastructure as well. Future projects have been prioritized. Building projects are accordingly taken up almost every year. Availability of finances is also a major deciding factor. Consistent efforts are made to gather funds for this purpose from external sources.

Equipment for labs is added as per requirement.

The college has a policy to modernize teaching technologies. For this, new equipment is added regularly, from its own resources as well as the funds received from UGC for this purpose.

New computers/hardware/software is being added/upgraded from time to time as per requirement.

Library and other learning resources are being made more user friendly and updated regularly.

4.1.2 Detail the facilities available for:

- a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.
- b) Extra-curricular activities, sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The college has a magnificent campus with its infrastructure improving constantly keeping pace with the changing needs. Details of the facilities available are as follows:

a) Curricular and Co-curricular Activities

The college has sufficient infrastructure for the conduct of curricular and co-curricular activities. It is also being augmented year after year.

The infrastructure available is as follows:

S. No.	Infrastructure/Facility	Number
i.	Class rooms	38
ii.	Seminar/Audio-Visual Room	1
iii.	Central Library	1
iv.	Library facility in Girls Wing	1
v.	Well-equipped Chemistry lab.	1
vi.	Store and instrument room for chemistry	1 each
vii.	Well-equipped Physics labs	2
viii.	Store, dark room and instrument room for Physics	1 each
ix.	Computer labs	4
x.	Fashion Designing lab	1
xi.	Language Lab	1
xii.	Music Room	1
xiii.	Lab for Office Management and Secretarial Practices	1
xiv.	Computers	115
xv.	Generator sets (125 kva=1; 82 kva=1; 32 kva=1)	3
xvi.	Laptops	4
xvii.	LCD Projectors	9
xviii.	OHP Projectors	3
xix.	Visualizers	1
xx.	Televisions/LCD's/LED's	4
xxi.	CD players	3
xxii.	Multipurpose Hall with a seating capacity of 1800	1
xxiii.	Smart class rooms	2
xxiv.	Digital Cameras	2
xxv.	Video camera	1
xxvi.	Lab Equipment	
xxvii.	Software and Equipment for recording and editing	

In addition to the above the institution has interactive boards, monitors and projectors

b) Extra-curricular activities and sports:

The college has the following facilities for Extra-curricular activities and sports:

- i. Multipurpose Hall with a seating capacity of 1800 with facilities for indoor games like badminton, table-tennis etc. and a stage with green rooms.
- ii. Gymnasium (Shared with School) with facilities for Gymnastics, Indoor Boxing Ring etc.
- iii. Physical Training Gym with equipment
- iv. Well maintained and irrigated grounds with sports facilities for Athletics, Hockey, Football, Kabbadi (National Style), Kabbadi (Circle), Handball, Basketball, Volleyball, Kho-Kho, Badminton, Net ball, Table Tennis, Athletics etc.
- v. Stage for Open Air activities
- vi. Music instruments for Classical and Folk Music
- vii. Public Address/Sound Systems

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

As the institution has regularly grown, both in the variety of courses and the strength of students, the physical infrastructure too has been augmented accordingly to ensure that it is sufficient and in line with the requirements of the courses.

Optimal Utilization of Infrastructure:

It is ensured that the available infrastructure is effectively and optimally utilized. The college functions for about seven hours every day, six days a week.

During the lean period/hours, the computer labs are used to give training to the teaching and non-teaching staff of the college. A number of courses in the non-formal mode are also offered to the students as well as non-students in IT, Typing, English etc. almost throughout the year, more so during the vacations.

The girls' hostel, though not occupied, is being put to use for most part of the session. The students, coming from far of villages, stay in the hostel, free of cost during rehearsals and practice sessions for cultural activities and sports. The institution quite often, organizes

youth festivals and heritage festivals. A large number of students, from more than 180 institutions affiliated to the university, participate in these. The hostel is used to accommodate the participants.

The students are encouraged to participate in a number of games in inter-college competitions. The college also organizes inter-class/group competitions in different games like kho-kho, kabbadi, tug-of-war, volley-ball etc. As a result, the playgrounds are optimally utilized and sports facilities adequately used throughout the session. A number of students and members of the staff make use of the indoor Gym, fitted with the latest exercise gadgets and training machines. It is also offered to the public on nominal charges. Most of these grounds are also used by the students of Guru Nanak Model Senior Secondary School, a sister institution. Sometimes common coaches are appointed to train the students of both the institutions.

The institution also organizes competitions for the students of the schools of the area. Diwali Hockey Tournament, for schools, is an annual feature. Sometimes declamation contests are also organized for them.

Punjab State Junior Boxing Championship was organized by the Boxing Federation of Punjab, in collaboration with Guru Nanak Model Senior Secondary School, in the college Hall.

The institution organizes a number of extension activities and cultural shows. It invites renowned music, theatre and dance artists to perform.

The college shares some facilities like grounds, hall, gymnasium and staff quarters with Guru Nanak Model Senior Secondary School, Doraha, run by the same management.

Guru Nanak Dev Polytechnic College, Ludhiana, runs courses like Electrician, Stitching, Embroidery and Computers from the campus using our infrastructure under Rural Development Scheme.

The college, in collaboration with the Department of Life Long Learning, Panjab University, Chandigarh arranged three-month courses in Computers and Fashion Technology.

A large number of residents of the town use the grounds of the college for morning and evening walks and exercise. Witnessing huge inflow, the college began to charge Rs. 200/- per month from the users of the grounds. This keeps away non-serious elements and generates some funds for the upkeep and maintenance of the grounds. Some sports persons use the gym for exercise and hall for playing badminton.

The members of the *yog sansthan* use the campus for morning and evening *yog shivirs*. They also organized a three day state level yoga

camp in which about 250 participants from different corners of the state stayed in the college.

Some NGOs, art groups and clubs use the hall of the college for organizing plays, awareness campaigns and cultural programmes.

Government agencies use the college facilities for holding seminars, competitions, training of staff during elections, census and conduct of elections.

Panjab University uses our infrastructure for conducting exams where a good number of private candidates appear.

Our infrastructure has also been used by film makers for shooting.

The institution has sufficient infrastructure for the existing courses. New buildings are added as per requirement and master plan. It also depends on the availability of finances.

Facilities developed/augmented during last four years:

The master plan (Attached as Annexure - IX) has provision for expansion and modernization for instance adding more class rooms, laboratories, modern and spacious library, computer labs, sports infrastructure, seminar rooms, modern and spacious administrative block etc. Physical infrastructure is being added accordingly.

Physical infrastructure created/augmented during the last four years and amount spent on it is as follows:

S. No.	Building	No.	Session	Amount Spent
1	Physics Lab with Store, Instruments Room, Workshop & Dark Room	1	2010-11	1499614
2	Chemistry Lab with Store, Preparation Room & Instruments Room	1	2010-11	1843882
3	Toilet Block (Male)	1	2010-11	301023
4	Class Room	1	2010-11	1067419
6	Class Room	1	2011-12	432072
7	Generator Room	1	2011-12	195157
8	Class Rooms	2	2012-13	1036779
9	Class Room	1	2012-13	571451
10	Toilet Block (Female)	1	2012-13	472145
11	Ramp	1	2012-13	708746
12	Class Rooms	2	2013-14	1349412
13	Furniture	-	2010-14	1512860
	TOTAL			1,09,90,560

Table showing list of equipment purchased during last four years:

S. No.	Facility Added	Amount Spent
		(in rupees)
i	Language Lab	174,968
ii	Audio-visual aids	2184252
iii	Public Address/Sound System	1461586
iv	Computers and related Hardware and Software	2552484
v	125 kva Generator for Power Backup	720090
vi	Servo/UPS/Inverter	508758
vii	Gym equipment	280679
ix	Photostat Machines	148119
x	Sports Equipment	245013
xi	Air Conditioners	676002
xi	Music Instruments	292918
xii	Water Cooler/Dispenser/Purifier/Refrigerator	161193
xiii	Fans	141304
xiv	Fire Extinguishers	60203
xv	Equipment for Physics and Chemistry Labs	2073392
xvi	Miscellaneous	163022
Total amount spent		1,18,43,983

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

Most of the facilities in the institution have been provided on the ground floor. To make the campus user-friendly for the students with physical disabilities, ramps are provided in the corridors as well as to the first floor. Special toilets for differently abled students have also been constructed.

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

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

The college has following of these facilities:

- i. Hostel for girls with a capacity of 35 residents.
- ii. Well-equipped Gym
- iii. Computer facility for the faculty staying on the campus
- iv. 4 mbps leased line and 512 kbps broadband facilities with Wi-Fi
- v. Common room for girls with LCD TV facility
- vi. Principal's residence, single room units for teachers and quarters for non-teaching staff
- vii. Constant supply of safe drinking water is ensured by installing water purifiers and coolers at 8 points.
- viii. CCTV cameras installed for security with watchmen available round the clock.

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

- Most of the staff is covered under ESI Scheme of the Government. Medical Allowance is paid to some members of the staff. The college has provided insurance cover to the students.
- Good medical facilities are readily available in Doraha town. These are promptly provided to the students and staff members whenever needed.
- Medical checkup is done during camps.
- The sports persons are provided medicines during competitions.

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

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

- i. Common Staff Room
- ii. Separate staff room for female staff
- iii. Seminar/Audio-Visual room
- iv. Departmental staff rooms
- v. Separate canteens for boys and girls
- vi. Girls wing
- vii. Common room for girls
- viii. Visitors Room in Girls Wing
- ix. Adequate drinking water facilities
- x. Separate toilets for male staff, female staff, girls, boys and disabled

- xi. Telephone facility
- xii. Central computer facility with internet
- xiii. First aid room
- xiv. Multipurpose Hall
- xv. Well-equipped Gym
- xvi. Gymnasium Hall (Shared with School)
- xvii. Open stage
- xviii. Nationalized Bank within the campus

4.2 Library as a Learning Resource

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

Yes, the Library has a Library Advisory Committee. It constitutes of faculty members and two student members.

It plans and helps in the purchase of books and other reading material. Students' problems, especially those highlighted by the student representatives, are discussed and possible solutions suggested.

The library is a consistently growing component of the institution. The library committee also discusses future plans for the library.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.)	Main library	267.50
	Girls Section	61.64
	Total	329.14
Total seating capacity	Main library	80
	Girls Section	50
	Total	130
Working hours (on working days, on holidays, before examination days, during examination days, during vacation)	7 hours on all working days including examinations days. On demand during holidays.	
Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)	The library has separate reading space for girls, boys and teachers in the main library and exclusive space for girls in the girls section. Computer terminals are provided in both the libraries for accessing e-resources.	

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

The library has a rich collection of about 32800 books and subscribes to 117 Periodicals/Journals. It is regularly updated and enriched. Books required for the introduction of new programmes/courses are purchased according to the list of suggested reading provided and suggested by the experts from the affiliating university.

New books, related to already running courses, are also added from time to time as per requirement and availability of resources.

The requisition of books, journals and magazines to be purchased, is demanded from the teachers and departments every year. Purchase committees, comprising faculty members, representing different departments/subjects, visit the leading book stores of the area as well as of Delhi and Chandigarh for the purchase of books. Books are also purchased from book fairs. Leading book stores of the region are also invited to hold book exhibitions in the college. Whenever a demand is received from the teachers or students, the books are ordered to the book stores.

Important journals and other periodicals are subscribed through the local news agencies, directly with the publishers or with the suppliers at Delhi or elsewhere.

The detail of the amount spent on the purchase of current titles, important journals and other reading materials for the library during the last five years is as follows:

Library holdings	2009-10		2010-11		2011-12		2012-13		2013-14	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	1275	250914	883	216991	1743	531431	484	114730	370	99512
Reference Books	86	21670	28	5918	54	54469	20	18207	17	7774
Journals/ Periodicals	95	59263	97	65014	105	57970	115	88460	115	118410
e-resources	7	9898	4	12775	-	-	1	10000	1	5000
News Papers	14	26018	15	18381	18	21911	18	25187	18	24097
Total	1368	363363	982	319079	1797	665781	504	256584	387	254793

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

OPAC	Yes
Electronic Resource Management package for e-journals	Yes
Federated searching tools to search articles in multiple databases	No
Library Website	Yes
In-house/remote access to e-publications	Yes
Library automation	Yes (LIBSOFT)
Total number of computers for public access	4
Total numbers of printers for public access	2
Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)	4 mbps & 512 kbps
Institutional Repository	No
Content management system for e-learning	No
Participation in Resource sharing networks/consortia (like Inflibnet)	Yes

4.2.5 Provide details on the following items:

Average number of walk-ins	250
Average number of books issued/returned	150
Ratio of library books to students enrolled	18:1
Average number of books added during last three years	896
Average number of logins to opac (OPAC)	Not available
Average number of logins to e-resources	Not available
Average number of e-resources downloaded/printed	Many teachers download e-resources. As these are downloaded at multiple places like library, departmental offices, labs etc. consolidated data is not available.
Number of information literacy trainings organized	Nil
Details of “weeding out” of books and other materials	1536 books that are outdated or damaged to the extent that they are not usable and/or have not been issued since long have been weeded out. A few copies of some books have been retained on the shelves. Proper procedure for weeding out is followed.

4.2.6 Give details of the specialized services provided by the library

Manuscripts	Yes
Reference	Yes
Reprography	Yes
ILL (Inter Library Loan Service)	No
Information Deployment and Notification	Yes
Download	Yes
Printing	Yes
Reading list/ Bibliography compilation	No
In-house/remote access to e-resources	Yes
User Orientation and awareness	Yes
Assistance in searching Databases	Yes
INFLIBNET/IUC facilities	Yes

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

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

- i. It provides lists of catalogues to the teachers of various publishers for the selection of the books for purchase.
- ii. It helps the students to locate and access the books needed by them.
- iii. It provides information regarding new purchases.
- iv. It issues barcoded I-cards to students
- v. It displays advertisements regarding admissions and job vacancies and helps in filling forms for the same.
- vi. It provides information and study material to old students also.
- vii. The library maintains a blog i.e. gncdorahalibrary.wordpress.com, which provides information about the library, college news, syllabus, jobs, current information, results and provides links to e-Journals/Periodicals, N-LIST, newspapers etc.

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

The main library is located on the ground floor and easily approachable.

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

The library has installed a suggestion box. The students and staff provide feedback during meetings of the library committee and interaction with the library staff from time to time. The head of the institution also seeks feedback from the staff during meetings and conveys it to the library staff.

4.3 IT Infrastructure

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

Number of computers with Configuration (provide actual number with exact configuration of each available system)	115 + 5 Laptops Refer Annexure - X for Configuration
Computer-student ratio	1:15 (115/1724)
Stand-alone facility	15
LAN facility	5 Switches (24 Port); 3 Switches (16 Port); 1 Switch (8 Port); 2 Routers for Wi-Fi.
Licensed software	Refer Annexure - XI for list of Licensed Software
Number of nodes/ computers with Internet facility	100

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

The institution has 4 mbps leased line internet connectivity with 5 IPs and 7 Broadband Connections of 512 kbps each.

Four computers with internet facility have been provided for the use of teachers in the central computer facility and one each in the main and women staff rooms. In addition to this, computers with internet connectivity have been provided to Commerce and Business Administration, English, Punjabi, Political Science, Sociology, Physics and Chemistry departments.

Two computers each have been provided in the main library and in the girls section for the use of teachers and the students.

Internet facility in the computer labs is also available for use by the teachers and the students when the labs are not in use.

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

The institution had planned to computerize all the operations of the office and the library and to provide such facility in the teaching departments. It is also planned to add more computer based courses and infrastructure accordingly. Gadgets and laptops have been purchased for smart class rooms/labs to promote ICT/CAL in learning.

Working on these lines, strategies have been drawn to deploy and upgrade IT infrastructure.

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

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

The details of expenditure on computers and their accessories during the last four years are as follows:

S. No.	Expenditure Head	2010-11	2011-12	2012-13	2013-14	Total
a.	Procurement	154663	1330956	35766	2000	1523385
b.	Up-gradation	16650	12600	3000	14725	46975
c.	Deployment	21418	20910	28770	88181	159279
d.	Maintenance	89612	70139	133107	190236	483094
e.	Software	71255	100225	190236	121281	482997
Total		353598	1534830	390879	416423	2695730

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

The college has established a teaching aid cell. The members of the cell help the teachers for preparing computer-aided teaching/learning material.

Special training programmes in the use of computers for the teaching staff have been conducted from time to time. A lecture on the use of computer aided teaching/learning material was organized for the teaching staff.

The teachers are free to use internet and the central computer facility for this purpose.

The college has procured LCD projectors, laptops, overhead projectors, LCD TVs, cameras, interactive boards and has established a Language lab, etc. for the use of such facilities.

It has set up two smart class rooms, two smart labs and an audio-visual/seminar room.

Departments of Commerce and Business Administration, English, Punjabi, Political Science, Sociology, Physics, Chemistry, OMSP and Fashion Designing have been provided computers.

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

The institution has deployed many learning activities and technologies to place the student at the center of teaching-learning process while the teacher renders the role of a facilitator. Some of these are an integral part of the evaluation system. The examples are as follows:

- Lab/practical work in the subjects of Physics, Chemistry, Computer Science, Fashion Designing, Animation and Graphics, Computer Based Accounting, Office Management and Secretarial Practices, Music (Vocal), Physical Education, etc. in various programmes.
- The industrial training in M.Sc. (IT) and summer training in M.Com.
- Project work in BBA, BCA and PGDCA.
- Assignments in PG classes, BCA, BBA and B.Com. form a part of internal assessment for which the students make use of online learning resources.
- Seminars/Presentations in PG classes, BCA, form a part of internal assessment where the students frequently use ICT.
- Language lab is used to hold classes for spoken English.
- A module for online tests has been added to the college software.

Besides these, the students also participate in quizzes, group discussions, surveys, mock elections and give presentations.

In most of the above mentioned activities, the students make use of equipment and technologies deployed in the institution or at the place of industries where they carry out their training.

The students are encouraged to use ICT enabled learning spaces/technologies for presentations, spoken English, learning music

and preparation of project reports, assignments etc. They also use these for assessing online information.

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

No, the institution has not availed the Knowledge Network connectivity.

4.4 Maintenance of Campus Facilities

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

In addition to developing new infrastructure for various academic, co-curricular and extra-curricular activities, the existing infrastructure is regularly renovated / repaired. During the last four years, the institution has allocated and spent significant amount of funds for maintenance of infrastructure as given below:

S. No.	Infrastructure	2010-11	2011-12	2012-13	2013-14	Total
a.	Building	196718	28000	198337	448469	863524
b.	Equipment	31919	32892	89853	51948	206612
c.	Computers	89612	70139	133107	190236	483194
d.	Generators	20183	32598	77375	31043	161199

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

The institution regularly maintains and renovates its infrastructure, facilities and equipment.

Almost every year, one or the other part of the infrastructure is renovated/ upgraded.

During the last four years the following facilities / infrastructure were expanded / renovated:

S. No.	Facility Expanded/Renovated	Session	Amount Spent (in rupees)
i	Toilets (Staff Male)	2010-11	1,42,147
ii	Hall Roof	2011-12	6,52,001
iii	Hall Sound Proofing	2012-13	1,43,584
iv	Toilets	2012-13	1,98,337
v	Floor re-laid (office gallery)	2013-14	1,19,087
vi	Floor re-laid (open area)	2013-14	2,71,116
Total amount spent			15,26,272

During the last eight years the lawns and playgrounds have been re-laid with grass and are being well kept and about 900 trees and shrubs have been planted. These include medicinal plants, fruit trees, ornamentals, timber trees and specimen trees having educational value.

For its upkeep, the building is regularly repaired and painted. Electrical fittings are also replaced whenever needed.

It is ensured that the equipment is in good working order. For this repair/maintenance is done as and when required.

Maintenance of water purifiers, Xerox machines, computer software and hardware, software packages is done through AMC's.

The fire extinguishers are refilled in time.

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

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

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

The college has three generator sets of 32 kva, 82 kva and 125 kva for uninterrupted power supply. In addition to this, inverters/UPS have also been installed.

To prevent damage to sensitive equipment, we have installed servos and stabilizers.

For constant supply of water for drinking, multiple connections are available from the water supply department of the town. Four submersible pumps to get underground water for drinking, use and irrigation of lawns and grounds, have also been installed.

Water coolers with purifiers have been installed for drinking purpose.

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

CRITERION V: STUDENT SUPPORT AND PROGRESSION**5.1 Student Mentoring and Support****5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

The institution publishes its updated prospectus annually. It also provides information through the college website.

The prospectus and the college websites provide complete information about the institution, its aims and objectives, academic calendar, faculty, administrative and academic committees, admission process, dates and admission rules, courses offered and eligibility conditions for each course, options/subjects available, fee structure, basis for internal assessment, requirement of attendance at lectures and minimum marks in qualifying examination, student support facilities like fee concession and scholarships, awards/prizes, library, sports, clubs/societies, committees for prevention of ragging and sexual harassment etc.

Information like admission dates, courses offered and facilities provided by the institution are also disseminated through the admission notices, pamphlets, posters, banners and advertisements through cable network.

The annual report is published in the news section of the college magazine every year. It carries complete information about the performance of students in exams, financial support and scholarships provided, sports and cultural activities; development of the college; information regarding seminars, extension activities, faculty improvement programmes, extension activities, tours etc. organized by the institution; list of publications by faculty and seminars/conferences/ refresher courses/ orientation courses/workshops attended by them during the session.

The institution has its website which is regularly updated. It provides complete information about the institution. Copy of the prospectus, disseminating all information, is also available on the website. The admission form is filled on-line.

The dates of admission, courses offered and the admission process are advertised in the regional newspapers.

The institution also distributes booklets containing unitized syllabus to the students.

The institution ensures its commitment and accountability by providing best possible teaching-learning facilities; qualified and committed faculty; appropriate infrastructure, conducive academic atmosphere and campus experience through various co-curricular and

extra-curricular activities spread through the session; and through its overall ambience.

The institution obtains regular feedback from its students, parents, academic peers, people of the area and industry. Corrective measures are taken wherever found deficient, provided the resources permit.

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

The institution provides substantial financial aid to the students to the extent that no student is denied admission for economic reasons.

The college provides aid from Student Aid Fund and Guru Nanak Club of the college to the economically weaker students. It also provides scholarships to meritorious students. It has some endowment funds instituted by the members of the management and public donors for scholarships to be given on the basis of means cum merit.

Table showing number of students and amount of financial aid provided from different sources during the last four years.

S. No.	Type of fund	2010-11		2011-12		2012-13		2013-14	
		No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.
i.	Student Aid Fund	171	426000	250	477530	324	654963	263	590200
ii.	Student Scholarship Fund	125	218080	140	279160	183	294700	147	212800
iii.	Guru Nanak Club	4	9500	2	7500	1	4200	12	58500
iv.	Fee Concession by College	37	13986	38	14364	49	18522	51	19089
v.	*Fee Concession to S.C. Students	133	519117	156	604800	252	1002942	343	5391902
vi.	Scholarships from Endowment Funds	14	32400	14	32400	14	32400	14	32400
Total		486	12,20,073	600	14,15,754	823	20,07,727	830	1,13,04,891

*Students belonging to S.C. category have been given total fee concession which is to be reimbursed by the Government. They also receive S.C. scholarships mentioned in 5.1.3.

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

S. No.	Type of fund	2010-11		2011-12		2012-13		2013-14	
		No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.	No. of Students	Amt. in Rs.
i.	*SC/ST Scholarship	133	278755	156	541380	201	711120	343	1254480
ii.	B.C. Scholarships	-	-	-	-	-	-	74	254020
iii.	Minority Scholarships	152	73720	30	180000	61	**	69	**
iv.	College Dev. Council Pb. Univ. Chd.	-	-	4	24000	9	54000	-	-
v.	State Merit Scholarships	-	-	9	9735	12	13865	03	-
vi.	Riot Effectuated Scholarship	-	-	-	-	2	18000	02	-
vii.	Dewan Som Nath Scholarship	-	-	-	-	3	12000	01	4000
Total		285	3,52,474	43	2,13,735	108	8,08,985	494	15,12,500

*The same students belonging to S.C. category have also been mentioned in the table in 5.1.3 above. This amount pertains to scholarships and is to be transferred directly to the Bank Accounts of the students.

** The cases for scholarships have been forwarded to the government. If approved, the scholarship amount will be transferred to the personal accounts of the students.

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

✓ Students from SC/ST, OBC and economically weaker sections

- Reservation policy of the state government is followed.
- Relaxation of 5% marks is given to students of SC category in the minimum marks required for admissions to all courses, wherever applicable.
- Students from SC/ST/OBC/minority categories are guided to apply for scholarship schemes of the government which includes full fee concession to students from SC category.
- Students from other economically weaker sections are provided financial aid by the college.

✓ **Students with physical disabilities**

- The college has constructed ramps for unhindered movement of such students.
- Financial aid is provided to such students by the college.
- Relaxation of 5% marks is given to students of this category in the minimum marks required for admissions to all courses wherever applicable.

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

The college encourages its students to participate in various inter-college/ inter-university/ state/national/ international competitions in sports and cultural activities.

It provides the following support services/ facilities:

- Coaching facilities are provided wherever the expertise is not available in the college.
- Refreshment/diet money is provided during practice and participation days.
- Equipment, Sports Kits and dresses are provided.
- Financial support for Medical/First aid facilities is provided to them during competitions.
- Arrangements for travel for participation in competitions are made.
- The students are helped to get exemption from the final exams from the university if the dates clash with competitions/trials. The exams for such students are held on a later date.
- Fee concession / financial aid/ scholarships are provided to outstanding students.
- Outstanding students are awarded Roll of Honour, College Colour and Merit Certificates. A tea party is arranged every year for students who perform well in Youth Festivals.
- Special tests are held for such students.
- Teachers provide extra guidance and coaching to such students.
- The college organizes Youth festivals and live concerts by renowned artists to motivate the students to participate in such activities.
- Duty leave is granted to students to attend coaching camps, trials and participation.

- ✓ **Medical assistance to students: health center, health insurance etc.**
 - All the students are covered under General Insurance Policy.
 - Medical aid is provided whenever needed.
 - Medical checkup during NSS camps is organized.
 - First aid training is given to NSS Volunteers.
 - Financial support for medical/first aid facilities is provided to sports persons during competitions.
- ✓ **Organizing coaching classes for competitive exams**
 - Coaching classes for Entry to Service were organized with the support of the UGC during the 11th Plan.
 - Coaching classes for UGC/NET was organized during the session 37 students received coaching 15 appeared in the test and 5 of them cleared it.
 - Coaching has been provided to the science students for entrance tests for admission to PG courses in leading universities of the region. One student got admission in M.Sc. Physics in Panjab University, Chandigarh during the session 2013-14 and one student has secured 35th rank in the entrance exam, held by Panjab University, for admission to M.Sc. Physics and 80th rank for admission to M.Sc. Chemistry.
- ✓ **Skill development (spoken English, computer literacy, etc.,)**
 - Classes in Spoken English are arranged for the students.
 - One Month Crash course in English is organized during summer vacations for students and non-students.
 - The college offers a number of computer courses/subjects like BCA, PGDCA, M.Sc. (IT); Computer Science in B.A. and B.Sc., Computer Basics/IT in BBA and M.Com.; and Introduction to Computer Science in Modular form to all undergraduate students as an Additional Optional Subject. Besides, the college offers short term course in the use of Internet and e-mail, Computers Basics, Computer Hardware and Networking, TALLY etc. to its students and non-students during summer vacations.
- ✓ **Support for “slow learners”**
 - It has been identified that most of the students are not comfortable with the subject of English in B.A., Mathematics in BCA and Financial Accounting in B.Com. etc. The college provides extra lectures every week for the benefit of these students.

- Slow learners in other subjects are also identified and remedial classes arranged for them.
- Coaching classes are arranged, before the supplementary exams, for those students who promote with compartment.
- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.
 - Students of M.Sc. (IT), M.Com., BBA visit industry for the training/summer projects etc.
 - Visits of the students are arranged to places like Science City, universities, old age homes, Parliament, Vidhan Sabha etc.
- ✓ Publication of student magazines
 - The college publishes its annual magazine 'UDAR' and a monthly wall magazine 'THE DAWN'.

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

Entrepreneurship is an important component of the curriculum in B.Com., BBA and BCA. Moreover, the students visit industries and business enterprises for project work and training. This too develops entrepreneurial skills in the students.

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

A very active tradition of multifarious co-curricular and extra-curricular activities has been the forte of Guru Nanak National College, Doraha.

The institution believes that sports and cultural activities are important not only for competitive purpose but also for building the character and personality of the individuals. Participation in these activities is necessary for keeping good health, channelizing the energies of the youth and keeping the youth away from the menace of drug addiction. Cultural activities also help the students to hone their skills in performing arts like music, dances and theatrical items. For this we encourage mass participation of the students in such activities.

Our students participate in a big way in the Zonal Youth and Heritage Festivals of Panjab University Chandigarh and bag outstanding positions reaching out for more brilliant positions at

Inter-Zonal levels, Inter-Varsity level, National level or even International level.

Trained sports persons are not readily available. So we encourage student participation in those games/sports in which students can be groomed in the college. Similarly we train the students and ensure participation in cultural activities.

In addition to competing in cultural programmes, the students are invited to present their talent at a number of prestigious functions by different organizations and institutions like Panjab University, Doordarshan etc.

The institution organizes competitions like talent search and cultural functions like *Teej*, Founders' Day and farewell functions etc. A good number of students participate in these activities.

Besides promoting sports for competitive purpose, the institution encourages mass participation in sports. It organizes annual athletic meet and interclass sports competitions for this purpose.

Different departments, subject societies, associations and clubs organize a number of co-curricular activities like group discussions, mock elections, surveys, tours, poster competitions, declamations, presentations, quiz contests, debates, seminars, paper reading contests, essay writing competitions, etc.

The institution also organizes youth festivals, competitions and live shows to motivate the students and promote their participation. Some of these events, organized during the last eight years, are given below:

- Panjab University Zonal Youth and Heritage Festival of Ludhiana Zone - A organized during the session 2006-07.
- Panjab University Zonal Youth and Heritage Festival of Ludhiana Zone - A organized during the session 2008-09.
- Panjab University Inter Zonal Youth and Heritage Festival organized during the session 2008-09.
- Panjab University Inter Zonal Youth and Heritage Festival organized during the session 2010-11.
- Panjab University Zonal Youth and Heritage Festival of Ludhiana Zone - A organized during the session 2013-14.
- Plays by Late Sh. Gursharan Singh, a renowned social activist, playwright and dramatist organized to celebrate International Women's Day in collaboration with Human Rights Munch, Women Wing, Ludhiana on 8th March, 2008.

- Live show by Mr. Karan Pangli, a renowned dancer of international fame from U.K., organized on 19th January, 2007.
- Live show by Ustad Shahid Parvez, a renowned Sitar Wadak, organized with the support of SPICMAY on 10th February, 2007.
- Live show by Sh. Satinder Sartaj, a renowned Punjabi singer organized on 31st July, 2009.
- Live show by Pandit Tejendra Narayan Majumdar, the renowned Sarod player accompanied by Ustad Akaram Khan, the tabla player organized with the support of SPICMACAY on 15th February, 2011.
- Live show by Jyoti Nooran and Sultana Nooran, renowned singers, organized on 20th September, 2012.
- Punjab State Boxing Federation organized Junior Punjab State Boxing Competitions in the college auditorium on 19-21 September, 2013.

Additional academic support, flexibility in examinations:

The teachers give separate time for academic guidance and coaching to the students participating in extra-curricular activities.

These students are provided flexibility in house exams. Special exams are conducted for them. The university, on the recommendation of the college, has exempted Mr. Ajaypal Singh Gill a national level shooter from appearing in annual exams. He was given a special chance for this.

Special dietary requirements, sports uniforms, dresses and materials:

The students participating in sports and cultural activities are provided the following facilities:

- Daily refreshment during practice/camp days
- Coaching facilities
- Female students are provided hostel facility during practice days
- Dress/costume/sports uniforms
- Travel facility/allowance to places of competitions
- Diet money during participation at other stations
- Medicines and medical aid
- Special paints used during best physique competitions
- Instruments and other material or equipment required for practice/performance.

Table showing amount spent on participation of students in cultural activities during the last four years is as follows:

Activity	Session 2010-11	Session 2011-12	Session 2012-13	Session 2013-14	Total
Zonal YF	422518	453583	430589	591168	1897858
Inter-zonal YF	150585	131755	151342	220768	654450
Intervarsity YF	2300	Nil	76490	22869	101659
Total	575403	585338	658421	834805	2653967

Table showing amount spent on organizing major cultural activities and live shows during the last four years is as follows:

Activity	Session 2010-11	Session 2011-12	Session 2012-13	Session 2013-14	Total
SPICMACAY	17210	-	-	-	17210
Nooran Sisters	-	-	54441	-	54441
Zonal YF	-	-	-	626658	626658
Inter-zonal YF	772391	-	-	-	772391
College Functions	56843	67166	75730	112069	311808
Total	846444	67166	130171	738727	1782508

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

- The college provides career guidance and counseling.
- It has organized coaching for entry to service during the sessions 2010-11 & 2011-12.
- It organizes coaching for UGC NET. Coaching for the general paper was organized in the year 2010-11. A total of 25 students undertook this coaching and 5 of them cleared the test in the first attempt.
- Coaching in reasoning was provided for banking exams. Twelve students undertook in it.
- Coaching for entrance tests for admission to PG courses in leading universities is organized. For details refer 5.1.4.
- The career guidance and counseling cell and the library provide information regarding jobs, vacancies and competitions.

- The students are provided application forms for competitions and vacancies.
- The students are helped to fill on-line applications.

During the last four years 5.96% of the passing out students qualified IELTS / competitive exams. It is worth mentioning that during the session 2013-14 three of the students of M.Com. cleared NET exam even as they had appeared for the 3rd semester exams of the PG programme.

Table showing numbers of students from the last five batches qualifying entrance tests:

S. No.	Session	No. of students qualifying competitive exams							
		NET	CAT	MAT	MET	IELTS	TET	IBPS	OECE
1.	2009-10	-	-	-	07	06	-	-	-
2.	2010-11	06	02	03	13	04	-	01	-
3.	2011-12	05	-	-	06	04	-	-	-
4.	2012-13	-	-	-	02	04	01	01	01
5.	2013-14	03	N.A.	N.A.	N.A.	N.A.	N.A.	01	01

This data pertains to about 81% of passing out students whose information was collected by the college.

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

The institution provides counseling services to its students in academic, personal, career and psycho-social matters.

For details refer 2.3.7.

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

The college has a Placement and Career Guidance and Counselling Cell. The members of these cells as well as other teachers are readily available to guide the students. The placement cell, along with the college library, displays notices and advertisements regarding vacancies of different types. The students are also provided application forms for vacancies and are guided to fill up the same.

Coaching for entry to service was arranged with the support of UGC for minorities and SC/ST categories of students.

Coaching is also organized for UGC NET.

The placement cell is in constant touch with the industry and other employers for placement of its students. The students are sent for interviews when demanded. Some placements have been facilitated in this manner.

Educational institutions of the region also send their requirement of teachers. Old students are contacted and sent for interviews.

The placement cell also helps the students to go to the industry for training and projects. At times the students are offered jobs at the time of training itself.

For details regarding services provided to help students identify job opportunities and prepare themselves for interview refer 5.1.4 and 5.1.7. For percentage of students selected through campus placements refer 5.2.1.

The students of the institution have been placed in industries like T.I.T. Infotech, Sportking Synthetics, A to Z Company, Yerik International Ltd., HDFC Bank, LIC, G. S. Autos, Kashmir Apiaries, Saubhagya Ltd., Hero Cycles, Bhogal Cycles Ltd., Longowal Textiles and some schools of the area through placements facilitated by the college.

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

The college has a grievance redressal cell. The students directly approach its members for redressal of their grievances or the grievances are forwarded to it. Suggestion boxes have also been placed in the campus. This cell addresses the grievances to the satisfaction of the aggrieved. Special committees are formed for specific purposes.

Many grievances/ complaints are received verbally and few in written form as well. Most of the grievances reported are regarding canteen service, drinking water, cleanliness etc. A few grievances are related to teachers. These are redressed promptly, to the satisfaction of the students.

The senior most lady teacher has been appointed as in-charge of the girls' wing. She, along with the other female staff, provides guidance and counseling to the female students and addresses their grievances, as well.

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

The college has constituted a Cell for prevention of sexual harassment of women at work place. It constitutes of senior members of the female staff with a representative of the non-teaching staff as well. It is meant to look into any complaint received from the employees or the students and act thereof.

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

The college has an anti-ragging committee. No instance of ragging has been reported so far.

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

The institution provides a number of schemes for the welfare of students. Most of these are listed as follows:

- i. Liberal financial aid
- ii. Group Insurance Scheme for students
- iii. Refreshment/diet money during rehearsals of cultural activities, practice of sports events etc.
- iv. Sports kits and dresses to participate in sports and cultural activities
- v. Coaching facility for participation in sports and cultural activities
- vi. Guidance and Counselling
- vii. Book bank facility
- viii. Concessional bus passes, issued by the state transport department, to facilitate easy access for students
- ix. Transport facility for girls with private participation
- x. Canteen facility for staff and students. The rates of eatables and drinks are approved by the canteen committee and are generally less than the market rates.
- xi. Hostel facility for women students preparing for cultural and sports competitions.

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

The institution has an alumni association that has not been registered. It was established in the year 2003. Its meetings are held almost every year. The old students share their views and provide feedback

during these meetings. They have contributed Rs. 67,000/-. This amount is used as endowment to provide financial aid to needy students.

They are helpful in organizing extension activities.

They also contribute some funds annually, which are used to encourage meritorious students and sportspersons.

5.2 Student Progression

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

Student progression	%				
	Session 2009-10	Session 2010-11	Session 2011-12	Session 2012-13	Average of 4 years
UG to PG	65.75	73.41	72.97	61.09	67.44
UG/PG to B.Ed. & *other courses	32.59	20.93	13.52	9.92	17.78
PG to M.Phil.	0.45	0.00	0.36	0.00	00.18
PG to Ph.D.	0.00	0.78	0.00	0.00	00.18
Employed					
• Campus selection	3.13	5.43	3.91	6.27	4.82
• Other than campus recruitment	29.91	24.81	19.22	7.77	18.84
Self-Employed	9.82	6.59	2.49	4.56	05.55
Settled Abroad	7.14	1.94	3.56	0.80	2.99

*Other courses include- MBA, LLB, B.Lib., M.Ed., MCA etc.

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.

Refer 2.6.2. for details.

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

The institution facilitates student progression to higher level of education and/or towards employment by:

- Providing skill based courses to enrich degrees and enhance employability

- Providing guidance and counselling
- Arranging extension lectures
- Giving opportunity to students to participate in co-curricular and extra-curricular activities to develop employable skills like personality development, communicative skills and skills in performing arts.
- Provide industrial/ summer training
- Providing placement services
- Providing Post Graduate Courses
- Conducting coaching for entry to service, NET and entrance exams for admission to higher level courses
- Encouraging students to appear in entrance tests and competitions.

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

Since the cut off percentage at the time of admissions is quite low, maintaining the failure and dropout rates at a low level is quite challenging. The institution makes consistent efforts and provides special support to the students who are at risk of failure and drop out.

The main causes of dropouts have been identified to a great extent and support has been planned accordingly.

It has been identified that most of the dropouts are boys and that too in the first year of study, especially in Arts. Many students leave the courses during the first two months after admissions, mostly to join other courses or institutions.

A few students migrate to institutions nearer to their houses during the 2nd and 3rd years as well.

In addition to these, some students, especially girls leave the institution due to immigration or marriage. This is mostly the case in PG classes.

A few students leave their studies due to financial, social and domestic reasons or due to lack of motivation in some cases.

Majority of the students are from rural background and disadvantaged sections. They have been deprived of proper schooling. Most of the failure/compartments cases are in English (a compulsory subject in all UG programmes), Mathematics (in B.C.A. and B.B.A.) and Financial Accounting (in B.Com.).

A few students take admission to maintain their continuity as regular students for immigration purposes. They are not otherwise interested in attending classes. Their names are struck off during the session or

are detained for non-fulfillment of eligibility conditions regarding minimum attendance at lectures or marks in house exams.

The institution has made plans to minimize dropout/failure for each category of these students.

Extra classes and remedial classes are organized for the students for all the three years in B.A. programme, especially in the subject of English, throughout the session.

Special coaching classes are arranged for students who are placed under compartment in the annual exams so that they pass in the supplementary exams.

Similarly, extra classes and remedial classes are provided in the subject of Mathematics in B.C.A. and B.B.A. and Financial Accounting in B.Com.

Dropout due to financial reasons is prevented by providing liberal financial aid to needy students and allowing payment of fees in easy installments.

Guidance and counseling is provided by the staff or the head of the institution to the students with social or domestic problems or with low motivation levels. In most of these cases, they are convinced to continue their studies.

Another category of dropouts is that non-serious students. These students fail to fulfill eligibility conditions due to shortage in attendance or low score in qualifying exams. Such students are regularly monitored. Their parents are informed about their performance after every term. The institution strictly complies with the eligibility conditions as attendance at lectures and minimum marks in house exams to maintain academic standards.

The parent teacher meetings are also held especially in the case of B.C.A., B.B.A. classes and B.A. as well.

A few students leave the course without informing the institution. The teachers telephonically contact them and have been successful to convince a few of them to continue the course. It is difficult to ascertain the reason for such dropouts in most of the cases.

5.3 Student Participation and Activities

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

The college has planned policies and strategies to encourage participation in sports, games, cultural and extracurricular activities as mentioned in 5.1.6.

A wide range of such activities are available for the students. They participate in intercollege competitions in Hockey, Football, Kabbadi, Cricket, Athletics, Shooting, Body Building, Power Lifting, Boxing, Netball, Kho-Kho, Hand Ball, Chess etc. The institution also organizes inter-class competitions and annual athletic meet to ensure mass participation of students. Facilities for badminton, table tennis, chess, carom board, gymnastics, handball, basketball, volleyball have also been made available.

The college provides opportunities to its students to exhibit and hone their skills in dramatics, dances, music, debates, literary writing competitions etc. The students participate in a big way in all the Zonal Youth and Heritage Festivals of Panjab University Chandigarh and bag outstanding positions, reaching out for more brilliant positions at Inter-Zonal levels, National level or even Inter-National level. The university organizes intercollege competitions in 46 items spread over theatre, music, dance, literary, fine arts and heritage items. The college ensures the participation of its students in almost all of these.

Students participate in competitions organized by other institutions/organizations as well.

Besides this, a number of debates, declamations, quiz competitions, writing competitions etc. are organized by various clubs and societies. Cultural programmes are often organized by the college in which a large number of students participate.

The institution follows the programme calendar provided by the affiliating university for intercollege sports competitions.

Camps for sports/games are arranged about 20 days before the competition.

Inter-School Diwali Hockey tournament is organized in the month of November and Annual Athletic meet in February every year.

Interclass sports competitions are organized in the months of November, January and February.

Cultural and other extra-curricular activities are meticulously planned and spread throughout the session.

A Cultural Programme in the memory of the Founder President Late Dr. Ishwar Singh is organized on 31st August every year. It helps us to hunt talent in the new entrants. Participation of maximum number of students is ensured in it.

Gurpuarv (Birthday of Guru Nanak Dev Ji) is celebrated in November every year.

The students remain busy in participation and preparation for youth festivals in the months of September and October.

Other activities like debates, declamations, quiz contests, seminars,

paper reading contests, essay writing competitions etc. are spread throughout the session.

Farewell parties are organized in the month of March in which the students participate enthusiastically.

Details of participation and achievements of students in inter-college, intervarsity, state, national and international level are given in 5.3.2 below.

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

GAMES AND SPORTS:

A number of sports persons of the college have won laurels at the national and international level in the past.

The college hockey team has won Punjab University championship for 17 years consecutively in B Division and has also won Silver and Bronze Medals in A Division.

The college is proud to own an outstanding sports person every now and then.

The year wise participation and achievements in sports and games for the previous four years is as follows:

Session 2010-11:

A total of ninety one sportsmen and forty sportswomen participated in various Inter-University and Inter College competitions. Sportsmen participated in Hockey, Football, Cricket, Kabbadi (National style), Handball, Best Physique, Weight Lifting, Chess, Athletics and sportswomen in Kho-Kho, Netball, Kabaddi (National Style) and Athletics competitions of Panjab University.

Mr. Hardeep Singh bagged 4th position in Panjab University Best Physique inter college competition.

The college team won Bronze medal in Panjab University Kabaddi (National Style) Competition in B Division. One of our players, Sandeep Singh of B.A. III represented Panjab University in All India Inter-University Kabaddi (National Style) Competition.

Ms. Manpreet Kaur of B.A. I represented Panjab University in All India Inter-University Netball Competition. The Panjab University team won Gold medal.

Session 2011-12:

A total of eighty eight of our sportsmen and forty sportswomen participated in competitions of different levels. Sportsmen

participated in Hockey, Football, Cricket, Kabbadi (National style), Handball, Chess, Athletics and sportswomen in Kho-Kho, Netball, Kabaddi (National Style) and Athletics competitions of Panjab University.

Ms. Manpreet Kaur of B.A. I represented Panjab University in All India Inter-University Netball Competition. The Panjab University team won Bronze medal.

Session 2012-13:

A total of seventy three of our sportsmen and thirty eight sportswomen participated in various competitions. Sportsmen participated in Hockey, Football, Cricket, Shooting, Best Physique, Athletics and sportswomen in Kho-Kho, Netball, Athletics and Kabaddi (National Style) competitions organized by Panjab University.

Mr. Ajaypal Singh Gill won Gold Medal in 10 Meter Rifle shooting in Panjab University intercollege competitions. He represented Panjab University in All India Interuniversity Competitions and secured 4th position. He shot to 1st position in All India Shooting Championship held at Panipat and was also declared as champion of champions. He was selected for trials for participation in world university championship.

Mr. Rakesh Kumar of B.Com. I bagged Bronze Medal in Punjab State Best Physique competitions.

Ms. Manpreet Kaur of B.A. III represented Panjab University in All India Inter-University Netball Competition.

Sandeep Kaur of B.A. III represented Panjab University in Kabaddi National style competitions at Inter-university level.

The college cricket team participated and won the DIMIT cricket cup. Mr. Perminder Singh of M.A. I (Pol. Sci.) was declared man of the series.

Session 2013-14:

A total of seventy four college sportsmen and fifty sportswomen participated in various National, State, Inter University, and Inter College competitions held by Panjab University. Our sportsmen participated in Hockey, Football, Cricket, Athletics, Body Building, Power Lifting and Shooting competitions and sportswomen in Kho-Kho, Netball, and Kabaddi (National Style) competitions of Panjab University.

Mr. Ajaypal Singh Gill won Silver Medal in 10 Meter Rifle shooting in Panjab University intercollege competitions. He represented Panjab University in All India Inter-university Competitions and secured 4th position. He also secured 2st position in All India Mavlanekar Shooting Competition, 2nd position in North-Zone

Shooting Competition, 4th position in 57th National Shooting Competition and 1st position in Punjab State in competition conducted by National Rifle Association.

Mr. Rakesh Kumar of B.Com. II bagged bronze medal in best physique in intercollege competitions organized by Panjab University. He was also placed at 5th position in North India.

Mr. Chamkaur Singh of B.A. II bagged bronze medal in best physique in intercollege competitions organized by Panjab University. He also won bronze medal in Punjab State best physique championship.

Mr. Shaukat Ali of B.A. I got 2nd position in Punjab State Sub-Junior competition in best Physique.

Mr. Satnam Singh got 2nd Position in Senior Punjab State championship in this event.

Mr. Amritpal Singh of B.A. I was the highest wicket taker in Katoch Shield in Punjab. He represented Punjab in C.K. Nayudu National Trophy. He was selected for the camp for Vijay Hazare National Trophy.

CULTURAL ACTIVITIES:

Session 2010-11:

Our students participated in various International, National, State and University level functions and competitions and won laurels for the institution.

During this session, 138 students participated in 43 items and won as many 43 prizes in Zonal Youth and Heritage Festival of Panjab University Ludhiana Zone - A. Of these, 18 prizes were first, 17 second and 8 third.

A total of 59 students of the college represented Ludhiana Zone - A in Panjab University Inter-Zonal Youth and Heritage Festival held in the college in 14 of the 43 items. They won 4 first, 5 second and 5 third prizes.

National level Competitions:

Ishar Singh:

- i. He won 3rd position in North Zone Inter-University Youth Festival held at Jhansi in Non-Percussion
- ii. He got 1st position in Non-Percussion in '*Namdhari Sangeet Samelan*'.
- iii. He got 3rd position in non-percussion in National level competition: '*Gurmat Sangeet Samelan*' organized by Punjabi University, Patiala.

Gian Singh, B.A. II:

- i. Won 1st position in Harballabh *Sangeet* Competition at Jalandhar in *Taal Saaz Vaddan* category.
- ii. Won 1st position in Percussion category in All India National Open Competition held at Udaipur.

Sukhjinder Singh

He was a member of a cultural troupe of the Indian Council for Cultural Relations, Ministry of External Affairs that toured Europe. He played *Algozza* in shows organized in Italy, France, Hungary and Turkey.

Session 2011-12:

A number of our students presented programmes in dances, antakshri, music and theatre items that were telecast by DD Jalandhar.

Many of our students and members of the faculty have performed in a Punjabi Movie "*Sadi Vakhri Hai Shaan*" which was also shot in the college campus.

Our students participated in various National, State and University level functions and competitions and won laurels for the institution.

During this session the students of the college participated in the Zonal Youth Festival and Heritage Festival of Panjab University Ludhiana Zone - A. A total of 146 students participated in 43 items and won as many as 39 prizes. Of these, 17 prizes were first, 16 second and 6 third.

A total of 62 students of the college represented Ludhiana Zone - A in Panjab University Inter-Zonal Youth and Heritage Festival in 14 of the 44 items. They won 1 first, 5 second and 3 third prizes.

National level Competitions:

Ishar Singh:

- i. He got 1st position in Non-Percussion playing *Taar-Shehnai* in a National Competition organized by "*Sangeet Kala Manch*" Jalandhar.
- ii. He got 2nd position in non-percussion (*Taar-Shehnai*) in *Gurmat Sangeet Samelan* organized by Punjabi University, Patiala.

Session 2012-13:

Our students participated in various National, State and University level functions and competitions and won laurels for the institution.

During this session the students of our college participated in a big way in the Zonal Youth and Heritage Festival of Panjab University Ludhiana Zone - A. A total of 128 students participated in 41 items and won 34 prizes. Of these 19 prizes were first, 11 second and 4 third. The details of these achievements are as follows:

A total of 46 students of the college represented Ludhiana Zone- A in Panjab University Inter-Zonal Youth and Heritage Festival in 11 of the 44 items. They won 3 first, 4 second and 2 third prizes.

State/National level Competitions:

1. The college folk orchestra team won 1st position in Punjab State Inter-University Youth Festival, 3rd position in Inter-University Youth Festival held at New Delhi and 3rd position in Inter-University Youth Festival held at Mohali.
2. Idiomatic conversation won 2nd prize in Punjab State Inter-University Youth Festival.
3. Gaganpreet Kaur won 1st position in *pakhi designing* in Inter-University Youth Festival organized by Department of Youth Welfare, Punjab held at Mohali.
4. Charankamal Kaur won 1st position in *Crochet Work* in Inter-University Youth Festival organized by Department of Youth Welfare Punjab at Mohali.
5. Mr. Ishar Singh participated in Harvallabh Sangeet Samelan held at Jalandhar and secured 3rd position in Taar Shenai.
6. Mr. Santa Singh performed in Classical singing programme organized by Sahit Academy, Delhi.

Session 2013-14:

Panjab University introduced team trophy at Zonal and Inter-Zonal levels for the first time this year. Our college won the Zonal trophy and was placed 3rd in overall marks tally at the Inter-Zonal level.

Our students participated in various National, State and University level functions and competitions and won laurels for the institution.

During this session, the students of our college participated in the Zonal Youth and Heritage Festival of Panjab University Ludhiana Zone - A. A total of 145 students participated in 45 items and won 34 prizes. Of these, 19 prizes were first, 11 second and 4 third.

A total of 66 students of the college represented Ludhiana Zone - A in Panjab University Inter-Zonal Youth and Heritage Festival in 16 of the 46 items. They won 3 first, 3 second and 7 third prizes.

Panjab University introduced team trophy at Zonal and Inter-Zonal levels for the first time this year. Our college won the Zonal trophy and was place 3rd in overall marks tally at the Inter-Zonal level from amongst about 190 institutions affiliated to the university.

In addition to this, our students participated in some other prestigious competitions and won laurels.

State level Competitions:

1. The folk dance team won 1st position in Punjab State Inter-University Youth Festival, held at Layalpur Khalsa College, Jalandhar.
2. The Kavishri team won 1st position in Punjab State Inter-University Youth Festival, held at Layalpur Khalsa College, Jalandhar.

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

The institution gets a feedback proforma filled from the passing out graduates. The feedback from the employers is sought through interaction of the faculty with the industry at the time of training of students or during placement interviews.

The institution uses the data and feedback from its graduates and employers to start new courses, improve and upgrade infrastructure, update the curriculum through its faculty members who are members of various university bodies etc. It is also used for counselling of faculty wherever needed and at the time of reappointment of temporary staff. The data has also been used to improve the teaching-learning process, library, canteen, drinking water facility, toilets, cleanliness etc.

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

The institution brings out the college magazine 'Udar' every year. A senior teacher is the Chief Editor and other teachers are appointed as Editors of different sections like English Section, Punjabi Section, Hindi Section, News Section, Science Section, Planning Forum etc. The teacher editors appoint a student editor for each section. The students are encouraged by the teachers and student editors to contribute for the magazine.

The press club of the college also brings out a monthly wall magazine 'The Dawn'. The students contribute in good numbers for this magazine.

The press club and various literary societies of the college hold competitions in essay writing, story writing and poem writing. All these activities encourage the students to prepare and publish the material in the college magazine.

The Department of Youth Welfare, Panjab University has launched a magazine 'Jawan Tarang'. A prize winning short story of one of our students Mandeep Kaur has been published in it.

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

To encourage students' participation in the development of the institution and to address their grievances, the college has a Students Welfare Council. The students who are outstanding in different fields such as Academics, Sports, NCC, NSS, Youth Services, Cultural Activities, Press Club etc., are nominated as its members. Meetings of the council are held in which the students give feedback on curricular aspects, improvement of the infrastructure, facilities and other student related issues. Council members take active part in all the functions of the College and help to organize them under the guidance of the teachers.

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

The students represent some of the academic and administrative bodies of the institution like Students Welfare Council, Library Committee, Amalgamated Fund Committee etc.

They are also nominated as sub-editors to various sections of the college magazine.

The students are made members of organizing committees of clubs and departmental societies.

One of our students, Mr. Tejveer Singh, as a representative of the students of all the affiliated colleges, was member of the fee revision committee of Panjab University. On getting feedback from the staff, the principal and his fellow students, he suggested the increase in Student Aid Fund from Rs. 100/- per head to Rs. 300/- per head. This increased the availability of funds for support to the needy students.

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

The institution has an Alumni Association. It occasionally organizes alumni meets. The old students keep visiting the college and interact with the head of the institution and the faculty. Some socially active alumni organize cultural functions, awareness campaigns and extension activities in collaboration with the institution. Some of our alumni give cash awards to outstanding sports persons and meritorious students. The college has instituted scholarships for meritorious students with the contribution of alumni, which amounts to about Rs. 67,000/-.

The former faculty is invited during college functions and retirement parties. Some of them are re-employed as guest faculty.

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 Institutional Vision and Leadership****6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

The institution was set up with a broad vision to open the doors of higher education to the common people living in this small town and the rural interior for the mental, physical, moral and healthy growth of the masses.

The institution aims at the betterment of humanity at large.

For further details refer 1.1.1.

Established with a missionary zeal, the college aims at:

- Empowering the educationally backward and disadvantaged population of the area by imparting a liberal general education with special stress on the values of humanism, secularism and nationalism.

It strives for:

- spreading the light of knowledge;
- preparing the youth for the global job market by imparting the necessary skills and virtues;
- guiding them to be better human beings by imparting high moral and civic values through various activities;
- providing equal opportunities to all irrespective of caste, colour or creed;
- uplifting the downtrodden;
- empowering women;
- inculcating the spirit of nationalism and universal brotherhood;
- promoting and achieving excellence in education in terms of quality and inclusiveness.

The mission statement wholesomely reflects the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, its traditions and value orientation. The institutions missionary zeal and nationalist spirit to serve the society, through the doors of higher education, is very much evident in the mission statement.

The institute's mission statement aims at catering the needs of the society. It strives to impart quality education to the youth, belonging to all sections of the society of the small town of Doraha and the surrounding areas, especially rural and; for contributing to build up a knowledge society; for guiding the youth to be better human beings by imparting high moral and civic values through various activities; for inculcating the spirit of nationalism and universal brotherhood; for inculcating the spirit of excellence and global competencies among youth. It is evident that the institution strives for inclusive growth of the society.

The institution has set up certain traditions. It is known to provide quality affordable education. It provides liberal financial aid to the needy students. It not only functions to inculcate a value system among its students but also practices the same in its day to day functioning.

It has a transparent delivery system in all spheres- academic as well as administrative with participative decision making.

Organizing and promoting cultural activities and ensuring active and massive participation of the students in these has become the forte of the institution.

Besides having a student friendly atmosphere, strict discipline is maintained in the institution which leads to a congenial academic atmosphere.

Students are free to share their grievances with the teachers and the principal- both at the collective or individual level.

Catering to the local needs, an innovative separate girl's wing has been set up, which though being a part of the college, functions as an independent entity in itself, where the female students are at ease to receive education, especially in the arts stream.

To facilitate and promote education among women, the college has arranged transport facility with private participation. Girls of more than 150 villages and small towns commute daily by this means. All these steps are fully focused towards its primary objectives of empowering women, especially those from rural areas.

Above all, the institution has fully imbibed the philosophy of Guru Nanak endowed with values such as social justice for all, gender equality, uplifting the downtrodden, especially women, apart from spreading the message of universal brotherhood. It plans its extension activities and outreach programmes to supplement its academic activities in addressing the needs of the society and promote its traditions and value orientation.

To achieve excellence and equip the youth with global competencies, the institution keeps on introducing new courses. During the last five

years, courses related to Social Sciences, Basic Sciences, Management & Commerce and ICT have been introduced. In addition to these, skill based career-oriented add-on-courses are regularly being introduced. A few short term courses in non-formal mode are also being offered.

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

The management functions through its executive which is an elected body. It has the principal as ex-officio member and three elected staff representatives as its members. All major policy decisions as introducing of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/step ups of teaching and non-teaching staff, passing of the budget etc. are taken by the executive. The Management, Principal and the Faculty often interact with each other formally as well as non-formally.

The principal ensures the implementation of the policy decisions of the management. He also puts before the management any new communication/decision of the government/university and matters related with the college for approval wherever needed. He provides and shares regular feedback about the institution with the office bearers of the management.

The principal designs and implements quality policy and plans regarding academic and day-to-day administrative affairs with the help of an advisory committee which comprises of senior teachers. He also interacts with the heads of the departments and the office staff to discuss policy and plans. Suggestions of the management or other stake holders are shared and taken care of while planning.

The principal often holds meetings with the teaching and office staff for sharing policy and plans and their implementations. He also gets feedback and suggestions from them.

Deans of Academics, Sports, Extension Activities, Co-Curricular Activities, Alumni Association, Students Welfare and Registrar of Examinations help to plan and implement the policy and plans. The Deans and the Registrar are members of the Advisory Committee mentioned above.

All the decisions are implemented through various administrative and academic committees, the departments and tutors. These are headed by senior teachers as conveners, heads and senior tutors.

A number of committees like Building Committee, Amalgamated Fund Committee, Discipline Committee, Library Committee, Research Committee, Placement Cell, Career Guidance and Counselling Cell, Special Cell for Prevention of Sexual Harassment of Women Employees and Students, Committee for Prevention of

Ragging, Purchase Committee, Examination Committee, Canteen Committee, Audio-Visual Aids Cell, College Computerization Committee, Sports Council, Campus Beautification Committee, Admission Committees, Time Table Committee, Organizing Committees for functions and events, Committees for preparation and participation of teams for youth festivals etc. have been constituted for the implementation of the policies and plans.

6.1.3 What is the involvement of the leadership in ensuring:

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

As mentioned in 6.1.2, the Management under the leadership of the President and the Secretary take policy decisions as starting of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/step ups of teaching and non-teaching staff, budgeting etc. They keep a close watch on the developments in the institution and provide guidance through the head of the institution. They receive information from the principal and other stakeholders about the performance of the institution and the staff. They often interact with the principal, staff and the students.

The head of the institution ensures that policy statements and action plans are implemented with the help of the faculty.

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?

There is a well-defined and efficient mechanism to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time. As mentioned in 6.1.2, committees are constituted to carry out different jobs/tasks/activities. Even the students are represented on some of them. Meetings of the committees/ departments are regularly held to plan the implementation of various tasks/activities. The principal often holds meetings of the Advisory Committee and the Staff to monitor, evaluate and ensure the implementation of the policy and

plans. In addition to these, meetings of conveners of various committees are also held from time to time for specific purpose.

The deans and conveners co-ordinate and monitor the work of the committees falling under their jurisdiction. They hold meetings of the staff associated with them. Sometimes such meetings are held under the chairmanship of the principal. They report the progress of the activities to the principal.

The principal presents the annual report at the time of convocation and annual prize distribution function every year. The annual report is also published in the news section of the college magazine. The principal gave a presentation to the members of the management during its general body meeting on 17th August, 2012. Through this presentation, he provided complete information regarding the financial resources generated, donations/grants received, new courses started, expenditure on various developmental projects, infrastructure created and renovated, financial aid / scholarships provided to the students, grants received under various UGC schemes, equipment purchased, special programmes like remedial classes and coaching for entry to service, student strength, results of the college, sports activities and achievements, cultural activities organized and achievements etc. from the session 2006-07 to 2011-12. The members of the management gave their suggestions and appreciated the achievements of the college and congratulated the principal, staff and students for these achievements.

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

In addition to the role of the top management as explained in 6.1.2, it also provides academic leadership to the faculty as follows:

- The representatives of the top management often, formally and non-formally, interact and hold meetings with the faculty.
- The top management readily sanctions long leave or Ex-India leave that is sought by the faculty for further studies or to attend seminars/conferences etc.
- It also motivates the faculty and sometimes honours them as well.
- The decisions like implementation of the revised pay scales or career advancement are taken without delay.
- It encourages the head of the institution to frame and implement policies and plans that improve academic atmosphere.
- Office bearers of the management are actively involved in discussing and planning the future requirements of the infrastructure, new courses to be started, the financial needs and possible sources to meet them, organization of extra-curricular

activities, dignitaries to be invited for college functions, the progression of the students, areas which need improvement etc. with the principal and the faculty.

In addition to the role of the principal as mentioned in 6.1.2 he provides academic leadership in the following ways as well:

- Budgeting and monitoring inflow and outflow of funds
- Planning the introduction of new courses
- Encouraging the introduction new teaching technologies
- Planning reports and projects for UGC funding
- Recruiting of faculty
- Planning the organization of various academic and co-curricular activities as seminars, extension lectures etc.
- Distributing work among various constituents of the institution
- Coordinating with various committees formed for the smooth conduct of academic, co-curricular and extra- curricular activities
- Planning infrastructure as per the requirement and changing needs
- Receiving feedback and taking corrective measures suggested there in
- Maintaining discipline and congenial academic atmosphere in the college
- Monitoring the academic and administrative activities
- Planning and organizing extra-curricular activities and outreach programmes

6.1.6 How does the college groom leadership at various levels?

The college strives to groom leadership among its staff as well as students. It promotes active participation of the faculty in all its academic and administrative planning and execution. The concept of participative decision making and decentralization is followed to the best of its practicability.

The teachers are given independent responsibilities as Heads, Deans and Conveners. They are involved in planning and execution of various tasks under the guidance of the head of the institution and cooperation of the teachers associated with them.

Senior most teachers in each subject work as the heads of their respective departments. They coordinate the day to day functioning,

distribution of workload, plan unitization of syllabus, student activities, allocation of projects, appointment of paper setters for house exams, recommend the appointment of internal examiners for practical exams, plan tours, arrange extension lectures, organize seminars/conferences, recommend admission of students to their respective departments and purchase of books, equipment, lab material etc.

The teachers constitute various academic and administrative committees which are headed by senior teachers as Deans/Conveners. Middle order teachers are associated with them as Co-Deans/Co-Conveners. Depending on the interest and capability, sometimes even junior members of the faculty are assigned independent tasks.

Members of the faculty are also encouraged to participate in decision making at the level of the affiliating university by seeking membership of its bodies like Boards of Study, Faculties, Academic Council and Senate.

Relying on the leadership qualities and organizing ability of the faculty, the institution readily accepts the challenge of organizing events like zonal and inter-zonal youth festivals of the university. The college has organized five such festivals during the last eight years.

The college promotes leadership skills in the students in the manner given below:

- The college has a student welfare council in which the students who have excelled in the field on academics, cultural, co-curricular activities, sports, extension activities as NSS, Youth Club, NCC, Press Club etc. are given adequate representation. These chosen ones represent the students of the college and confidently bring forth the problems and rectifications where ever needed.
- The students participate as volunteers in the organization and conduct of various academic, co-curricular and extra activities organized by the college from time to time.
- The students act as sub editors for the various sections as English, Hindi, Punjabi, Planning Forum, Science and News Section of the annual college magazine 'UDAR'.
- Students attend camps organized by NCC, Youth Welfare Department and Guru Gobind Singh Study Circle.
- Lectures on personality development are organized

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 functioning of the institution is democratic and decentralized. All major decisions regarding the internal day-to-day administration are taken by the Statutory Advisory Committee. Meetings of the general body of the staff are held as per requirement. The conveners of various committees, deans and heads plan and implement the decisions of the advisory committee, along with the other members. Once the responsibilities are fixed, it is upto each committee to plan and complete the assigned jobs. The committees and deans are encouraged to come forward with new plans and ways to implement them.

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

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

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

The college promotes a culture of participative management at different levels. For details refer 5.3.6. and 6.1.2.

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 frames a quality policy on session to session basis focused towards achieving excellence in all spheres.

The quality parameters are discussed in the Advisory Committee. The performance of the previous session is evaluated and corrective measures are chalked out wherever needed. A staff meeting at the beginning and end of each session is held for this purpose. Sometimes the representatives of the management also participate in it. The faculty is made aware of the policy, shortcomings of the previous session are pointed out and corrective measures for the new session are taken.

The policy is deployed through the various departments/committees.

The implementation of the policy is reviewed from time to time and corrective measures are worked out even during the course of the session.

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

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

It has been prepared keeping in view the introduction of new courses; expected increase in enrollment; further expansion of existing infrastructure like laboratories, class rooms, seminar rooms etc.; development of modern sports infrastructure; improving learning resources like developing a new modern library to cater to future needs and enhancing the use of technology in teaching learning process etc.

6.2.3 Describe the internal organizational structure and decision making processes.

All major policy decisions are taken by the executive of the Managing Board.

The head of the institution coordinates the activities of the institution with the governing body, local administration, government, and the University.

All major decisions regarding the internal day-to-day administration are taken under the leadership of the principal by the Statutory Advisory Committee.

The institution plans and co-ordinates its activities with the help of conveners of various committees, deans, coordinators, senior tutors and heads of departments.

Different tasks/jobs/activities are entrusted to different committees (Refer 6.1.2). The committees meet regularly to carry out various tasks. The deans/ coordinators/ senior tutors co-ordinate and monitor the work of the committees falling under their jurisdiction.

Conveners/ deans/ coordinators regularly report the progress of the activities to the principal. Meetings of the conveners/deans are held whenever required under the chairmanship of the principal.

The committees and deans implement the decisions along with the other members of the committees. Once the responsibilities are conveyed, it is upto each committee to plan and complete the assigned jobs. The committees and deans are encouraged to come forward with new plans and ways to implement them.

A senior teacher has been appointed as Bursar of the college. He scrutinizes and authenticates all the bills, vouchers, cash memos and cash books. All payments are released only after his authentication.

The teaching departments have partial autonomy. The heads of the departments coordinate the departmental activities. The departments decide on their own about the distribution of work among themselves. They purchase books and equipment after financial sanction from the head of the institution. The departments also plan and organize seminars, workshops, extension lectures, co-curricular activities, tours, trips, field work etc. They make their own teaching plans and unitization of syllabus. They allocate projects, organize remedial classes, arrange extra classes, adjust teaching schedules, adjust lectures within their departments, monitor progress of their students, review coverage of course content etc.

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

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

The quality improvement strategies of the institution are as follows:

Teaching & Learning:

- New courses are introduced from time to time.
- Emphasis is laid on faculty improvement by organizing seminars, conferences, workshops, extension lectures and encouraging teachers to attend such programmes.
- Teachers are encouraged to improve their qualifications.
- New teaching technologies are being introduced and their use is being encouraged.
- Consistent efforts are being made to make teaching learning student centric by involving them in surveys, projects, seminars, debates, writing competitions, industrial training, presentations, mock elections, visits etc.
- Library and learning resources are being updated. The college plans to construct a new spacious modern library.
- More smart class room facilities are being created.
- A software based computerized system has been evolved to monitor the progress of the students.

- The progress of the students is closely monitored and corrective/remedial and/or motivational measures are taken.
- Remedial classes and other measures like providing simplified notes and study material in vernacular language for slow learners as well as where sufficient material is not available, is a regular feature.
- Advanced learners are given challenging tasks and assignments. They are also provided extra study material.
- Extra lectures are provided in some subjects like English, Mathematics, and Financial Accounting.
- Syllabus is unitized.
- Meritorious students are given awards, prizes, scholarships and financial aid.
- The performance of teachers is regularly monitored and corrective measures taken wherever necessary.

Research & Development:

- Teachers are encouraged to attend seminars/ conferences/ workshops.
- They are encouraged to submit proposals for research projects.
- Budgetary provision is made to promote research. As most of this amount remained unspent, a strategy has been worked out to optimise its use.
- To inculcate research aptitude the students are involved in surveys, industrial training, mock elections, election surveys, presentations, seminars etc.
- Seminars/conferences/workshops are organized by the college for the benefit of students and faculty.
- Library and learning resources are regularly updated.
- Computer facility with internet has been provided.
- Leave of different kinds is sanctioned to the teachers to carry out research.
- Eminent scholars/researchers are invited to deliver extension lectures for the benefit of students and teachers.

Community Engagement:

For community engagement the institution works on many strategies like:

- Organizing outreach programmes like awareness campaigns, medical check-up camps, cleanliness drives, tree plantation etc.

in rural areas, slums and the town through the activities of NSS, Youth Clubs and departmental clubs/societies.

- Collaborating with NGO's, Clubs, other institutions, hospitals, social workers, government departments, panchayats etc.
- Inviting people of the area during youth festivals, cultural programmes, live concerts and shows etc.
- Organizing competitions in hockey, declamations, poster making etc. for school children
- Organizing vocational training/skill development programmes in collaboration with other organizations like Guru Nanak Polytechnic college, Ludhiana and Department of Life Long Learning, Panjab University, Chandigarh
- Arranging extension lectures by inviting experts from Punjab Agricultural University, Ludhiana in the field of dairy farming, horticulture, modern agriculture, beekeeping, agro-forestry, floriculture etc.
- Making campus facility available to the people for walks, games, yoga and gym for exercise etc. The *Yog Sansthan*, Doraha organized a 3 day *shivir* in the college. Army units stationed at Doraha often use the play grounds. They also helped us in leveling of the ground by providing heavy machinery for the same.
- Regularly organizing Blood Donation Camps during which NGO's provide refreshment to the blood donors.
- Collaborating with Hospitals/ Clubs/ social organizations for organizing medical check camps and eye camps for the students, staff and the people of the area, where even free medicines are disbursed.
- Arranging doctors and experts from renowned hospitals of the area to deliver extension lectures for the benefit of the staff, students and the people of the area.
- Providing the campus and infrastructure like Hall, Seminar Room and computers to be used by the local departments of the government for training programmes, census related activities, public welfare activities and conduct of elections.
- Organizing seminars on social issues where representatives of stakeholders are also involved.
- Providing counselling to school pass outs in the town and surrounding villages.

For further details refer 1.3.4, 3.6.6 and 3.6.8.

Human Resource Management:

- Regular appointments are made strictly according to the laid down norms and procedures. External experts are also sometimes invited to select contractual/adhoc teachers.
- Good teachers working on contractual/adhoc basis are reappointed session after session.
- Duties and responsibilities are distributed among teaching staff. Various committees for specific jobs are constituted. The functioning of the committees/departments is regularly monitored by the conveners and also by the head of the institution.
- Office staff has been assigned specific duties/work. Their performance is monitored by the Office Superintendents and the Principal.
- Arrival and departure times are marked by the staff in the attendance register.
- Biometric attendance has been introduced for adhoc/contractual staff.
- Self-appraisal, API proformas and ACR's are used for increments, career advancement (CAS), promotions and step-ups.
- The class four employees have been given specific duties for performing daily chores in the library, gardens, labs, class rooms, offices and other places. Their work is monitored by the office superintendent, senior teachers and the Principal.
- Office staff has been trained in the use of computers.

Industry Interaction:

- The institution interacts with industry for training and placement of students.
- People from industry occasionally visit the institution to provide career guidance and counseling to the students.

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

The head of the institution provides adequate information gathered from feedback and personal contacts to the top management during personal meetings with the office bearers and meetings of the executive committee and general body.

He conveys it to the faculty through staff meetings.

This information is shared with the students through the faculty and by the head of the institution during his address to the students at the time of functions and assemblies.

These are shared with the parents during their occasional visits to the college and during parent teacher meetings held in some classes.

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

The management encourages and supports the involvement of the staff in improving the effectiveness and efficiency of the institutional processes in following ways:

Timely increments / Career Advancement /Step Ups are given to all the employees.

The management recognizes the services rendered and contribution made by the staff towards the development of the college. It honours the members of the staff from time to time, especially, during college functions held immediately before retirement of the employees for their contribution to the college.

Farewell parties are arranged on the day of the superannuation of the members of the staff.

The class four employees are provided uniforms every year.

Retiral benefits like EPF, CPF, Leave Encashment and Gratuity are paid as per norms.

Medical Allowance / ESI facility is extended to the staff as per norms.

If the work is satisfactory the contractual/adhoc staff is reappointed session after session.

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

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

Date of Meeting: 27th September, 2013

Resolution Passed:

- Authorization to the Principal to file replies to civil writ petitions in cases related to employees and file CWP's to get pending grants released by the government.

Date of Meeting: 2nd December, 2013

Resolutions Passed:

- Service Matters of employees.

- Confirmation of Ms. Sonia, Assistant professor in Chemistry and Mrs. Kulwinder Kaur and Mrs. Nidhi Saroop, both Assistant Professors in the subject of Sociology.
- Extension of probation of Ms. Ravneet Kaur, Assistant Professor in Computer Science.
- Approval of grant of increments for Ph.D. degree to Dr. Kuldip Singh.
- Election of executive committee.

Date of Meeting: 26th February, 2014

Resolutions Passed:

- Approval of the expenditure incurred on construction of class rooms, ramp, toilets and the purchase of equipment with UGC grant.
- Performance of the institution, during the session, discussed and appreciated.

Date of Meeting: 18th March, 2014

Resolutions Passed:

- Approval of budget for the session 2014-15 of the college.
- Confirmation of Mr. Rampal, Assistant Professor in Music.

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

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

The institution has opted for accreditation. We feel that during the process of preparation of the report and its aftermath, we will be in a better position to analyze and apply for autonomy.

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 institution has mechanisms to analyze and redress grievance of different sections of its stakeholders.

- There is a grievance redressal cell for students. The students freely approach their teachers and the head of the institution to convey their grievances. Sometimes collective representations are also received. The members of the grievance redressal cell analyze and promptly act to redress the grievance. The head of the institution handles the issue himself or refers it to the concerned

teachers depending upon the nature of grievance. The Incharge Girls Wing receives and redresses the grievances of the girl students.

- Suggestion boxes have been placed at a few places in the college for the students to drop any of their suggestions/grievances into them.
- The college has a cell headed by a senior woman teacher to deal with the evil of sexual harassment of women at the work place.
- The issues of academic nature are dealt by the principal or the senior teachers. Such issues are also discussed in the meetings of the advisory committee, specific committees and staff.
- The executive of the management has three elected staff representatives as its members. They ensure that the staff related issues are taken care of.
- The employees are free to make representations to the management through the principal regarding the issues concerned with service matters.
- There is a provision, for the employees, for appeal to higher authorities such as the DPI/Panjab University etc. The state government has also constituted a tribunal for this purpose.
- Parents convey their grievances to Principal, In-charge Girls' Wing or the teachers.

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

During the last four years, four court cases have been filed by the institution and two against it.

Cases filed by the institution are mainly against the state government for release of pending grants under the 95% grant in aid scheme, reimbursement of fee of the SC category students by the government and reimbursement of the governments share of retiral benefits like gratuity, leave encashment and Contributory Provident Fund on gross salary that have already been paid by the management in the case of members of the staff who were working on posts covered under 95% deficit grant in aid scheme. All of these cases have been decided in the favour of the institution.

The cases filed against the institution were mainly regarding payment of Provident Fund on gross salary, payment of leave encashment against privilege leave and payment of arrears of revised pay scales etc. The decisions of the Honourable Punjab and Haryana High Court are pending.

Some superannuated employees have also filed cases against the

government to implement pension gratuity scheme.

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

The institution has a mechanism for analyzing student feedback on institutional performance. The students of the outgoing batches give their feedback through feedback proformas. These are analyzed by the senior teachers and the head of the institution. Such feedback is also received through day to day interaction of the students with the staff and the principal. Feedback is also received through suggestion boxes. The students readily approach the principal and convey their grievances.

Appropriate action is taken in teacher related issues. The teachers are counseled by the principal or through the senior faculty of the department. Contractual/Adhoc teachers have even been relieved in the middle of the session depending upon the feedback. On the basis of feedback some such teachers are not reappointed during the following session.

Prompt action is taken in cases regarding infrastructure, cleanliness, water facilities, canteen, discipline etc.

The feedback regarding introduction of new courses is conveyed to the management.

The feedback regarding curriculum is conveyed to the different boards of study of the university through the faculty.

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 academic, intellectual and professional growth of the teaching and non-teaching staff is high on our agenda. The institution believes that it is, by far, the most critical factor affecting the health of an institution.

The college encourages the teachers to avail every opportunity that leads to their academic growth and professional advancement.

Following steps are taken to enhance the professional development of the teaching staff:

- i. Central computer facility with broadband/ leased line internet has been provided for the use of faculty.
- ii. Training sessions are organized for faculty improvement in the use of ICT. We have been organizing such programmes every session for the last seven years, especially in the preparation of computer aided presentations and their use. Training sessions to

- use teaching gadgets and equipment available in the college have also been conducted.
- iii. Lectures have been arranged to demonstrate the use of different technologies used in the preparation of presentations and teaching-learning packages.
 - iv. Faculty is encouraged to participate in seminars, workshops, faculty improvement programmes, conferences organized by other institutions. They are granted duty leave to do so. Financial support to attend such programmes is also provided sometimes. Many of our teachers have presented papers as well.
 - v. The institution also organizes seminars/conferences and extension lectures for the benefit of faculty and students.
 - vi. Grant under Faculty Improvement Programme is availed for the faculty. The institution grants leave for such pursuit.
 - vii. Faculty members are granted permission and leave of various kinds for improvement of qualifications and to carry out research activities.
 - viii. Books are purchased on recommendation of faculty for their studies and research.
 - ix. Faculty is encouraged to publish books and articles in addition to research papers.
 - x. Faculty is encouraged to apply for research projects.
 - xi. The faculty has also attended camps related to youth welfare and NCC.

For the non-teaching staff the institution conducts training programmes in the use of computers. All of the members of the office and library staff are capable of handling computers.

The staff has also undergone training conducted by the affiliating university in the use of computerization of students data related to registration, examination and internal assessment submitted to it.

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

The institution has adopted strategies for faculty empowerment through training, retraining and motivating the employees.

Staff meetings are held to motivate the faculty and make them aware of the recent developments in teaching technologies, UGC regulations regarding requirements for career advancement, monitoring students' progression, need to attend slow learners and advanced learners, etiquettes and qualities of a good teacher etc. They

are also motivated to carry out research work, adopt new teaching technologies and make use of library and e-resources.

Training sessions in the use of ICT; preparation of computer aided teaching material; use of teaching aids like projectors, interactive boards visualizers etc. are organized year after year.

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.

A system of self-appraisal is in force. The teachers fill up the proforma every year at the end of the session and the head of the institution validates it and uses it to write the ACR's.

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

The UGC recommended Regulations regarding Academic Performance Indicator (API) based Performance Based Appraisal System for appointments, promotions and Career Advancement of teachers. The state government and the affiliating university have adopted the same. These regulations are being followed by the institution.

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

The teachers are appraised by the head of the institution about the feedback received through different sources wherever needed and necessary counselling is provided. It is also conveyed through the senior faculty at times.

The performance appraisal reports are reviewed by the principal and the cases for career advancement/step ups are recommended by him to the management. The management takes decisions accordingly as per rules.

The Principal also writes the ACR's on the basis of the performance appraisal reports and his personal observations and feedback received from different quarters.

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

Various welfare schemes are as follows:

- Retiral benefits like leave encashment, gratuity and Contributory Provident Fund are provided to the staff as per rules.

- Loan facility for, different purposes, from PF accounts is provided.
- Decent farewell parties are organized for the staff at the time of superannuation.
- Medical aid is provided when needed during working hours.
- Medical Allowance / ESI facility is available to eligible employees.
- Dresses are given to all the Class-IV employees every year.
- Residential facility has been provided to the Head of the Institution, some teaching staff, especially women and some Class-IV employees.
- Subsidized electricity facility is provided to Class-IV employees working on contract basis.
- Fee concession/financial aid is provided to wards of Class-IV employees, studying in the college.

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

Excellent working conditions and academic atmosphere are the strength of the institution. Job satisfaction is utmost important to retain quality staff. The institution provides enough freedom to the staff to grow and excel. The staff is paid salaries well in time. The institution is one of the first few colleges that have implemented the revised pay scales both as per pay revision in 1996 as well as in 2006. Retiral benefits are being paid regularly. The academic and administrative atmosphere is such that people enjoy working here. The management and the staff have a very cordial relationship. The faculty of the institution is satisfied with the management and functioning of the institution to the extent that two of our teachers were selected as lecturers for government service. They did not opt to join the same. One of them came back even after working in a government college for six months. Most of the contractual staff prefers to continue year after year.

6.4 Financial Management and Resource Mobilization

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

The institution has evolved a mechanism to monitor effective and efficient use of available resources. The governing body passes the budget every year. The accounts are regularly monitored. Monthly balances in various bank accounts are accessed and adjustments and corrections in the expenditure are monitored on monthly basis by the

accounts branch and the head of the institution. The head of the institution keeps a close watch on the inflow and outflow of funds and also monitors the requirement and availability of funds for various developmental projects and activities of the institution and keeps the management well informed about it. He plans the expenditure with the help of the staff and in consultancy with the management.

The principal gave a presentation to the general body of the managing board regarding the income generated from different sources, expenditure incurred on various head like salaries, buildings, maintenance, computer hardware and software, teaching aids/gadgets, maintenance etc. from the year 2006-07 to 2011-12. Annual budget is also passed by the management. Approval of expenditure is also sought from the management from time to time.

The accounts of the college are audited by a qualified Chartered Accountant. A senior teacher of the college has been appointed as the bursar. He authenticates all the financial transactions.

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

The accounts of the institution are regularly audited. The bursar scrutinizes and authenticates all the bills, vouchers, cash memos and cash books. He ensures that the proper purchase procedures are followed before every payment.

The college has employed a qualified Chartered Accountant. The accounts of the institution are regularly audited by him. He scrutinizes and prepares annual income/expenditure statements and balance sheets.

The income tax department has also scrutinized the accounts of the college. The college has been granted exemption from payment of Income Tax. Exemption has been allowed under Section 80-G on donations made to the institution and exemption under section 197 (2) from TDS on interest earned on bank deposits.

In addition to this, the pre-audit cell of the Punjab Government admits the claims for grants receivable under the grant in aid scheme every year. The Government also gets the post-audit done by its department as well as the Auditor General, Punjab.

The last audit by the Audit Department, Punjab Government was done upto the year 2009-10 the translated copy of the same is reproduced as Annexure - XII.

Audit by Auditor General has been done upto the year 2010-11. A copy of the report of the same is attached as Annexure - XIII.

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

The fee/funds collected from the students form a major source of revenue and income.

The deficit is partly met by the grant received from the Punjab Government under the 95% deficit grant in aid scheme.

The institution is also recognized under 2f and 12b by the UGC and gets grants for various schemes of the UGC.

The college makes efforts to generate additional financial resources through donations, grants, miscellaneous income etc. as explained in 6.4.4.

For audited income and expenditure statements of the previous four years refer Annexure – XIV (A, B, C, D).

The reserve fund/corpus available with the institution as on 31st March, 2014 is Rs. 1,70,80,243/- as bank balances, FDR's, Endowments etc. In addition to this, Rs. 74,21,051/- is receivable from the Punjab Government as pending grant under 95% grant in aid scheme and Rs. 26,95,951/- as reimbursement of fee of the S.C. 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).

To begin with, most of the infrastructure of the institution was built with the help of donations collected by the managing board. It has been receiving donations every now and then for general purpose as well as for specific projects. A significant amount was donated, during the years 2003-2005, by the family of the founder president Late. Dr. Ishwar Singh, for the construction of a Multipurpose Hall in his memory. An amount of Rs. 25,55,000/- was received for this purpose.

Resources have also been mobilized from political leadership, government agencies, religious organizations etc.

Revenue/income is also generated through rent of the college canteen, the building rented to a nationalized bank and from miscellaneous sources.

Some amount is also generated from the people who use the college grounds and gym for walk and exercise. This amount is used for the upkeep and maintenance of the grounds.

Table showing amount and sources of income generated during the last four years:

Source	2010-11	2011-12	2012-13	2013-14	Total
Donations	55000	90000	225000	-	370000
Discretionary Grant from Minister/ MP's	600000	200000	-	100000	900000
Grant in Aid	5714916	7828097	17316784	11948435	42808232
UGC	4345300	1470000	2385000	35000	8235300
Fee/Funds	23907568	28153396	31742913	28952840	112756717
Misc.	186805	133403	288244	281717	890169
Total	34809589	37874896	51957941	41317992	16,59,60,418

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- 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?
- How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
- Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
- How do students and alumni contribute to the effective functioning of the IQAC?
- How does the IQAC communicate and engage staff from different constituents of the institution?
 - Though the institution established an Internal Quality Assurance Cell (IQAC) in the year 2009, most of policy decisions are taken by the executive of the management and the advisory committee as explained in 6.1.2.

- b. All academic decisions are taken and implemented by the principal and the staff. The management is informed about the activities carried out and policies being planned and implemented in the college. The approval of the management is sought wherever needed.
- c. The IQAC does not have external members on its committee. It has a retired principal of the college as one of its member and two representatives of the management, in addition to the principal and senior teachers.
- d. Students are represented on some committees of the college. They also provide feedback which is useful for improving the functioning and the facilities provided by the institution. The students are actively involved in organizing functions and extension activities.

The alumni provides feedback and are helpful in organizing extension activities. It has also contributed some funds which are used to encourage meritorious students and sportspersons.

- e. The staff from different constituents of the institution are communicated and engaged through meetings and notices/communiqués by the principal.

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

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

For further integration, the institution has a software. This software is helpful in admissions and collection of fee; maintaining a complete record of student profile and student attendance; monitoring students progression on the basis of house and annual examinations; calculation of internal assessment etc. A module for online tests has been incorporated into it which will be used during the ensuing session. Admission forms are received on-line.

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

The staff is provided training for effective implementation of Quality Assurance Procedures. For details refer 6.3.1 and 6.3.2.

As a result of this training, almost the entire office staff is capable of operating computers and software.

Most of the teachers can use computers and many of them can handle gadgets/equipment for presentations. Teachers have started preparing computer aided presentations.

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?

Though no formal Academic Audit has been done, the institution reviews its performance, activities and procedures from time to time.

Significant inputs regarding external reviews is available from the observations of the inspection teams of the university that visit the college almost every year for extension of affiliation.

The process of preparation of the SSR for NAAC is in itself a very good source of self-appraisal.

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

The requirements of the relevant external quality assurance agencies/regulatory authorities like the affiliating university, UGC and Punjab Government are being adequately met. For this, following steps are taken:

- Proper procedures are adopted for appointment of teachers.
- Staff is encouraged to attend faculty development programmes.
- Organizing seminars/conferences/extension lectures is a regular feature.
- Library and learning resources are regularly updated.
- Infrastructure is regularly added, updated and repaired/renovated.
- The staff has been trained to handle the software provided by the affiliating university for submission of student returns, internal assessment, practical awards and examination forms.
- Laboratory equipment is added and maintained.
- Computers, hardware and software are regularly added and upgraded.
- Leased line and broadband internet connectivity has been provided.
- Reservation Policy of the State Government and Admission Guidelines and Academic Calendar provided by the affiliating university are strictly followed.

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

The teaching learning process is reviewed through following mechanisms:

- Regularity and attendance of the students in classes.
- Participation and performance of students in co-curricular activities.
- Performance of the students in the class and house exams.
- Performance of the students in the annual exams.
- Feedback from students and parents.
- Feedback from employers.

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

The institution communicates its quality assurance policies, mechanisms and outcomes to various internal stakeholders through staff meetings; meetings of the management; presentations by the head of the institution to the management; annual report of the head of the institution; prospectus; college magazine; address of the members of the management, principal and teachers to the students during functions and assemblies etc.

External stakeholders are kept informed through the college website; press releases and advertisements published in the leading dailies from time to time; visit of students and faculty of other institutions during functions like youth festivals; guests and dignitaries visiting during functions; members of the inspection teams from the affiliating university; visits of our faculty to the schools of the area; visits of students and faculty to the people of surrounding areas during outreach and extension activities etc.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

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

No formal Green Audit has been done.

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

* Energy conservation

For energy conservation the institution has replaced almost all the lights with CFL bulbs.

The office and some of the class rooms have been restructured so that enough natural light is available.

* Use of renewable energy

The institution is installing a Solar Power Plant of 3 KW capacity. Its power supply will be used in the office during day time and for security cameras and lights at night.

* Water harvesting

Water harvesting is not practicable in the institution. However, rain water is used to recharge underground water.

* Check dam construction

N.A.

* Efforts for Carbon neutrality

For Carbon Neutrality the institution has taken the following initiatives:

- The institution has installed generator sets of 125 kva, 82 kva and 32 kva. The generators are used as per load requirement to conserve fossil fuel.
- The generators are properly tuned and serviced.
- Vermi-compositing unit has been set up to avoid burning of organic waste.

* Plantation

The institution has a lush green campus. About 900 trees and shrubs have been planted on the campus during the last eight years.

The institution organizes extension lectures for the benefit of society to promote tree plantation.

NSS unit of the college carries out plantation drives.

* **Hazardous waste management**

No hazardous waste is generated. Chemical waste generated in the Chemistry lab is drained with lots of water as per lab manuals.

* **e-waste management**

E-waste is disposed of by selling it to vendors for reuse.

7.2 Innovations

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

The institution always introspects and introduces innovations to achieve the aims and objectives of the college and achieve and promote excellence. In this pursuit, the college has introduced innovations in the fields like faculty development, teaching learning, evaluation, extension, governance and management, student support and progression and inclusiveness etc. during the last four years.

Some of these are as follows:

i. **Faculty Improvement Programmes:**

To keep pace with the changing times, the need to keep the faculty updated is the utmost priority of the institution. The faculty is encouraged to attend seminars/conferences/workshops/training programmes and other faculty development programmes organized by the universities and institutions of the region. During the last four years, 38 teachers have attended international and national conferences/seminars, workshops, training programmes etc. Together they have attended 306 such programmes during this time. The institution too organizes expert/extension lectures to enrich the faculty. During the last four years 33 such lectures were organized.

In spite of this, it was felt that the faculty needed special training in the use of ICT to update their knowledge and adopt technology to improve the teaching learning process. This basic training could not be received through research or subject related seminars/ conferences/ workshops.

It was decided to provide such training by the institution itself. This was accorded during the days when the house examinations were being conducted so that the teachers could spare 2-3 hours daily after their duties. This training was provided in the use of computers, e-mail and internet in the first stage. In the second stage, the teachers were trained in the preparation of computer aided presentations followed by training in the use of projectors and interactive gadgets. As this practice is being continued since 2006 most of the teachers can operate computers and prepare presentations, and some of them can handle gadgets as well.

Similarly a workshop was also organized in the use of SPSS software to acquaint the faculty in use of technology in Research in Social Sciences.

- ii. Monitoring the teaching learning process and student performance:

Majority of the students of the college belong to rural areas and other disadvantaged sections of the society. Many of them are first generation learners. They have a low motivational level and lack the urge to excel. It is quite challenging to bring them to the class rooms and make them deliver. Extra efforts have to be put in to reduce drop out or failure rate in exams. Some of them, especially girls, are however, quite serious about their studies. Both the categories of students need extra attention and regular monitoring.

The institution regularly monitors the teaching learning process as well as the performance of the students. With such a large number of students and variety of subjects/courses being taught, proper monitoring and analysis was not easy. To ensure proper monitoring and analysis of the teaching learning process and student's performance, a software has been procured that is designed according to the needs of the institution. It has been put to use during the session 2013-14. The staff is being trained to make its use more meaningful and vigorous.

This software is helpful in admissions and collection of fee; maintaining a complete record of student profile and marks obtained in qualifying exam; monitoring students progression on the basis of house and annual examinations; calculation of internal assessment etc. A module for online tests has been incorporated into it which will be used during the ensuing session. Admission forms are received on-line. Through this software complete record of the attendance at lectures is also maintained and monitored. The marks obtained and lectures attended in each subject are reproduced in the form of a letter to keep the parents informed about the progress of their wards.

- iii. The Post Graduate Department of Political Science organizes Election Surveys and conducts Mock Elections. During election surveys the students are involved in collecting response of the students who are taken as a sample of the voters. The results are analyzed and concluded by the students themselves under the guidance of the teachers. The students also conduct mock elections of the Presidents of India and USA. This helps the students to understand the procedures in a better way.

The post graduate students of Sociology are given assignments to conduct surveys in rural areas to collect data so as to train them in research methodology.

7.3 Best Practices

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

Best Practice - 1

1. Title of the Practice

This title should capture the keywords that describe the Practice.

Nurturing Talent and Empowering Youth through Art and Culture

2. Goal

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The practice is aimed at inculcating skills, creating awareness, sensitizing youth, developing personality, promoting art and culture and providing entertainment and lively campus experience by organizing youth festivals and live shows; and ensuring mass participation of students in cultural and extra-curricular activities.

3. The Context

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

The students of the institution are predominantly rural. They had few opportunities to participate in cultural and other extra-curricular activities and thus polish their personalities during their school life. They are not aware of the rich cultural heritage and diversity of the country. Some of them possess natural talent which is not exhibited due of lack of exposure and opportunities. Moreover such activities, if planned and executed well, are a very good means to create awareness about social, ethical and global issues and play an important role in building character and overall personality of the pupil. The institution believes that participation in these activities is a necessity for maintaining good health, channelizing the energies of the youth and keeping them away from the menace of drug addiction. Cultural activities also help the students to hone their skills in performing arts like music, dances and theatrical items.

4. The Practice

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

The institution encourages mass participation of the students in cultural and other co-curricular activities. It also organizes festivals, competitions, live shows by renowned artist and cultural programmes regularly.

The college provides ample opportunities to its students to participate in competitions related to dramatics, dances, music, debates, literary writing, fine arts, and heritage items.

A cultural programme in the memory of the founder president Dr. Ishwar Singh is organized on 31st August every year to give opportunity to as many students as possible. This helps in talent hunt especially amongst the new entrants.

The students of the college participate in a big way, in all the Zonal Youth and Heritage Festivals of Panjab University Chandigarh and bag outstanding positions reaching out for more brilliant positions at Inter-Zonal levels, National level or even Inter-national level. The university organizes intercollege competitions in 46 items spread over theatre, music, dance, literary, fine arts and heritage items. The college ensures the participation of its students in almost all of these. Besides this, a number of debates, declamations, quiz competitions, writing competitions etc. are also organized by various clubs and societies. Cultural programmes are often organized by the college in which a large number of our students participate.

The institution has organized two Inter-Zonal and three Zonal Youth Festivals during the last eight sessions. The faculty is talented, dedicated and hardworking. This encourages us to organize events like youth festivals and ensure participation.

Renowned artists like Sh. Satinder Sartaj, Ms. Jyoti Nooran and Ms. Sultana Nooran (renowned Singers), Pandit Tejendra Narayan Majumdar, (renowned Sarod player) accompanied by Ustad Akaram Khan (tabla player), Ustad Sahid Parvez (Sitar Wadak) and Mr. Karan Pangli (Dancer) have been invited to perform in the college.

Outstanding students, in these activities, are given fee concessions, financial aid and academic guidance. Outstanding performers are given scholarships/financial aid, awards and honours.

The college specifically has an open air stage and a multipurpose auditorium with a seating capacity of about 1800 persons for the realization of this practice.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

Students enthusiastically participate in cultural events. The institution participates in maximum number of events and the contingent of the college is one of the largest in zonal and inter zonal youth festivals.

The students have won prizes at intervarsity and even national level.

Organization of such events has helped the institution to improve organizing skills and team spirit, both among the students and the staff.

Many renowned personalities and artists have visited the institution as guests and judges during youth festivals.

The participating students, accompanists and faculty from about 190 institutions affiliated to Panjab University visit the institution during Inter-Zonal Youth Festivals and interact with the faculty and students. They often give us necessary feedback.

Youth festivals are the most remembered events of campus life by our old students.

Some students, good at music, theatre and dances, are attracted to the institution due to its glorious achievements in these fields. They also train their colleagues in their field of expertise.

Some students, who had no exposure to any such activity in their earlier life, have performed remarkably well e.g.:

- i. Ms. Sukhandeep Kaur joined the institution in B.A. programme. She was from a rural background. During the very first year of her participation, she won the best actress award in both the play and skit categories in the Inter-Zonal Youth and Heritage Festival of Panjab University. She opted for Music (Vocal) as an elective subject, participated and won prizes in music items and went on to pursue Masters in Music (Vocal).
- ii. Ms. Prabhjot Kaur, another girl from a humble background, won a number of prizes in the youth festivals during her stay in the college. Competing with the youth from about 190 institutions affiliated to Panjab University, Chandigarh, she won five prizes in different categories of competitions like folk and heritage items and mimicry at the Inter-Zonal level in 2013.

Many of our students have adopted music and theatre as their profession. Some of them have set up training centers, even abroad.

In addition to competing in cultural programmes, our students are invited to present their talent at a number of prestigious functions by different organizations and institutions like Panjab University, Doordarshan, Clubs and other organizations.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice in about 150 words.

Funds are required for training, participation and organization.

Coaches/Trainers are not easily available for some items.

Parents of some of the women students are reluctant to allow their wards to participate. Teachers have to convince them personally.

Best Practice - 2

1. Title of the Practice

This title should capture the keywords that describe the Practice.

Voicing the Concern of Vulnerable Sections of Society: Women, Farmers and Migratory Labour

2. Goal

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The institution aims at highlighting the plight of vulnerable sections of society especially, women, farmers and migratory labour and creating awareness among the youth and the society.

It also intends to empower the youth belonging to these sections by rendering all out help and support so that they can pursue higher studies. It also aims to provide guidance and advice to the farmers to adopt modern practices in agricultural and allied fields to enhance their means of livelihood.

3. The Context

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

The social evils like domestic and sexual violence against women and children, menace of dowry, female foeticide, eve teasing and drug addiction have cropped up at alarming proportions in the society, more so in Punjab.

The land holdings of farmers in Punjab have shrunk and are no more viable. This has led to indebtedness of farmers. Some of them are pushed to commit suicides, leaving their families helpless.

Punjab, especially Ludhiana, has a huge population of migratory labour from UP, Bihar, Uttar Khand, Rajasthan etc. Most of these people are working in the industry and are economically weak or belong to the lower middle class. Moreover they have to maintain their families back home.

The institution has a large proportion of students from rural areas. Most of the students are women and/or wards of farmers or migratory labour. The need to make them aware about their own problems and empower them is of utmost importance.

Recognizing the Institutional Social Responsibility (ISR) the college plans and focuses its extension activities and outreach programmes towards the above mentioned issues.

4. The Practice

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

The institution organizes a series of activities year after year to sensitize the society and create awareness among youth, general public and academic fraternity through extension and outreach programmes and seminars. The activities organized for this purpose are as follows:

- i. Rallies and awareness campaigns are organized in the town and surrounding villages to highlight the issues like female foeticide, dowry, gender discrimination, women empowerment, domestic violence against women, sexual harassment, drug addiction etc. along with other issues.
- ii. It organized a seminar on “Creating Awareness among Students Regarding Domestic and Sexual Violence against Women and Children” sponsored by College Development Council, Panjab University, Chandigarh on 5th March, 2014.
- iii. The college organized a UGC sponsored National Seminar on “Violation of Human Rights in Punjab - A Case of Peasant Suicides” on 22-23 January, 2011.
- iv. It organized a Seminar in collaboration with ICSSR North Western Region on “Violation of Human Rights of Migratory Labour in Punjab” on 12-13 March, 2011.
- v. It arranges extension lectures by inviting veterinary doctors and experts from Punjab Agricultural University, Ludhiana in the field of dairy farming, horticulture, agriculture practices, beekeeping, agro-forestry, floriculture for the benefit of students from agricultural background. Such lectures are often organized

in the villages or the farmers are invited to the institution for this purpose.

In addition to voicing the concerns, the institution attempts to empower these sections by facilitating higher education to women and the wards of farmers and migratory labour. Some of the efforts made by the institution in this pursuit are as follows:

- i. Keeping in mind the social inhibition of women education in co-educational institutions, a separate wing for girls with class rooms, labs, canteen, common room, girls hostel, women staff room, library facility, sports facilities etc. has been established within the campus. Some classes, exclusively for girls, are held in this wing. The girls from the co-education sections also move to the girl's wing during their free periods. Majority of our faculty members are also ladies.
- ii. Transport facility with private participation, has been arranged for girls.
- iii. Teams of staff members visit schools and families of girls, especially rural, or contact their parents telephonically to provide guidance and counselling before the admissions of the new session.
- iv. Guidance and counselling is provided by the faculty to the students belonging to these sections even at the time of admissions. Such students are suggested to choose programmes and elective options keeping in mind their educational background and performance in qualifying exams.
- v. Remedial and bridge courses are organized for them to enable them to make up for their deficiencies.
- vi. College timings are adjusted so that the students commuting from villages reach the college in time for their classes.
- vii. Liberal financial support is provided/ arranged to the students of all sections to the extent that not even a single student is turned back for economic reasons.
- viii. The fee is also charged in easy installments. Keeping their convenience in mind, the date for deposition of fee is often extended.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

The steps taken to sensitize the society through awareness campaigns, is a continuous process. Such activities are organized year after year, to focus on these and such like issues of social, regional, national, global and environmental concerns. Results though not noticeable,

definitely bring about a positive and constructive change in the perception of the society.

The seminars are organized to highlight the issues in the academic forums and sensitize the academia and NGO's to carry out studies with various parameters. These are also intended to create awareness among the students of the institution. The success of these activities can be gauged from the participation of stakeholders like renowned academicians, researchers, NGO's and representatives of the government and the targeted sections of the society as given below:

- a. In addition to renowned economists and social scientists, representatives of human rights organizations, farmer unions and farmers were invited to contribute to the seminar on "Violation of Human Rights in Punjab - A Case of Peasant Suicides".

The students and teachers of the institution and about eighty delegates from different institutes of the region participated in it. Sixty two of them presented papers.

- b. Representatives of NGO's, Human Rights Organizations, Labour Unions, migratory labour and government officials dealing with the migratory labour etc. were invited along with renowned researchers and experts from various universities and research institutes to share their views on "Violation of Human Rights of Migratory Labour in Punjab".

The students and teachers of the institution and fifty two delegates from different institutes of the region participated in it. Twenty nine delegates presented papers.

- c. Along with women activists, social scientists, literary personalities, legal experts deliberated on "Creating Awareness among Students Regarding Domestic and Sexual Violence against Women and Children"

The students and faculty from the college and forty five delegates from different institutions of the region participated in this seminar. Thirty seven of them presented papers.

As a result of the efforts made by the institution the proportion of female students in the institution has gradually risen. At present it is higher than that of the male students. During the session 2013-14 the number of female students was 999 (57.81%).

Similarly, the number of students from rural areas was 1232 (71.46%). Majority of them belong to the farming community or other disadvantaged sections.

There are a number of instances where the students, who had received guidance and support from the college, are successfully settled now.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice in about 150 words.

It is sometimes difficult to convince the parents, who due to social inhibitions are reluctant to send their daughters for higher education.

Such initiatives of creating awareness and empowering these sections can be taken up more vigorously if sufficient funds are available.

7. Notes (Optional)

8. Contact Details

Name of the Principal	:	Dr. Narinder Singh Sidhu
Name of the Institution	:	Guru Nanak National College
City	:	Doraha (Distt. Ludhiana)
Pin Code	:	141421
Accredited Status	:	Applying for Cycle 1
Work Phone	:	01628-257097
Fax	:	01628-256731
Website	:	www.gnncdoraha.edu.in
E-mail	:	gnncollegedoraha@rediffmail.com
Mobile	:	9872634537

E. EVALUATIVE REPORT OF THE DEPARTMENTS/PROGRAMMES

EVALUATIVE REPORT OF THE PROGRAMME: BACHELOR OF ARTS

1. Name of the Programme : Bachelor of Arts
2. Year of Establishment : 1974
3. Name of Courses offered :
 - i. Bachelor of Arts (B.A.)
 - ii. B.A. Honours in Political Science
 - iii. Add-on-Courses:
 - Certificate Course in Fashion Designing
 - Diploma in Fashion Designing
 - Certificate Course in Nursery Teachers Training
 - Diploma in Nursery Teachers Training
 - Advance Diploma in Nursery Teachers Training
4. Name of Interdisciplinary courses and the departments involved:
 - i. The subject of Computer Science is taught as an elective option by the faculty of the Department of Computer Science and Applications.
 - ii. The subject of Office Management and Secretarial Practices is taught as an elective option by the faculty of Commerce department.
 - iii. The subject of Mathematics is taught as an elective subject.
 - iv. The subject of Environment Education and Road Safety is taught as a compulsory subject by the faculty of Science Departments.
5. Annual/semester/choice based credit system :

Presently, Annual System is being followed. The affiliating university has decided to introduce semester system in all the UG programmes from the session 2014-15.
6. Participation of the department in the courses offered by other departments:
 - i. Departments of English and Punjabi are involved in teaching these languages as compulsory subjects in all UG programmes like B.Sc., B.Com., BBA and BCA.
 - ii. Department of Economics is involved in teaching the subject in B.Com., BBA and M.Com. programmes.
7. Courses in collaboration with other universities, industries, foreign institutes : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : N.A.

9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	4	4
Assistant Professors	27	27

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Department of Economics:					
Dr. Amandeep Kullar	M.Sc., Ph.D.	Assistant Professor	Micro Economics, Quantitative Techniques	14 years	N.A.
Ms. Ricky Bector	M.A., B.Ed.	Assistant Professor	Quantitative Techniques, Business Economics	1 year	N.A.
Ms. Gurpreet Kaur	M.A., B.Ed.	Assistant Professor	Indian Economy, Business Economics	1 year	N.A.
Department of English:					
Mrs. Amarjeet Kaur	B.A. (Hons.) M.A. (English)	Associate Professor	Modern Literature	29 years	N.A.
Mrs. Lovleen Bains	B.A. (Hons.) M.A. (English) M.Phil. B.Ed.	Assistant Professor	Indian Writing in English	19 years	N.A.
Mrs. Reena Sharma	M.A. (English) B.Ed.	Assistant Professor	European Classics & Linguistics	3 years	N.A.
Ms. Rupinder Kaur	M.A. (English) B.Ed.	Assistant Professor	American Literature & Linguistics	1 year	N.A.
Mr. Amandeep Singh Bal	M.A.	Assistant Professor	Dramatic Works of Shakespeare	7 years	N.A.
Mr. Amanpreet Singh	M.A.	Assistant Professor	American Literature	-	N.A.
Mrs. Mohinder Kaur (Guest Faculty)	B.A. (Hons.) M.A. (English, Punjabi) M.Phil.	Associate Professor (Retired)	American Literature & Anthropological Linguistics	39 years	N.A.

Department of Hindi:					
Mr. M. S. Bhandari (Guest Faculty)	M.A.	Associate Professor (Retired)	-	40 years	N.A.
Department of History:					
Dr. Harvinder Kaur	M.A., Ph.D.	Assistant Professor	Medieval and Modern History	12 years	N.A.
Ms. Amandeep Kaur	M.A., M.Phil.	Assistant Professor	Medicinal and Modern History	12 years	N.A.
Department of Music (Vocal)					
Mr. Rampal	M.A., M.Phil.	Assistant Professor	Classical Vocal, Folk & Sufi Music	8 years	N.A.
Department of Political Science:					
Mrs. Gursharan Kaur	M.A., M.Phil.	Associate Professor	Indian Political System, Western Political Thought	26 years	N.A.
Dr. Kuldeep Singh	M.A., M.Phil., Ph.D.	Associate Professor	Indian Political System, International Relations, Comparative Political Systems	25 years	N.A.
Mr. Hardeep Singh	M.A., M.Phil.	Assistant Professor	International Relations, Comparative Political Systems	12 years	N.A.
Ms. Amandeep Sharma	M.A., M.Ed.	Assistant Professor	Western Political Thought, Indian Political System	2 years	N.A.
Department of Punjabi:					
Dr. Sukhvinder Singh Virk	M.A.(Punjabi & Linguistics), M.Phil., Ph.D.	Associate Professor	<i>Punjabi Folklore and Culture, Linguistics</i>	22 years	N.A.
Dr. Sompal Singh	M.A., Ph.D.	Assistant Professor	<i>Punjabi Natak atey Rangmanch da Adhayan, Punjabi vich Anuvadit Vishv Natak</i>	11 years	N.A.

Mr. Tajinder Singh	B.A. (Hons.), M.A., M.Phil., PG diploma in Computer Prog., PG diploma in Mass Comm., VANI Certificate Course from Prasar Bharti	Assistant Professor	<i>Gurmat ate Sufi Kaav, Sufi Kissa atey Veer Kaav, Bhasha vigyan atey Punjabi Bhasha, Bhasha Vigyan Punjabi Bhasha atey Gurmukhi Lipi</i>	8 years	N.A.
Ms. Rajwinder Kaur	B.A.(Hons.), M.A.	Assistant Professor	<i>Sahit Sidhant Snatni Kav Shaster atey Punjabi Alochna, Adhunik Pachmi kav Shastar atey Viharik Alochna</i>	13 years	N.A.
Ms. Kirandeep Kaur	M.A., B.Ed.	Assistant Professor	<i>Punjabi Novel, Punjabi Novel da Adhayan, Adhunik Punjabi Birtantik Kavita 1-2</i>	8 years	N.A.
Ms. Jaswant Kaur Bajwa	B.A., (Hons.), M.A., M.Phil. (Linguistics), Diploma in Dogri Language,	Assistant Professor	<i>Madhkali Punjabi sahit da Itihaas, Adhunik Punjabi Sahit da Itihaas</i>	2 years	N.A.
Department of Physical Education:					
Dr. Nirlep Kaur	M.A., Ph.D.	Assistant Professor	Training Methods	14 years	N.A.
Mr. Karamjit Singh	M.A., M.Phil.	Assistant Professor	Science of Coaching	6 years	N.A.
Department of Sociology:					
Dr. Gurjeet Virk Sidhu	M.A, Ph.D.	Assistant Professor	Gender Studies	4 years	N.A.
Ms. Kulwinder Kaur	M.A, M.Phil.	Assistant Professor	Social Stratification	6 years	N.A.
Ms. Nidhi Saroop	M.A, M.Phil.	Assistant Professor	Gender & Development	13 years	N.A.
Department of Fashion Designing:					
Ms. Rajinder Kaur	M.Sc.	Guest Faculty	-	2 years	N.A.
Department of Nursery Teachers Training:					
Baljinder Kaur	M.A., B.Ed.	Guest Faculty	-	2 years	N.A.

11. List of senior visiting faculty : N.A.

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

Economics : Nil; English : 56%; Hindi : 100%;
 History : 100%; Music : Nil; Political Science : 20%;
 Punjabi : 62%; Sociology : Nil, OMSP : 100%.
 Physical Education : 50%;

The subjects of Mathematics and Computer Science are collectively taught with B.Sc. students.

13. Student - Teacher Ratio :

Subject	Student - Teacher Ratio
Economics	34:1
English (Elective)	23:1
Hindi	38:1
History	61:1
Music	26:1
Political Science	74:1
Punjabi (Elective)	66:1
Physical Education	42:1
Sociology	78:1
OMSP	17:1

The subjects of Mathematics and Computer Science are collectively taught with B.Sc. students.

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

- Gym Instructor and Ground Man in Physical Education.
- Instructor in Office Management & Secretarial Practices.
- Tabla player in Music

15. Qualification of teaching faculty :

Ph.D. - 7; M.Phil. - 12, PG - 12.

16. Number of Faculty with ongoing projects from

a) National : Nil

b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

Mrs. Lovleen Bains, Assistant Professor in English, has submitted a proposal for Minor Research Project to UGC. Decision for approval is pending.

18. Research Centre/facility recognized by the University : N.A.

19. Publications :

Table showing number of publications by faculty:

S. No.	Name of Teachers	Department/ Subject	In Research Journals		In Proceedings of Seminars/ Conferences		Books	Chapters in Books	Articles in News Papers
			International	National	With ISBN	Without ISBN	With ISBN		
1	Dr. Amandeep Kullar	Economics		2		1			
2	Lovleen Bains	English	1	3	1	1		5	113
3	Dr. Harwinder Kaur	History				3			
4	Dr. Nirlep Kaur	Physical Education	1	2	5	1	*	2	
5	Dr. Kuldeep Singh	Political Science				2			1
6	Dr. Sukhwinder S. Virk	Punjabi							5
7	Dr. Sompal Heera	Punjabi					7		10
8	Tajinder Singh	Punjabi							16
9	Rajwinder Kaur	Punjabi				1			
10	Kirandeep Kaur	Punjabi					1		
11	Dr. Gurjeet Virk Sidhu	Sociology		5			1		

*Dr. Nirlep Kaur has published one text book for 10+2 and revised one text book for B.A., authored by Atwal and Kansal.

For list of publications refer Annexure - VI.

For ISBN/ISSN numbers and details of publishers refer Annexure - VII

20. Areas of consultancy and income generated:

Most of the consultancy provided by the faculty is non-remunerative. A few teachers have been paid honourarium or remuneration for their services which is retained by them.

Consultancy provided by the faculty is as follows:

Department of Economics:

Dr. Amandeep Kullar

- i. Appointed as paper setter for B.Tech. Course in Dairy Science (1st Semester) for the paper Economic Analysis of Guru Angad Dev Veterinary and Animal Science University, Ludhiana for the years 2011 and 2012.
- ii. Elected as member of Academic Council, Panjab University Chandigarh for the term March, 2011 to March, 2014.
- iii. Elected as member of UG Board of Studies, Panjab University Chandigarh for two terms since April, 2011.
- iv. Life time membership of Indian Society for Agricultural Development and Policy, Ludhiana
- v. Delivered a lecture as resource person on the topic "Farmers Suicides in India" at Guru Nanak Girls College, Shri Muktsar Sahib on 9th December, 2011.
- vi. Invited as a subject expert for selecting candidate for the post of Assistant Professor in Economics at G.T.B. College Dakha, in July, 2012.
- vii. Invited as a subject expert for selecting candidate for the post of Assistant Professor in Economics at G.N. College, Narangwal in July, 2013

Department of English:

Mrs. Amarjit Kaur

- i. Appointed as Judge in an inter-school competition organized by a local institute.
- ii. Invited as subject expert for selection of teachers at G.N. College, Narangwal and Guru Nanak Model Senior Secondary school, Doraha.

Mrs. Lovleen Bains

- i. Invited for judgment in various Youth Festivals, Inter College and Inter School Competitions.
- ii. As a Member of the Under Graduate Board of Studies, Panjab University for consecutively three terms, she has contributed in the revision of the syllabi of English as a Compulsory and elective subject for Arts and Science classes.

- iii. Conducted classes in 'Spoken English Skills' in the colleges and schools of the area including Doraha Institute of Management and Technology, Guru Nanak Model Senior Secondary School, Doraha and Ryan International Public School, Ludhiana.
- iv. Regularly reports for the popular daily 'The Tribune'.
- v. Invited as subject expert for selection of teachers at Guru Nanak Model Senior Secondary school, Doraha.

Department of Music (Vocal):

- i. Provided guidance to other colleges during youth festivals.
- ii. Provided training to students of Guru Nanak Model Sr. Sec. School, Doraha for various school functions and competitions
- iii. Invited as a subject expert for the selection of Music Teachers in schools.

Department of Political Science:

Refer Q. 20 of the evaluative report of the Post Graduate Department of Political Science.

Department of Punjabi:

Refer Q. 20 of the evaluative report of the Post Graduate Department of Punjabi.

Department of Physical Education:

Dr. Nirlep Kaur

- i. Member of Board of Under-Graduate Studies in Physical Education of Mata Gujri College, Fatehgarh Sahib- an Autonomous College, from 2011 to 2014.
- ii. Member, of Sports Committee, Panjab University, Chandigarh in 2005-06.
- iii. Member, Selection Committees of Panjab University teams for various games since 2004.
- iv. Member, Executive Committee of Panjab University Sports Committee during the session 2013-14.
- v. Invited for selection of teachers at Guru Nanak Model Senior Secondary School, Doraha
- vi. Invited to assist in the conduct of athletic meet at Government College, Karamsar, every year.
- vii. Invited to deliver a lecture as Resource person on the topic "Leadership" at G.N. Khalsa College, Baba Sangh Dhesian on 19th March, 2005.

21. Faculty as members in National/International Committees/Editorial Boards:

Department of English:

Mrs. Lovleen Bains is the faculty editor of the magazine 'Jawan Tarang' launched by Youth Services Department of Panjab University from the current session. She is also the Patron of the Press Club of Ludhiana (Rural).

22. Student projects:

- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students:

Department of Economics:

Dr. Amandeep Kullar, Assistant Professor was awarded Gold Medal in M.Sc. (H.S.) Industrial Economics.

Department of English:

Mrs. Lovleen Bains, Assistant Professor in English was honoured by the Panjab Government for her notable participation in the cultural and social field.

She has been honoured several times by Punjab State Apex Body of NGO's and Human Rights Commission for her contribution to the society for writing about various issues related to society and bringing about a healthy change.

She was also honoured by Punjab Police District Khanna for deliberating with the students of schools and colleges on the crucial issue of Road safety and Traffic Awareness' during the Traffic Awareness Week on January 14, 2013.

She was awarded the Governor's award for excellence in NSS activities for the session 1992-93 as a student.

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

The college has organized seminars/conferences on issues like corruption, violation of human rights, domestic violence against women and children and folk dances. Many eminent academicians and visitors participated in these deliberations. It has also organized extension

lectures by inviting eminent academicians and experts in the subjects of Punjabi, Political Science, History, Sociology, Music (Vocal)

Refer 3.7.4 of the Criteria Wise Input for details.

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

a) National

Departments of Political Science, Sociology and Economics have jointly organized seminars. For details refer 3.7.4 of Criteria Wise Input.

b) International

Nil

26. Student profile programme / course wise:

Session 2012-13:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
B.A. I	368	368	198	170	81.18
B.A. II	274	274	56	118	94.30
B.A. III	241	241	42	199	95.59

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. - I	100 %	0	0
B.A. - II	100 %	0	0
B.A. - III	100 %	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Refer 5.1.7 in Criteria Wise Report

29. Student progression:

Student progression	%				
	Session 2009-10	Session 2010-11	Session 2011-12	Session 2012-13	Average of 4 years
UG to PG	69.89	75.64	75.44	50.89	65.88
UG to B.Ed. & other courses	58.06	26.92	12.28	13.39	28.53
Employed					
• Campus selection	0.00	0.00	1.75	0.00	0.29
• Other than campus recruitment	15.05	21.79	7.02	3.57	11.47
Self-Employed	9.68	7.69	1.75	3.57	5.88
Settled Abroad	4.30	0.00	1.75	0.00	1.47

30. Details of Infrastructural facilities:

Library:

The books are available in the main library as well as in the library in the Girls Wing. Subject wise list of Books and Journals/Periodicals is as follows:

Subject	No. of Books	No. of Journals/ Periodicals Subscribed
Economics	1251	28
English	2537	3
Hindi	654	2
History	1150	4
Music	264	3
Office Management & Secretarial Practices	336	-
Political Science	1913	15
Punjabi	8891	10
Physical Education	478	1
Sociology	727	4
Fashion Designing	210	5
Nursery Teachers Training	161	4

Internet facility for staff and students : The departments use the common facility available in the libraries as well as central computer facility.

Class rooms with ICT facility : The departments use the facility available in the seminar room as well as portable projectors.

Laboratories:

- i. One lab for Office Management & Secretarial Practices with type writers and computers.
- ii. One lab for Music (Vocal)
- iii. One Language Lab

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

32. Detail on student enrichment programmes (special lectures / workshops / seminar) with external experts : Refer 3.7.4 of Criteria Wise Input.

.

33. Teaching methods adopted to improve student learning:

- Students are encouraged to prepare power point presentations and assignments.
- Organizing declamation contests, quiz competitions, essay writing competitions, poetical symposiums etc.
- Students are involved in election surveys and mock election of Indian and American Presidents.
- Organizing educational field trips and visit to Punjab Legislative Assembly and Lok Sabha.
- Visit to historical places, archeological galleries etc. are organized.
- Students are encouraged to give their opinions.
- Movies related to works of fiction or drama, which form a part of syllabus, are shown.
- Improvement of the four basic skills of reading, writing, listening and speaking is encouraged through language lab.
- Use of charts and maps etc.

- The department of Music (Vocal) has adopted the following methods:
 - Though the students study Music (Vocal), they are trained in instrumental music as well.
 - The Department of Music has procured hardware and software for recording. It has also recorded ragas for the benefit of students.
 - Students are trained in recording.
 - Students trained in music, guide other students as the ones having expertise in tabla, classical music (instrumental and vocal), sufi singing, geet / gazal singing, folk singing, folk instruments etc., share their knowledge and demonstrate it through performances.
- The students of Physical Education are given assignments to prepare scrap books covering major sports events like World Cups, Olympics, Asian Games etc.

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

The teachers as NSS Programme Officers, ANO and Youth Co-coordinators carry out extension activities through NSS, NCC, Youth Club and Press Club.

Mrs. Lovleen Bains highlights various social issues from time to time through press.

Teachers are involved in guidance and counselling of students.

Department of Physical Education organizes Diwali Hockey Tournament for schools every year.

35. SWOC analysis of the department and Future plans:

Strengths

- i. Provision of Girls wing with separate facilities.
- ii. Variety of elective options and subject combinations available for students.
- iii. Extra classes for weak students.

Weakness

- i. Punjabi being the medium of instruction in majority of the schools, the students seriously lack the knowledge of English subject and the basic communication skills.

- ii. Good or even average students prefer to opt for Commerce/ Science/ Computer Science streams. Humanities, is generally their last choice.

Opportunities

- i. To make the department of office management and secretarial practice a specialized centre of training of shorthand, typewriting and computer in collaboration with government and non-government organizations.

Challenges

- i. Teaching rural students is a major challenge in itself.
- ii. Limited job opportunities in private sector for arts students.
- iii. Financial constraints due to delay in assistance against aided posts.

Future plans

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

EVALUATIVE REPORT OF THE PROGRAMME : BACHELOR OF SCIENCE

1. Name of the Programme : Bachelor of Science
2. Year of Establishment : 2010
3. Name of Courses offered : B.Sc. (Non-Medical)
4. Name of Interdisciplinary courses and the departments involved:

Department of Computer Science and Applications is involved in teaching the subject of Computer Science as an elective option.

Punjabi and English are taught as compulsory subjects.

5. Annual/semester/choice based credit system :

Presently Annual System is being followed. The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.

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

Environment Education and Road Safety is taught to the students of all UG Programmes by the teachers of Chemistry and Physics departments.

The teachers of Mathematics Department participate in the teaching of the subject in B.A., BCA and BBA.

7. Courses in collaboration with other universities, industries, foreign institutes : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	8	8

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Department of Chemistry:					
Mr. Manoj Kumar Choudhary	M.Sc. (Hons)	Assistant Professor	Physical & Inorganic Chemistry	4	N.A.
Ms. Sonia	M.Sc.	Assistant Professor	Organic Chemistry	3	N.A.
Department of Physics:					
Mr. Arun Kumar	M.Sc. (Hons.)	Assistant Professor	Electronics	4 yrs	N.A.
Ms. Mandeep Kaur Gill	M.Sc. (Hons.)	Assistant Professor	Electronics	1.5 yrs	N.A.
Ms. Parminder Kaur	M.Sc.	Assistant Professor	Pure physics	4 Yrs	N.A.
Department of Mathematics:					
Ms. Malti Tiwari	M.Sc.	Assistant Professor	Pure Mathematics	7 yrs	N.A.
Ms. Anita Devgan	M.Sc.	Assistant Professor	Pure Mathematics	6 yrs	N.A.
Ms. Avinash Kaur	M.Sc. B.Ed.	Assistant Professor	Pure Mathematics	3 yrs	N.A.

11. List of senior visiting faculty : N.A.

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

Chemistry : Nil; Physics : 60%; Mathematics : 67%

13. Student – Teacher Ratio :

Chemistry - 27:1; Physics - 37:1; Mathematics - 43:1;

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

Chemistry - One (Junior Laboratory Attendant)

Physics - One (Junior Laboratory Attendant)

15. Qualification of teaching faculty : PG : 08

16. Number of Faculty with ongoing projects from

a) National : Nil

b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Funding Agency	Nature of Project	Title of the project	Total grant Received	Remarks
UGC	Minor research project (2011-2013) in Chemistry	“Study towards the Synthesis and Characterization of Coinage Metal-TiO ₂ Nano Composites and their Applications to Photo Catalytic Organic Synthesis”	1,75,000/-	Completed

18. Research Centre/facility recognized by the University : N.A.

19. Publications:

- Publication per faculty

S. No.	Name of Teacher	Department/ Subject	In Research Journals		In Proceedings of Seminars/ Conferences		Books	Chapters in Books	Articles in News Papers
			International	National	With ISBN	Without ISBN	With ISBN		
1	Manoj K. Choudhary	Chemistry			1				
2	Sonia Sharma	Chemistry			1				

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

Refer table above. For list of publications refer Annexure - VI.

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

Nil

20. Areas of consultancy and income generated : N.A.
21. Faculty as members in National/International Committees/Editorial Boards : Nil
22. Student projects:
- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies : Nil
23. Awards / Recognition received by faculty and students: Nil
24. List of eminent academicians and scientists / visitors to the department : Nil.
25. Seminars / Conferences / Workshops organized & the source of funding:
- a) National : Nil.
- b) International : Nil.
26. Student profile programme / course wise:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
Session 2012-13					
B.Sc. I	32	32	10	22	68.75 %
B.Sc. II	18	18	1	17	87.5 %
B.Sc. III	10	10	1	9	100 %
Session 2013- 14					
B.Sc. I	90	78	26	52	Awaited
B.Sc. II	19	19	3	16	Awaited
B.Sc. III	14	14	0	14	Awaited

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. I	100 %	0	0
B.Sc. II	100 %	0	0
B.Sc. III	100 %	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

One student from the passing out batch i.e. 2012-13 qualified OCET entrance examination conducted by P.U. Chandigarh.

One student of the passing out batch i.e. 2013-14 qualified OCET entrance examination conducted by P.U. Chandigarh.

29. Student progression:

For the passing out batch 2012-13

Student progression	Against % enrolled
UG to PG	100 %
PG to M.Phil.	--
PG to Ph.D.	--
Ph.D. to Post – Doctoral	--
Employed	
• Campus selection	--
• Other than campus recruitment	--
Entrepreneurship / Self – employment	--

30. Details of Infrastructural facilities:

The books are available in the main library. Subject wise list of Books and Journals/Periodicals is as follows:

Subject	No. of Books	No. of Journals/ Periodicals Subscribed
Environment	78	18
Chemistry	261	
Mathematics	717	
Physics	346	

Internet facility for staff and students :

The departments of Chemistry and Physics have internet facility. They also use the common facility available in the library and Central Computer Facility.

Class rooms with ICT facility:

One class room with ICT facility is available exclusively for science departments. In addition to this, the facility is also available in the seminar room.

Laboratories :

Chemistry : 1 Lab & 1 Instruments Lab

Physics : 2 Labs, 1 Dark Room

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

33. Teaching methods adopted to improve student learning:

- Along with Black board teaching, teachers adopt methods like conducting oral tests and class discussions to improve learning as well as analytical thinking of the students.
- In addition to the lecture method and Powerpoint presentations, students are encouraged to participate in declamation contests, quiz competitions etc. Topics are distributed to students for assignments.
- The students are also encouraged to use internet.
- Stress is laid on clarity of concepts rather than cramming.

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

- Invited as a subject expert for the appointment of teachers of Guru Nanak Model Senior Secondary School since 2011.
- Faculty of the Department is actively involved in the counselling of students.
- Help desk for admission guidance.
- Visits to Government schools in nearby villages for counselling of students for higher studies.

Mr. Arun Kumar, Assistant Professor in Physics organizes coaching to prepare students for entrance exams as follows.

- Coaching of NET was conducted for the general paper for the students of M.A. and M.Com. programmes. Twenty five students attended and 5 of them qualified.
- Coaching conducted for entrance exam for admission to PG courses in leading universities, five students attended and two got admission in Panjab University, Chandigarh.

35. SWOC analysis of the departments and Future plans:

Strengths

- Well qualified, dedicated and diversified Faculty with specialization in different areas.
- Well stocked library with e-resources.
- Well-equipped and updated UG laboratories.
- Bilingual methods of teaching are used as majority of the students are first generation learners from low socio-economic background.
- Providing guidance for entrance exams.
- Special classes are conducted for weak students
- Internet facility for the faculty to update their knowledge

Weakness

- Students deficient in communication skills and understanding of English language
- No value added courses
- No linkage with industry

Challenges

- Proficiency of students below average.
- Cost of learning is much higher as compared to government colleges.
- More private universities and institutions, offering a variety of science based courses, are coming up in the surrounding areas.

Future plans

- To motivate Faculty to be dynamic and to use latest technology and methodology in their teaching.
- To create more Industry-Institute linkages.
- To organize special lectures / seminars for students enrichment, with external experts, to cultivate in them an endeavoring passion to pursue higher education.
- Encourage students to attend the summer school programmes, organized by different universities to develop research abilities.
- To introduce P.G. courses.

EVALUATIVE REPORT OF THE POST GRADUATE DEPARTMENT OF COMMERCE AND BUSINESS ADMINISTRATION

1. Name of the department :
Post Graduate Department of Commerce and Business Administration.
2. Year of Establishment : 1985
3. Name of Courses offered :
B.Com., BBA, M.Com.
4. Name of Interdisciplinary courses and the departments involved:
All the courses offered by the Department are interdisciplinary.

The Departments of English, Punjabi / History and Mathematics are involved in teaching these subjects in B.Com. and BBA and Economics, and Computer Science are involved in teaching B.Com., BBA and M.Com.

The teachers of Science Departments are involved in teaching the compulsory subject of Environment Education in B.Com. and BBA I.
5. Annual/semester/choice based credit system:

Semester System is being followed in M.Com. and Annual System in UG Courses.

The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.
6. Participation of the department in the courses offered by other departments:
The department participates in the teaching of:
Office Management and Secretarial Practices in B.A.
Entrepreneurship Development Programmes in BCA
Operations Research in M.Sc. (IT).
7. Courses in collaboration with other universities, industries, foreign institutes:
The Department collaborates with industries for summer training / projects for the students of M.Com. and BBA programmes.
8. Details of courses/programmes discontinued (if any) with reasons:
N.A.
9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	02	02
Assistant Professors	12	12

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

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience
1.	Gursharanjit Singh	M.Com., M.Phil., PGDCA, PGDBM	Associate Professor	Direct Tax Law, Accounting & Finance	26
2.	Ranjeet Kaur	M.Com.	Associate Professor	Marketing , Finance and Management	18
3.	Jagroop Singh	M.Com., B.Ed., M.Phil.	Asst. Professor	Banking and Insurance, Statistics, Entrepreneurship	15
4.	Balpreet Kaur (on leave)	M.Com., M.Phil., PGDCA	Asst. Professor	Indirect tax law and Basics of Accounting	7
5.	Amandeep Kaur	M.Com., B.Ed., M.Phil.	Asst. Professor	Business laws, Statistics, Corporate Finance, Investment Mgt.	7
6.	Gurjinder Kaur	M.Com., MBA , B.Ed., M.Phil.	Asst. Professor	Operations Research, Business laws	12
7.	Deepali	M.Com., M.Phil.	Asst. Professor	Accountancy and Management	6
8.	Deepika	M.Com., MBA, PG Diploma in Statistics	Asst. Professor	Indirect Tax Laws, Accounting and Finance	6
9	Jyoti Nanda	M.Com., B.Ed.	Asst. Professor	Banking and Company Law Practices	4
10	Gurpreet Kaur	M.Com.	Asst. Professor	Management and Marketing	3
11	Navjot Kaur	M.Com.	Asst. Professor	Financial Management and Banking	2
12	Kshma Kaushal	M.Com., B.Ed., M.Phil.	Asst. Professor	Business Laws and Functional Management	2
13	Harminder Kaur	M.Com.	Asst. Professor	Accounting & Management.	2
14	Anita	M.Com., B.Ed.	Asst. Professor	Business laws & Management.	2
15	Manpreet Kaur	M.Com., PGDCA	Asst. Professor	Operations Research & Management.	1

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered / practical classes handled by temporary faculty : 40.38%
13. Student - Teacher Ratio :

Programme	Student-Teacher Ratio
B.Com.	65:1
BBA	25:1
M.Com.	45: 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : N.A.
15. Qualification of teaching faculty : M.Phil. : 7; PG : 8.
16. Number of Faculty with ongoing projects from
- a) National
Nil
- b) International funding agencies and grants received:
Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Funding agency	Nature of Project	Title of the project	Total grant Received	Remarks
UGC	Minor research project (2006-08)	"Indian Equity Market and Political Environment"	Rs. 70,000/-	Completed
ICSSR	National Seminar 30 th January, 2010	"Changing Dimensions of Indian Financial Sector"	Rs. 25,000/-	
UGC	National Conference 18-19 February, 2011	"India an Emerging Service Economy: Issues and Challenges"	Rs.1,37,000/-	

18. Research Centre/facility recognized by the University :

N.A.

19. Publications:

- Publications per faculty

Table showing number of publications by faculty:

S. No.	Name of Teachers	Department/ Subject	In Research Journals		In Proceedings of Seminars/ Conferences		Books
			International	National	With ISBN	Without ISBN	With ISBN
1	Gursharanjit Singh	Commerce	-	-	-	6	2
2	Ranjeet Kaur	Commerce	2	-	1	4	2
3	Jagroop Singh	Commerce	-	-		1	16
4	Balpreet Kaur	Commerce	-	-	1	4	
5	Amandeep Kaur	Commerce	2	-	1	4	-
6	Dipika	Commerce	-	-	1	5	-

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

As given in table above. For list of publications refer Annexure - VI.

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

Nil

- Books with ISBN/ISSN numbers with details of publishers

20

For ISBN/ISSN numbers and details of publishers refer Annexure - VII

20. Areas of consultancy and income generated :

Mr. Gursharanjit Singh

- Member of UG Board of studies at Mata Gujri College, Fatehgarh Sahib.
- Invited for Judgment for Tehsil Level Rajiv Gandhi Akshey Urja Diwas organized at Govt. Senior Secondary School, Kaddon Distt. Ludhiana on 20th August, 2007.

- iii. Invited for Judgment for the Inter College Fine Arts Festival on at Doraha Institute of Management and Technology 9th November, 2007.
- iv. Invited for Judgment for Tehsil Level Rajiv Gandhi Akshey Urja Diwas organized at Govt. Senior Secondary School, Kaddon, Distt. Ludhiana on 20th August, 2008.
- v. Member of Flying Squad, during Panjab Technical University, Jalandhar and Panjab School Education Board exams.
- vi. Joint Secretary, Rajgarh Educational Society, Sant Public School, Rajgarh, Distt. Ludhiana.
- vii. Paper setter & external examiner of Mata Gujri College Fatehgarh Sahib.
- viii. Appointed Observer & Head Examiner of Punjab Technical University, Jalandhar.

Mrs. Ranjeet Kaur

- i. She is a member of Managing Committee of Dashmesh Model Senior Secondary School, Doraha, Distt. Ludhiana.
- ii. Paper Setter and Evaluator of Guru Nanak Dev University, Amritsar.
- iii. Paper Setter of Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana.
- iv. Invited as resource person at Govt. Senior Secondary School, Doraha and delivered a lecture on career guidance on 22nd May, 2013.
- v. Paper setter of Khalsa College, Amritsar.

Ms. Amandeep Kaur

- i. Invited as resource person at Govt. Senior Secondary School, Doraha to deliver a lecture on Career Guidance on 22nd May, 2013

21. Faculty as members in National/International Committees/Editorial Boards:

N.A.

22. Student projects:

- a) Percentage of students who have done in-house projects including inter departmental/programme :

N.A.

- b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies:

Session - 2011-12

	BBA III	M.Com. I
Total students	27	34
Training in industries	7 (25.92%)	27 (79.41%)
Projects	20 (74.07%)	7 (20.59%)

Session – 2012-13

	BBA III	M.Com. I
Total students	15	45
Training in industries	1 (6.67%)	45 (100%)
Projects	14 (93.33%)	-

23. Awards / Recognition received by faculty and students:

Mr. Gursharanjit Singh, Associate Professor

- The International Publishing House, New Delhi honoured him with “*Best Citizens of India Award 2011*”.
- The PCTE Group of Institutes Ludhiana, Punjab conducted a survey to assess the life time Best Teacher on the occasion of Teacher’s Day on September, 2011 and they choose him as “*Best Teacher in their Student Life*”.

Mrs. Gurjinder Kaur, Assistant Professor

- Received “Desh Sewa Rattan Award” from Shaheed Memorial International Sewa Society, Ludhiana.

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

The following eminent academicians / visitors interacted with faculty and students of the department during expert lectures / seminars / conferences during the last four years:

- Dr. S.D. Vashisht (Maharishi Dayanand University, Rohtak)
- Dr. Karamjeet Singh (UBS, Panjab University, Chandigarh)
- Dr. Balwinder Singh (CBM, Deptt. GNDU, Amritsar)
- Dr. Sukhdev Singh (Guru Nanak Dev Engineering College, Ludhiana)
- Dr. A.K. Vashisht, (UBS, Panjab University, Chandigarh)
- Dr. Bikram Singh Virk, Nawab Jassa Singh Auhluwalia Govt. College, Kapurthala
- Prof. Gagandeep Sharma (Dept. of Management Study, Baba Banda Singh Bhadur Engineering College, Fatehgarh Sahib)
- Sh. Harjit Singh Sidhu, (Executive Director, Ludhiana Stock Exchange)

- ix. Sh. J.S. Arneja (Ludhiana Stock Exchange)
- x. Dr. Ajay Sharma (GGDSD College, Chandigarh)
- xi. Dr. J.S. Chamak (Retd. Prof., Panjab Agricultural University, Ludhiana.)
- xii. Dr. Suresh Chadha (UBS, Panjab University, Chandigarh)
- xiii. Lt. Col. T.B.P. Joshi (AICTE, SMU Centre, Ludhiana)
- xiv. Mr. Ashok Singla, ISO, Lead Editor, Government of India.
- xv. Dr. Parmod Aggarwal (Punjabi University , Patiala)
- xvi. Dr. Sanjay Kaushik, (UBS, Panjab University Chandigarh)
- xvii. Mr. Hartej Singh, Dermatographic Institute, Khanna.
- xviii. Mr. Sahil Sahni, (Enhancers Institute Ludhiana)
- xix. Miss. Neha Sood, (Enhancers Institute Ludhiana)

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

a) National

- i. ICSSR Sponsored National Seminar on “Changing Dimensions of Indian Financial Sector” on 30th January 2010
- ii. UGC Sponsored National Conference on” India an Emerging Service Economy: Issues and Challenges on 18th, 19th February 2011.”

b) International

: Nil

26. Student profile programme / course wise:

For the session 2012-13

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
B.Com. I	211	140	83	62	95.59
B. Com. II	110	110	67	43	91.43
B. Com. III	115	115	63	52	100
BBA I	48	40	27	13	54.29
BBA II	20	20	11	09	100
BBA III	15	15	10	05	100
M.Com. I	70	45	09	36	100
M.Com. II	34	34	04	30	100
Computer Based Accounting (Add-on-Course)	-	22	14	08	100

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com.	100	Nil	Nil
BBA	100	Nil	Nil
M. Com.	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

S. No.	Session	No. of students qualifying competitive exams						
		NET	CAT	MAT	MET	IELTS	TET	IBPS
1.	2009-10	-	-	07	02	03	-	-
2.	2010-11	05	02	03	05	-	-	01
3.	2011-12	05	-	-	-	02	-	-
4.	2012-13	-	-	-	-	04	01	-
5.	2013-14	03	-	-	-	-	-	01

29. Student progression:

Student progression	Against % enrolled
UG to PG	66.67%
PG to M.Phil.	1.08%
PG to Ph.D.	2.15%
PG to other courses	7.53%
Employed	
• Campus selection	8.56%
• Other than campus recruitment	23.15%
Entrepreneurship / Self – employment	6.94%
Settled Abroad	2.55%

30. Details of Infrastructural facilities:

Library:

The department does not have its independent library. The main library has 2370 books related with the subject and subscribes to 22 Journals/Periodicals.

Internet facility for staff and students :

The department has internet facility for its faculty. The students use the common facility available in the libraries and central computer facility.

Class rooms with ICT facility:

The department has one class room with ICT facility. It also uses the facility available in the seminar room and portable projectors.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

S. No.	Date	Name of the Topic	Name of the Resource Person
1.	Jan. 16, 2010	“Style and Format of Writing a Research Report”	Dr. A.K. Vashist
2.	Jan. 16, 2010	“Direct Tax Code 2011”.	Dr. R.K. Gupta
3.	Oct. 15, 2011	“Personality Development”	Lt. Col. T.B.P. Joshi from AICTE, SMU Centre, Ludhiana
4.	Oct. 15, 2011	“Human Values & Professional Ethics”	Prof. Gagandeep Sharma, BBSB Engg. College, Fatehgarh Sahib
5.	Oct. 8, 2012	“Investor Education and Awareness Programme”	Mr. Ashok Singla
6.	Feb. 16, 2013	“Commercial Banking in India”	Dr. A.K. Vashisht Chairman, UBS, Panjab University Chandigarh
7.	Feb. 16, 2013	“HR Issues”	Dr. Sanjay Kaushik, UBS, Panjab University Chandigarh
8.	Oct. 28, 2013	“Dermetoglyphic Multiple Intelligence Test”	Hartej Singh
9.	Nov. 10, 2013	“Perception, Attitude and Psychology”	Mr. Sahil Sahni & Miss. Neha Sood.

- ii. Seminars and Conferences
 - A) ICSSR Sponsored National Seminar “Changing Dimensions of Indian Financial Sector” on 30th January 2010
 - B) UGC Sponsored National Conference on “India an Emerging Service Economy: Issues and Challenges” on 18th, 19th February 2011.
- iii. Paper Presentation Contests organized:
 - On March 4, 2010.
 - March 10, 2012.
 - November 25, 2013.
- iv. Quiz Competition was organized on November 23, 2012.

33. Teaching methods adopted to improve student learning:

- i. Power Point Presentation
- ii. Transparencies
- iii. Visit to Industry for summer training and project report
- iv. Assignments & Class Presentations
- v. Distribution of Topics
- vi. Internet Surfing
- vii. Group Discussions
- viii. Extension Lectures
- ix. Paper Presentation contests
- x. Quiz Competitions
- xi. Case Studies

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

- i. The staff members of the department give financial aid to the needy students every year and also provide books from their personal book bank.
- ii. A lecture on career guidance was delivered by Mrs. Ranjeet Kaur and Ms. Amandeep Kaur at Govt. Senior Secondary School, Doraha on 22nd May, 2013.
- iii. The staff members also provide counselling to students for their further study and solving their personal problems.

- iv. Prof. Jagroop Singh (NSS programme officer) organizes extension activities like awareness campaigns, medical checkup camps, blood donation camps, cleanliness drives etc. He is also the incharge of the red ribbon club.
- v. Prof. Gursharanjit Singh, Ranjeet Kaur and Jagroop Singh are serving the institution as members of Grievance Redressal Cell and Career Guidance and Placement Cell of the college.

35. SWOC analysis of the department and Future plans:

STRENGTHS:

- i. Maximum participation of students of the department in co-curricular activities of the college such as cultural, NSS and NCC etc.
- ii. Well stocked library with the books and journals.
- iii. Offers Career Oriented Add-on-Course in Computer Based Accounting and Introduction to Computer Science in Modular form.

WEAKNESSES:

- i. Most of the students admitted are with average academic background

OPPORTUNITIES:

- i. Wider scope for students for higher studies such as MBA, M.Com., LAW, CA etc.
- ii. Ample job opportunities.
- iii. Inculcate entrepreneurial skill among students.

CHALLENGES

- i. Competition from the surrounding institutions.
- ii. Academic and personal development of students of rural background.
- iii. Providing education in Punjabi and Hindi medium inspite of non-availability of books of many subjects in these languages.

FUTURE PLANS:

- i. Establishment of Departmental library.
- ii. To start professional courses like PG Diploma in Statistics, International Business, Marketing, Retailing, and Banking etc. for UG and PG students.

EVALUATIVE REPORT OF THE POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS

1. Name of the department :

Post Graduate Department of Computer Science and Applications

2. Year of Establishment : 2002

3. Name of Courses offered:

BCA, M.Sc. (IT), PGDCA

Animation and Graphics and Computer Based Accounting as an Add-on-Courses

Additional optional subject of Introduction to Computer Science is taught in Modular form to students of undergraduate courses like B.A., B.Sc. and B.Com.

The Department also runs short term courses in non-formal mode for both students and non-students.

4. Name of Interdisciplinary courses and the departments involved:

All the courses offered by the Department are interdisciplinary.

The Departments of English, Punjabi / History and Mathematics are involved in teaching these subjects in BCA and the Department of Commerce is involved in teaching BCA and M.Sc. (IT)

The teachers of Science Departments are also involved in teaching the compulsory subject of Environment Education in BCA.

5. Annual/semester/choice based credit system :

Semester System is being followed in M.Sc. (IT) and Annual System in BCA and PGDCA.

The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.

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

The department is involved in the teaching of computer related subjects in B.A., B.Sc., BBA, B.Com. and M.Com.

As mentioned above in Q. No. 3 the department teaches the Additional optional subject of Introduction to Computer Science, in Modular form, to the students of undergraduate courses like B.A., B.Sc. and B.Com.

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

The department collaborates with industries for summer training / on the job training / projects for the students of M.Sc. (IT) programme.

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

Nil

9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	12	12

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

S. No.	Name	Qualification	Designation	No. of Years of Experience
1	Ms. Ravneet Kaur	M.C.A.	Assistant Professor	1
2	Ms. Navdeep Kaur	M.C.A., M.Phil	Assistant Professor	8
3	Mr. Gurdeep Singh	M.C.A.	Assistant Professor	7
4	Ms. Pardeep Kaur	M.C.A.	Assistant Professor	5
5	Ms. Gurpreet Kaur	M.C.A	Assistant Professor	3
6	Mr. Karan Kapila	M.C.A	Assistant Professor	2
7	Ms. Rupinder Kaur	M.C.A	Assistant Professor	3
8	Ms. Ramandeep Kaur	M.C.A	Assistant Professor	3
9	Ms. Preety	M.C.A	Assistant Professor	3
10	Ms. Amandeep Kaur	M.C.A	Assistant Professor	1
11	Ms. Monica	M.C.A	Assistant Professor	1
12	Mr. Daljit Singh	M.Tech.	Assistant Professor	1

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered / practical classes handled by temporary faculty : 91.66%

13. Student – Teacher Ratio :

Programme	Student- Teacher Ratio
BCA	23:1
M.Sc. (IT)	9:1
PGDCA	25: 1

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

Nil

15. Qualification of teaching faculty : PG : 11; M.Phil. : 01

16. Number of Faculty with ongoing projects from

a) National : Nil

b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre/facility recognized by the University : N.A.

19. Publications :

3 (Refer - 3.4.3 of Criteria Wise Input for more information).

20. Areas of consultancy and income generated:

Provide Infrastructure and services of the faculty to Guru Nanak Dev Polytechnic College, Ludhiana for running Computer Basics Courses under Rural Development Scheme. The teacher has received remuneration of Rs. 45000/-.

The department provided its services to Department of Life Long Learning, Panjab University to run a two month course in computer basics for the general public from April to May, 2011. The teacher was paid Rs. 14,000/- for the course.

21. Faculty as members in National/International Committees/Editorial Boards:

Nil

22. Student projects:

a) Percentage of students who have done in-house

projects including inter departmental/programme : 100%

b) Percentage of students placed for projects in

organizations outside the Institution i.e. in

Research laboratories/Industry/other agencies : 8.03%

23. Awards / Recognition received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors

to the department : Nil.

25. Seminars / Conferences / Workshops organized & the

source of funding : Nil.

a) National

b) International

26. Student profile programme / course wise:

Session 2012-13:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
BCA I	55	39	12	27	35.48%
BCA II	-	-	06	26	88.88%
BCA III	-	-	06	18	100%
PGDCA	25	18	05	13	100%
M.Sc. (IT) 1 st Semester	12	09	00	09	100%
M.Sc. (IT) 2 nd Semester	-	-	00	09	100%
M.Sc. (IT) 3 rd Semester	-	-	00	08	100%
M.Sc. (IT) 4 th Semester	-	-	00	08	100%

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BCA	99.11%	0.89%	Nil
PGDCA	100%	Nil	Nil
M.SC (IT)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

S. No.	Session	No. of students qualifying competitive exams						
		NET/JRF	CAT	MAT	MET	IELTS	TET	IBPS
1.	2009-10	-	-	-	-	01	-	-
2.	2010-11	01	-	-	08	02	-	-
3.	2011-12	-	-	-	06	-	-	-
4.	2012-13	-	-	-	02	-	-	01

29. Student progression:

Student progression	Against % enrolled
UG to PG	64.8%
PG to M.Phil.	-
PG to Ph.D.	-
PG to other courses	35.71%
Employed	
Entrepreneurship / Self – employment	1.01%
Settled Abroad	3.04%

30. Details of Infrastructural facilities:

Library:

The department does not have a library of its own. The books are available in the main library as follows:

Total Books -1236; Titles-746, Magazines-6, Journals-4 and e - resources

Internet Facilities for staff and students :

4 Mbps Leased Line, 6 Broadband Connections of 512 Kbps each are available in all the four labs.

Class rooms with ICT facility: In all 4 Labs

Laboratories : 4 Labs with 70 computers

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

Nil

33. Teaching methods adopted to improve student learning:

Practical Assignments, Presentations, Class tests, Projects, Seminars, group discussions, Industrial Training

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

- The department provided its infrastructure and faculty to Department of Life Long Learning, Panjab University, Chandigarh to run a two month course in computer fundamentals for the benefit of general public.
- The department provides its infrastructure and faculty to Guru Nanak Dev Polytechnic College, Ludhiana for running Computer Basics Courses under Rural Development Scheme for the benefit of general public.

35. SWOC analysis of the department and Future plans:

Strength

- Computer Literacy to Rural area Students
- Audio/Video equipment for teaching aids
- Contractual faculty recruited through experts from university and reappointed year after year
- Well Equipped and maintained labs with sufficient number of computers and internet facility

Weaknesses

- Lack of regular faculty due to non-availability of eligible candidates.

Opportunities

- Expanding field to provide job in teaching, industry and business

Challenges

- Courses Provided by numbers of Universities- even in distance mode
- Students wanting in mathematical skills and English language

Others

- Lab Maintenance through AMC
- Maintenance and handling College Software (Fee Project, internal assessment Project, College Website)

EVALUATIVE REPORT OF THE POST GRADUATE DEPARTMENT OF POLITICAL SCIENCE

1. Name of the department : Political Science
2. Year of Establishment : 1974
3. Name of Courses offered : B.A. in 1974
B.A. (Hons.) in 1980
M.A. in 2003
4. Name of Interdisciplinary courses and the departments involved : N.A.
5. Annual/semester/choice based credit system :

Semester System is being followed in M.A. and Annual System in B.A. and B.A. Honours Courses.

The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.
6. Participation of the department in the courses offered by other departments : N.A.
7. Courses in collaboration with other universities, industries, foreign institutes : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	2	2
Assistant Professors	2	2

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. Gursharan Kaur	M.A., M.Phil.	Associate Professor	Indian Political System Western Political Thought	26 years	N.A.
Dr. Kuldeep Singh	M.A., M.Phil., Ph.D.	Associate Professor	Indian Political System International Relations Comparative Political Systems	25 years	N.A.
Mr. Hardeep Singh	M.A., M.Phil.	Assistant Professor	International Relations, Comparative Political Systems	12 years	N.A.
Ms. Amandeep Sharma	M.A., M.Ed.	Assistant Professor	Western Political Thought, Indian Political System	2 year	N.A.

11. List of senior visiting faculty : Nil

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

13. Student - Teacher Ratio :

B.A. - 74:1; B.A. (Hons.) - 19:1; M.A. - 19:1.

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

15. Qualification of teaching faculty : Ph.D. : 1;
M.Phil. : 2; PG : 1

16. Number of Faculty with ongoing projects from

a) National : Nil

b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC,

DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University : N.A.

19. Publications:

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

Refer 3.4.3 for number of publications.

Dr. Kuldeep Singh has written six notes in Self Instruction Mode for B.A. I Class of Department of Correspondence Courses, Punjabi University, Patiala in 2006.

20. Areas of consultancy and income generated :

Mrs. Gursharan Kaur

- Invited as Subject expert for the selection of Assistant Professor on ad-hoc basis at G.T.B. College, Dakha in June 2012. She has received honorarium for this.
- She was invited for Judgment of a Declamation Contest by Government College for Girls, Ludhiana to celebrate voters' Day on 25th January, 2013. She received honorarium for this.

Dr. Kuldeep Singh

- As a member of P.U. Senate, Syndicate, Faculties and College Development Council, contributes a lot in the sphere of academics and service conditions of teachers.
- Appointed as Observer by the Panjab University in "Skill in Teaching & On the Spot Teaching Aid Preparation Competition in the Subjects of Social studies, Economics and Commerce" in Doraha College of Education, Doraha on 16th February, 2009.
- Appointed external subject expert to select Project Fellow for U.G.C. Major Research Project entitled "Protection of Human Rights of Children: Study of Child Labour in India" in Arya College, Ludhiana on 5th February, 2010.
- Appointed as a paper setter of different classes of G.N.D.U. Amritsar since 2002.
- Appointed paper setter for B.A. II (Indian Political System) by an Autonomous College i.e. Khalsa College Amritsar in 2014.
- Providing consultancy to the teachers of Punjab and Chandigarh Colleges affiliated to different universities i.e. Panjab University, Chandigarh; Punjabi University, Patiala and Guru Nanak Dev

University, Amritsar regarding matters pertaining to the Service Conditions, Career Advancement Scheme and minimum qualification in different capacities as District President, Executive Member, Area Secretary, Panjab University, Chandigarh and General Secretary of PCTTU since 2000.

- Provided consultation to Dr. Jaswant Singh, Associate Professor, G.G.D.S.D. College Haryana (Hoshiarpur) regarding Major Research Project under U.G.C. Scheme entitled "Political Affairs of Germany in 20th Century" on 15th February, 2014. He was given Honorarium in this regard.
- Keeping in view the Indian Parliamentary Election 2014, Dr. Kuldeep was invited by Rotary Club, Ludhiana Midtown to appraise them about the latest political scenario on 18th April, 2014. As Guest speaker, he expressed his views on "General Election of Parliament and Political Scenario". He also actively participated in the Debate held by Club members about the parties and candidates contesting the election.
- Conducted Election Survey on "Political Behaviour in 2014 Lok Sabha Elections" organized by Institute for Development and Communication: Chandigarh and created awareness among the teachers and youth of the college. He was paid honorarium for this purpose.
- Dr. Kuldeep Singh was paid Rs. 2000/- for providing consultancy to Dr. Jaswant Singh and Rs. 5000/- for conducting election survey by Institute for Development and Communication, Chandigarh.

21. Faculty as members in National/International

Committees/Editorial Boards : Nil

22. Student projects:

a) Percentage of students who have done in-house

projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in

organizations outside the Institution i.e. in

Research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students:

A number of students of the department have secured positions in university exams in M.A. and B.A. Honours programmes. For list of such students refer 2.6.2 of Criteria-Wise Inputs.

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

Refer 3.7.4 of the Criteria Wise Inputs.

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

a) Local

The Department organized a Local Level Seminar on “Eradication of Corruption with the Proposed Institution of Lokpal” on 4th November 2011.

b) National

- i. The Departments of Political Science, Sociology and Economics organized an UGC Sponsored National Seminar on the topic “Violation of Human Rights in Punjab - A Case of Peasants Suicides” held on 22-23 January, 2011.
- ii. The Departments of Political Science, Sociology and Economics organized an ICSSR Sponsored National Seminar entitled “Violation of Human Rights of Migratory Labour in Punjab” held on 12-13 March, 2011.
- iii. The Department in collaboration with other departments organized a National Seminar on the topic "Creating Awareness in the Students regarding Domestic Violence and Sexual Violence against Women and Children" sponsored by College Development Council, Panjab University, Chandigarh on 5th March, 2014.

c) International

Nil

26. Student profile programme / course wise:

Session 2012-13:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. I	13	13	6	7	100%
M.A. II	22	22	5	17	100%
B.A. II (Hons.)	22	22	3	19	100%
B.A. III (Hons.)	14	14	1	13	78.5%

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A.	100 %	0	0
B.A. (Hons.)	100 %	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

7.23 % of the students of the last four batches of PG programme have cleared IELTS or other competitive exams.

- One student of the passing out batch 2004-05 has cleared NET
- Two students of the passing out batch 2007-08, 1 of the batch 2008-09 and 3 of the batch 2012-13, have cleared entrance tests of Ph.D./M.Phil. of different Universities.

29. Student progression:

Student progression	%				
	Session 2009-10	Session 2010-11	Session 2011-12	Session 2012-13	Average of 4 years
PG to B.Ed. & other such courses	26.67	44.44	57.89	50.00	45.78
PG to M.Phil.	0.00	0.00	0.00	0.00	00.00
PG to Ph.D.	0.00	0.00	0.00	0.00	00.00
Employed					
• Campus selection	0.00	0.00	0.00	0.00	00.00
• Other than campus recruitment	20.00	37.04	21.05	36.36	30.12
Self-Employed	0.00	7.41	0.00	4.55	3.61
Settled Abroad	13.33	3.70	15.79	0.00	7.23

30. Details of Infrastructural facilities:

Library:

The department does not have its independent library. The main library has 1913 books related with the subject and subscribes to 15 Journals/Periodicals.

Internet facility for staff and students :

The department uses the common facility available in the libraries and Central Computer Facility.

Class rooms with ICT facility:

The department uses the facility available in the seminar room and portable projectors.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

Refer 3.7.4 of the Criteria Wise Input.

33. Teaching methods adopted to improve student learning:

- Students prepare Power point Presentations and are given assignments.
- Declamation Contests, Quiz Competitions etc. are organized.
- Create awareness among the students regarding Election System through Mock Election of Indian and American Presidents and Election Surveys.
- Organize Educational Field Trips and visit to Punjab Legislative Assembly and Lok Sabha.

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

- Dr. Kuldeep Singh delivered an Extension lecture on "Human Rights" at Doraha College of Education, Doraha on 7th December, 2008.
- Dr. Kuldeep Singh delivered a lecture on "Human Rights in India: Implementation and Violations" at Khalsa College, Gardhiwal on 18th March, 2011.
- Dr. Kuldeep Singh delivered two lectures on the topics entitled "Electoral Politics" and "Power Sharing" to in-service teachers of Social Sciences at school level. He highlighted valuable and practical information regarding Election Method of Indian President through an Election Game. He comparatively analyzed the different Power Sharing Models such as European and Asian Model which was organized by *Rashtriya Madhyamik Shiksha Abhiyan*, U.T., Chandigarh at GGMSSS, Sec-20 B, Chandigarh on 6-12-2013 and 11-12-2013.
- Dr. Kuldeep Singh was invited as Chief Guest as well as Resource Person for inauguration of NSS Camp organized by Nankana Sahib College of Education, Kot Gangu Rai, Shri Bhaini Sahib Road, Distt. Ludhiana (Punjab) on 13-12-2013.
- The department organized seminars to highlight the concerns of the vulnerable sections of society like farmers, migratory labour and women in collaboration with the other departments.

35. SWOC analysis of the department and Future plans:

Strengths

- Faculty members actively participate in U.G. and P.G. Boards of Studies, Political Science, Panjab University, Chandigarh and perform major role in designing the curriculum.
- Achieving university positions in Honours. and P.G. Courses in spite of students with rural background.

Weakness

- Lack of adequate permanent faculty in the department.

Opportunities

- To enable students to clear National and State Level competitive exams as I.A.S. and other allied services.
- To encourage students to become good and aware political thinkers.
- Provide information regarding new laws formulated and implemented by the Govt.

Challenges

- To maintain the strength of the students in P.G. programme as many colleges, established in the surrounding areas offer this course.
- Lack of quality literature in vernacular languages.

EVALUATIVE REPORT OF THE POST GRADUATE DEPARTMENT OF PUNJABI

1. Name of the department : Punjabi
2. Year of Establishment : UG in 1974
PG in 2002
3. Name of Courses offered :

M.A. and as an Elective Subject in B.A.

Punjabi is taught as a compulsory subject in all the UG programmes.
4. Name of Interdisciplinary courses and the departments involved : N.A.
5. Annual/semester/choice based credit system :

Semester System is being followed in M.A. and Annual System in all UG courses.

The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.
6. Participation of the department in the courses offered by other departments:

The subject is taught as a compulsory subject in B.Sc., B.Com., BBA and BCA
7. Courses in collaboration with other universities, industries, foreign institutes : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	1	1
Assistant Professors	5	5

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sukhvinder Singh Virk	M.A.(Punjabi & Linguistics), M.Phil., Ph.D.	Associate Professor	<i>Punjabi Folklore and Culture, Linguistics</i>	22 Years	N.A.
Dr. Sompal Singh	M.A., Ph.D.	Assistant Professor	<i>Punjabi Natak ate Rangmanch da Adhayan,</i>	11 Years	N.A.
Mr. Tajinder Singh	B.A. (Hons.), M.A., M.Phil., PG diploma in Computer Prog., PG diploma in Mass Comm., VANI Certificate Course from Prasar Bharti	Assistant Professor	Modern Poetry	8 Years	N.A.
Ms. Rajwinder Kaur	B.A.(Hons.), M.A.	Assistant Professor	<i>Punjabi Natak</i>	13 Years	N.A.
Ms. Kirandeep Kaur	M.A., B.Ed.	Assistant Professor	Punjabi Poetry	8 Years	N.A.
Ms. Jaswant Kaur Bajwa	B.A., M.A. (Hons.), M.Phil. Diploma in Dogri Language	Assistant Professor	Linguistics	2 Years	N.A.

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered / practical classes handled by temporary faculty : 83.33%
13. Student - Teacher Ratio :
B.A. (Elective) - 1: 67; M.A.: 35.
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : N.A.
15. Qualification of teaching faculty :
Ph.D. : 2; M.Phil. : 2; PG : 2
16. Number of Faculty with ongoing projects from
a) National : Nil
b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Centre/facility recognized by the University : N.A.

19. Publications :

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

Table showing number of publications by faculty:

S. No.	Name of Teacher	Department/ Subject	In Proceedings of Seminars/ Conferences		Books	Articles in News Papers
			With ISBN	Without ISBN	With ISBN	
1	Dr. Sukhwinder S. Virk	Punjabi	-	-	-	5
2	Dr. Sompal Heera	Punjabi	-	-	7	10
3	Tajinder Singh	Punjabi	-	-	-	16
4	Rajwinder Kaur	Punjabi	-	1	-	-
5	Kirandeep Kaur	Punjabi	-	-	1	-

20. Areas of consultancy and income generated :

Dr. Sukhvinder Singh Virk, Associate Professor

- Is on the panel of Judges for judgment of Folk Dance in competitions/Youth Festivals of all three universities of Punjab. He also judged the state level Folk Dance competition.
- Performed duty as a Training Officer and Camp Commander in Youth Leadership Training Camps of Youth Welfare Departments of Panjab University and Youth Services Department of Panjab Government.
- Paper setter of Guru Nanak Dev University, Amritsar and Punjabi University, Patiala for UG classes.

Dr. Sompal Singh, Assistant Professor

- He has provided his services to many colleges as Director of the theatrical items like play, skit, mime, mimicry and histrionics.
- He is on the panel of Judges for judgment of theatre items of PTU, Jalandhar, Punjabi University Patiala, P.S.E.B. Mohali.

Mr. Tajinder Singh, Assistant Professor

He is working as part time Announcer (casual) at AIR FM Gold Ludhiana.

21. Faculty as members in National/International Committees/Editorial Boards:

Dr. Sukhvinder Singh Virk, Associate Professor

- i. Member, Sahit Academy Ludhiana.
- ii. Member, Panjabi Lekhak Sabha, Chandigarh.
- iii. Member, Indian People Theatrical Association, Khanna.
- iv. Member, Sabhiachar Academy, Ludhiana.

Dr. Sompal Singh, Assistant Professor

- i. President, Director of Sirjana Art Group, Raikot.
- ii. President, Panjabi Naat Academy, Ludhiana
- iii. Vice-President, Youth Sabhiyachar Lok Hiteshi Manch, Panjab
- iv. Member, Kendri Rangmanch Sabha
- v. Member, Kendri Panjabi Lekhak Sabha
- vi. Member, Kendri Panjabi Lekhak Sabha
- vii. Member, Panjab Lok Sabhiyacharik Manch
- viii. Member, Rangmanch Sansthaan, Ludhiana
- ix. Member, Panjabi Sahit Academy, Ludhiana

22. Student projects:

- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students:

Dr. Sukhwinder Singh_Virk, Assocaite Professor

- i. Appreciation letter from the Youth Services Department of Punjab for excellent youth services.
- ii. Honoured by State Youth Services Department with Special Award of Honour for the excellent services in 2011.

Dr. Sompal Singh, Assistant Professor

- i. *Ishwar Chanda Nanda Purskar* (Language Department of Punjab) in 2003-04.
- ii. '*Naujawan Natakaar*' (Aks Abhor) on 27.03.2005.

Mr. Tajinder Singh, Assistant Professor

- i. Was awarded 'University Gold Medal' for first position in M.Phil., by Panjab University Chandigarh.

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

Refer 3.7.4 of the Criteria Wise Input.

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

a) National

Organized a Punjab University, Chandigarh sponsored National Seminar on “*Punjabi Lok Naach Adhaar te Miyaar*” on 08th March, 2011.

b) International

Nil

26. Student profile programme / course wise:

Session 2012-13:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. 1 st Semester	37	30	7	23	100%
M.A. 2 nd Semester	26	25	4	21	100%
M.A. 3 rd Semester	21	21	6	15	100%
M.A. 4 th Semester	21	20	6	14	100%

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A.	100 %	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Five students have cleared NET since the commencement of PG programme.

29. Student progression:

Student progression	%				
	Session 2009-10	Session 2010-11	Session 2011-12	Session 2012-13	Average of 4 years
PG to B.Ed. & other such courses	71.43	45.00	47.62	9.52	43.37
PG to M.Phil.	0.00	0.00	0.00	0.00	00.00
PG to Ph.D.	0.00	0.00	0.00	0.00	00.00
Employed					
• Campus selection	0.00	0.00	0.00	0.00	00.00
• Other than campus recruitment	23.81	10.00	23.81	9.52	16.87
Self-Employed	4.76	10.00	0.00	14.29	10.84
Settled Abroad	14.29	15.00	4.76	9.52	7.23

30. Details of Infrastructural facilities:

Library:

The department does not have its independent library. The main library has 8891 books related to the subject and subscribes to 10 Journals/Periodicals.

Internet facility for staff and students :

The department uses the common facility available in the libraries and Central Computer Facility.

Class rooms with ICT facility :

The department uses the facility available in the seminar room and portable projectors.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

Refer 3.7.4 of the Criteria Wise Input.

33. Teaching methods adopted to improve student learning:

In addition to lecture method the faculty of the department uses charts, assignments, class presentations, distribution of topics, group

discussions, extension lectures, quiz competitions, creative writing competitions etc. The students are also encouraged to make use of internet.

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

Dr. Sukhwinder Singh Virk is the ANO of the NCC unit of the college. He has attended camps organized by NCC and Youth Services Department of Punjab Government. He has also been the camp commander during some of these camps.

35. SWOC analysis of the department and Future plans:

Strengths

- Well qualified, dedicated and diversified faculty with specialization in different areas.
- Sufficient stock of books related to syllabus and general literature in the college library.
- Organizes Extension lectures by the renowned literary persons related to different fields of literature.

Weakness

- Lack of separate Library for faculty and PG students.

Opportunities

- To motivate students to develop deeper level study of literature and cultivate in them an endeavoring passion to pursue higher education.
- Developing creativity among students.
- Encouraging Research aptitude among the Faculty and students.

Challenges

It is a challenge to inculcate the habit of reading literature among the present day youth.

EVALUATIVE REPORT OF THE POST GRADUATE DEPARTMENT OF SOCIOLOGY

1. Name of the department : Sociology
2. Year of Establishment : UG in 2004
PG in 2010
3. Name of Courses offered :
Elective Subject in B.A. and M.A.
4. Name of Interdisciplinary courses and the departments involved : N.A.
5. Annual/semester/choice based credit system :
Semester System is being followed in M.A. and Annual System in B.A.
The affiliating university has decided to introduce semester system in all UG programmes from the session 2014-15.
6. Participation of the department in the courses offered by other departments : N.A.
7. Courses in collaboration with other universities, industries, foreign institutes : N.A.
8. Details of courses/programmes discontinued (if any) with reasons : N.A.
9. Number of Teaching posts:

Teaching posts	Sanctioned	Filled
Professors	NIL	NIL
Assistant Professors	3	3

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Gurjeet Virk Sidhu	M.A., Ph.D.	Assistant Professor	Gender Studies	4 years	N.A.
Mrs. Nidhi Saroop	M.A., M.Phil.	Assistant Professor	Gender & Development	13 years	N.A.
Mrs. Kulwinder Kaur	M.A., M.Phil.	Assistant Professor	Social Stratification	6 years	N.A.

11. List of senior visiting faculty : N.A.

12. Percentage of lectures delivered / practical classes handled by temporary faculty : Nil
13. Student - Teacher Ratio :
B.A. - 78:1; M.A. - 23:1.
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : N.A.
15. Qualification of teaching faculty : Ph.D.:1;
M.Phil.:2;
16. Number of Faculty with ongoing projects from
- a) National : Nil
- b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Centre/facility recognized by the University : N.A.
19. Publications :
- Publication per faculty
 - Number of papers published in peer reviewed journals (national/international) by faculty and students

Table showing number of publications by faculty:

S. No.	Name of Teacher	Department/ Subject	In Research Journals		In Proceedings of Seminars/ Conferences		Books	Chapters in Books	Articles in News Papers
			International	National	With ISBN	Without ISBN	With ISBN		
1	Dr. Gurjeet Virk Sidhu	Sociology		5	-	3	1	-	1

20. Areas of consultancy and income generated : N.A.
21. Faculty as members in National/International Committees/Editorial Boards : Nil
22. Student projects:
- a) Percentage of students who have done in-house projects including inter departmental/programme::
100% PG Students

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies :

Nil

23. Awards / Recognition received by faculty and students:

A total of six students of the department have secured positions in university exams in M.A. during the last three years. For list of such students refer 2.6.2 of Criteria-Wise Inputs.

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

Refer 3.7.4 of Criteria Wise Input.

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

a) National

- i. The Departments of Political Science, Sociology and Economics organized a UGC Sponsored National Seminar on the topic "Violation of Human Rights in Punjab - A Case of Peasants Suicides" held on 22-23 January, 2011.
- ii. The Departments of Political Science, Sociology and Economics organized an ICSSR Sponsored National Seminar entitled "Violation of Human Rights of Migratory Labour in Punjab" held on 12-13 March, 2011.
- iii. The Department in collaboration with other departments organized a seminar on the topic "Creating Awareness in the Students regarding Domestic Violence and Sexual Violence against Women and Children" on 5th March, 2014 sponsored by College Development Council, Panjab University, Chandigarh.

b) International

Nil

26. Student profile programme / course wise:

Session 2012-13:

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
M.A. I	23	18	6	12	100%
M.A. II	22	19	4	15	100%

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A.	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression:

Student progression (M.A.)			
	Session 2011-12	Session 2012-13	Average of 2 batches
PG to B.Ed. & other such courses	60%	47.4%	53.85%
PG to M.Phil.	-	-	-
PG to Ph.D.	-	-	-
Employed			
• Campus selection	-	-	-
• Other than campus recruitment	10%	Nil	5%
Self-Employed	20%	10.5%	15.4
Settled Abroad	10%	10.5%	10.25%

30. Details of Infrastructural facilities:

Library:

The department does not have its independent library. The main library has 727 books related to the subject and subscribes to 7 Journals / Periodicals.

Internet facility for staff and students :

The department uses the common facility available in the libraries and Central Computer Facility.

Class rooms with ICT facility:

The department uses the facility available in the seminar room and portable projectors.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Refer 5.1.2 and 5.1.3 of Criteria Wise Input for consolidated record of the college.

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

Refer 3.7.4 of Criteria Wise Input.

33. Teaching methods adopted to improve student learning:

- Chalk and talk is the main method of teaching. In addition to this, other methods adopted are debates and discussions. Real life events are adopted during class-room teaching to help the students to understand particular issues.
- The students are encouraged to give their opinions on social issues which help them to think independently and express themselves.
- All students actively participate in extension lectures organized by Sociological Association.

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

- For Institutional Social Responsibility and Extension activities, the department, in collaboration with the other departments, organized seminars as mentioned in Q. No. 25. In addition to renowned social scientists and experts, representatives of farmers and labour organizations and other stake holders were also invited.
- Students involved in class room discussions on common social issues like Honor Killing, Domestic Violence, Issues and Laws related to Marriage and Family problems etc.
- Students and Faculty members participated in field visits to Non-government organizations during educational tours.
- Students were engaged in social surveys on social issues and socio-economic to train them in Research Methodology

35. SWOC analysis of the department and Future plans:

Strengths

- 100% regular faculty
- Students secure top positions in university exams

Weakness

- We do not get more students from other states.

Opportunities

- To make the Department of Sociology as a Specialized Centre for Research and Training in collaboration with Government and Non-Government Organizations.

- Students can be encouraged to become entrepreneurs and establish their own Non-Government Organizations.
- Administrative support to participate in National and International seminars.

Challenges

- Lack of study material in vernacular languages.

Future Plans

- To start Honours in Sociology for under-graduate students.
- To introduce inter-disciplinary courses like Diploma in Community Health Family Counselling, Human rights etc.
- Establish Advanced Center in Social Research

ANNEXURES

Copy of Certificate of recognition u/s 2(f)

March, 1976.

№. F. 8-72/76 (P)

To

The Registrar,
Punjab University,
Chandigarh.

30 MAR 1976

Sub:- Inclusion of Colleges under Section 2 (f) of the UGC Act 1956.

Sir,

Sir,

Please refer to your letter No. Mise/613 dated 2/2/1976 on the above subject. I am directed to say that the following Colleges have been included under Section 2 (f) of the UGC Act under Colleges teaching upto Bachelor's degree:

1. Guru Nanak National College, Deraha
(Permanent affiliation for T.D.C. 1st year) 1974
Shri Narinder Singh Tuli.
2. Guru Gobind Singh College for Women, Chandigarh.
(On provisional affiliation) 1973
Mrs. R. Shergill.

Note:-

The College mentioned at S.No. 2 above will not be entitled for U. G. C. grants and other Central financial assistance until the same is declared fit to receive such assistance under Section 12 (A) of the UGC Act 1956.

Yours faithfully,

(M. R. Rao)

Officer on special duty.

Copy:-

1. Principal, Guru Nanak National College, Doraha.
2. Principal, Guru Gobind Singh College for Women, Chandigarh.
3. All Officers/Sections.

(M. R. Rao)

Officer on special Duty.

Annexure - I (B)

Printed Copy of List of Colleges of Punjab Affiliated to UGC under 2(f) and 12(B) (The name of the college is mentioned at serial No.128 and is highlighted in light green colour).

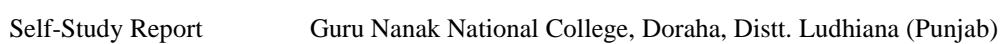
S.No.	College	University	Status
101	Guru Gobind Singh Khalsa College for Women Jhar Sahib Ludhiana, Chandigarh, Punjab 141 121 Punjab 141 121	Punjab University	Under Section : 2(f)
102	Guru Kashi College Damdama Shaib, Distt., Bathinda, Punjab Punjab		Under Section : 2(f)&12(B)
103	Guru Nanak Bhai Lalo Ramghaaria College for Women Phagwara, Distt., Kapurthala, Punjab Punjab		Under Section : 2(f)&12(B)
104	Guru Nanak College Sukhchainama Sahib Phagwara, Distt., Kapurthala, Punjab Punjab		Under Section : 2(f)&12(B)
105	Guru Nanak College Batala, Distt., Gurdaspur, Punjab 143 505 Punjab 143 505		Under Section : 2(f)&12(B)
106	Guru Nanak College Budhlada, Distt., Bhatinda, Punjab 151 502 Punjab 151 502		Under Section : 2(f)&12(B)
107	Guru Nanak College Moga, Distt., Moga, Punjab 142 001 Punjab 142 001		Under Section : 2(f)&12(B)
108	Guru Nanak College		Under Section :

	Firozpur Cannt, Distt., Firozpur, Punjab Punjab	2(f)&12(B)
109	Guru Nanak College Killanwali Mandi Dabwali, Distt., Faridkot, Punjab Punjab	Under Section : 2(f)&12(B)
110	Guru Nanak College for Girls Muksar, Distt., Muksar, Punjab 152 026 Punjab 152 026	Under Section : 2(f)&12(B)
111	Guru Nanak College for Women Charan Kanwal Banga, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
112	Guru Nanak College of Education for Women Kapurthala, Distt., Kapurthala, Punjab Punjab	Under Section : 2(f)&12(B)
113	Guru Nanak Dev Engineering College Ludhiana, Distt., Ludhiana, Punjab Punjab	Under Section : 2(f)&12(B)
114	Guru Nanak Dev Khalsa Girls College Bathinda, Punjab Punjab	Under Section : 2(f)&12(B)
115	Guru Nanak Dev University College Jullundur, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
116	Guru Nanak Dev University College Chungh, Tarn Taran, Punjab Punjab	Under Section : 2(f)&12(B) File No.: 8- 406/2012(CPP-

		I/C)
117	Guru Nanak Dev University College Verka, Amritsar, Punjab Punjab	Guru Nanak Dev University Under Section : 2(f)&12(B) File No.: 8-403/2012(CPP-I/C)
118	Guru Nanak Dev University College Patti, Distt., Amritsar, Punjab Punjab	Guru Nanak Dev University Under Section : 2(f)&12(B) File No.: 8-474/2011(CPP-I/C)
119	Guru Nanak Dev University College, Narot Jaimal Singh (Pathankot), Punjab Punjab	Guru Nanak Dev University Under Section : 2(f)&12(B) File No.: 8-407/2012(CPP-I/C)
120	Guru Nanak Girls College Model Town Ludhiana, Punjab Punjab	Under Section : 2(f)&12(B)
121	Guru Nanak Govt. College Gurdaspur, Distt., Gurdaspur, Punjab Punjab	Under Section : 2(f)&12(B)
122	Guru Nanak Govt. College Guru Teg Bahadur Garh, Distt., Moga, Punjab Punjab	Under Section : 2(f)&12(B)
123	Guru Nanak Khalsa College Daroli Kalan, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
124	Guru Nanak Khalsa College Sultanpur Lodhi, Distt., Kapurthala, Punjab Punjab	Under Section : 2(f)&12(B)
125	Guru Nanak Khalsa College for Women	Under Section : 2(f)&12(B)

	Model Town, Distt., Ludhiana, Punjab Punjab	
126	Guru Nanak Khalsa Girls College Baba Sang Dhesian, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
127	Guru Nanak National College Nakodar, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
128	Guru Nanak National College Doraha, Distt., Ludhiana, Punjab Punjab	Under Section : 2(f)&12(B)
129	Guru Nanak National College for Women Nakodar, Distt., Jalandhar, Punjab Punjab	Under Section : 2(f)&12(B)
130	Guru Nanak Nav Bharat College Narur Panchhet, Distt., Kapurthala, Punjab Punjab	Under Section : 2(f)&12(B)
131	Guru Nanak Prem Karamsa College Nadala, Distt., Kapurthala, Punjab Punjab	Under Section : 2(f)&12(B)

Annexure – IX



Annexure – XIV (A)

Copy of Audited Income Expenditure Statements of the year 2010-11

N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(95%)					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2011					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT			By Tuition Fees		421470.00
To Salary to Teaching Staff	6736256.00		By Admission Fees		93390.00
			By Re-Admission Fees		6900.00
To Salary to Non Teaching Staff	1653722.00	8389978.00	By Late Admission Fees		45900.00
			By Late Fees Fine		3940.00
Administrative Charges on Salary			By College/Library Fine		61030.00
ADM Charges A/C No.II	13937.00		By 95% Grant		5651772.00
DLIF Charges A/C No.:21	6337.00				
RIAF Charges A/C No.:22	128.00	20402.00	By 5% Management Share		368471.00
			By 2% Management Share(S.C./B.C.Std.)		10584.00
To Bank Charges			By Freeship (SC/BC Stu)		91179.00
To Excess claimed income Deposited in Govt.Treasury		289305.00	By Regular Grant 95% Less Received (As per claim filed)		1348443.00
			By Excess of expenditure over Income trfd.to management A/C		596606.00
TOTAL :		8699685.00	TOTAL :		8699685.00

LUDHIANA :19TH AUGUST,2011.

for GURU NANAK NATIONAL COLLEGE.

As per our report of even date.

for N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.

N.K.BECTOR
PROP.
M.No.:081696
FRN.: 002045N.



SECRETARY PRESIDENT PRINCIPAL ACCOUNTANT

Secretary,
Guru Nanak National College
Managing Board, Doraha

G.N.N. COLLEGE,
DORAHA (Ludhiana)

N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(MANAGEMENT FUND)
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2011

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT			By Misc.Income	2000.00	
To Salary to Temporary Staff (Non Teaching)	1110885.00		By Rent of Bank Building	69379.00	
			By Dilapidation Fund	518400.00	
To Salary to Temporary Staff (Teaching)	3478489.00		By Unaided Staff Fund	474262.00	
			By Intt.from Bank (FDR Endowment)	64032.50	
To Salary to Uncovered Staff(Regular)	4768095.00	9357469.00	By Canteen Rent	52495.00	
			By Establishment Fund	67700.00	
			By Electricity Motor Bill Refund	1080.00	
			By Donation	55000.00	1304348.50
ADMINISTRATIVE CHARGES ON SALARY					
To Adm.Charges A/C No.II	9430.00		BY GRATUITY/LEAVE ENCASMEN FEEs		
To D.L.I.F.Charges A/C No.21	4290.00		Received	964125.00	
To R.I.A.F.A/C No.22	89.00	13809.00	Less: Paid	849932.00	114193.00
To Bank Charges		585.00			
To Fees & Taxes		803709.00			
To 5% Management Share		368471.00	INCOME FROM SELF FINANCED SOURCES		
To 2% Management Share SC/BC Students		10584.00	By Admission Fees	110385.00	
To Affiliation Fees		10800.00	By College/Library Fine	79614.00	
			By Late Admission Fees	37500.00	
To E.S.I.C.		3694.00	By Late Fees Fine	7632.00	
To Gratuity & Leave Encashment		2533143.00	By Re-Admission Fees	10950.00	
To House Tax		5400.00	By Tuition Fees	7560.00	253641.00
To Land Lease		1700.00			
To Amt.of Deficit of 95% ttd.		596606.00	By Scooter Motor Cycle Fees	27990.00	
			By Unaided Course Fee	8612184.00	
To Depreciation on Fixed Assets		448153.00	By Unaided Subject Fee	369050.00	
			By Excess of Expenditure over Income		3472716.50

TOTAL : 14154123.00 **TOTAL :** 14154123.00
LUDHIANA :19TH AUGUST,2011. for GURU NANAK NATIONAL COLLEGE

As per our report of even date.

for N.K.BECTOR & CO.
CHARTERED ACCOUNTANTS.

(N.K.BECTOR)
PROP.

M.No.:081095
FRN.: 002045N.



SECRETARY, PRESIDENT PRINCIPAL ACCOUNTANT

Secretary,
Guru Nanak National College
Managing Board, Doraha

G.N.N. COLLEGE,
DORAHA (Ludhiana)



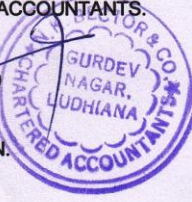
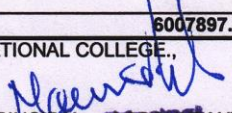
N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(PRINCIPAL ACCOUNT)					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2011					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
To Continuation Fees			By Medical Fund Receipts		
Expenses	34080.00		Receipt	114300.00	
Less:Receipt	29640.00	4440.00	Less:Expenses	996.00	113304.00
			By Interest Received		374815.14
To Migration Fees			By Library Identity Card		
Expenses	820.00		Receipt	68850.00	
Less:Receipt	480.00	340.00	Less:Expenses	6325.00	62525.00
To Bank Charges		12149.00	By Magazine/College News Fees		
To T.A./D.A.Exps.		37379.00	Receipt	176638.00	
To Postage Exps.		27059.00	Less:Expenses	87137.00	89501.00
To Telephone Exp.		31851.00	By Gynazium Fees		
To Advertisement		54008.00	Receipt	65700.00	
To Fees & Subscription		93770.00	Less:Expenses	28311.00	37389.00
To National Seminar in Collaboration		68797.00	By Electricity & Water Charge		
To Affiliation Fees		22500.00	Receipt	785550.00	
To Student Aid Fund			Less:Expenses	448629.00	336921.00
Expenses	426000.00		By House Examination Fees		
Less:Receipt	399875.00	26125.00	Receipt	388800.00	
			Less:Expenses	130385.00	258415.00
To Youth Welfare Fee/Fund University			By Lease Line/Internet/Digital Lib.Fee		
Expenses	102526.00		Receipt	196388.00	
Less:Receipt	92775.00	9751.00	Less:Expenses	110710.00	85678.00
To Registration Fees			By Environmental Edu.Fund		
Expenses	89870.00		Receipt	126320.00	
Less:Receipt	44160.00	45710.00	Less:Expenses	4000.00	122320.00
To Rajiv Gandhi College House			To Red Cross Fund		
Expenses	136700.00		Receipt	8238.00	
Less:Receipt	123700.00	13000.00	Less:Expenses	2054.00	6184.00
To College Development Council			By Library Development Fund		
Expenses	68350.00		Receipt	285750.00	
Less:Receipt	61850.00	6500.00	Less:Expenses	51087.00	234663.00
To Campus Repair & Maint.			By Computer Fund		
Expenses	838243.00		Receipt	771251.00	
Less:Receipt	521839.00	316404.00	Less:Expenses	197841.00	573410.00
To University Sports Fees			By Punjab State Higher Education Fund		
Expenses	68350.00		Receipt	24700.00	
Less:Receipt	61850.00	6500.00	Less:Expenses	0.00	24700.00
			By Building Fund Receipts		684917.00
			By Change of Faculty		10900.00
			By Special Fees		20100.00
			By Student Scholarship Fund		
			Receipt	253640.00	
			Less:Expenses	218080.00	35560.00



<u>To Holiday Home Fees</u>			<u>By Punjab State Sports Fund</u>		
Expenses	81900.00		Receipt	92625.00	
Less:Receipt	<u>74100.00</u>	7800.00	Less:Expenses	<u>92138.00</u>	487.00
<u>To Multipurpose Auditorium Fees</u>			<u>By U.G.C.Grant for Additional Asstt.</u>		
Expenses	68300.00		Receipt	1935000.00	
Less:Receipt	<u>61850.00</u>	6450.00	Less:Expenses	<u>617254.00</u>	1317746.00
To Printing & Stationery		90611.00	<u>By V/C Permission Fees</u>		
<u>To Misc.Income/Exps.</u>			Receipt	267000.00	
Expenses	211316.00		Less:Expenses	<u>120000.00</u>	147000.00
Less:Receipt	<u>186805.00</u>	24511.00	<u>By Seminar/Club Societies Fund</u>		
<u>To Annual Examination Fees</u>			Receipt	127200.00	
Expenses	2328000.00		Less:Expenses	<u>13121.00</u>	114079.00
Less:Receipt	<u>2118750.00</u>	209250.00	<u>By Student Insurance Fund</u>		
<u>To World Uni.Service Fund</u>			Receipt	136800.00	
Expenses	54680.00		Less:Expenses	<u>116397.00</u>	20403.00
Less:Receipt	<u>49480.00</u>	5200.00	<u>By Add on Course</u>		
<u>To Pb.Uni-Sports Facility Dev.Fund</u>			Receipt	118000.00	
Expenses	68350.00		Less:Expenses	<u>21200.00</u>	96800.00
Less:Receipt	<u>61850.00</u>	6500.00	<u>By Lab Charges/Break Charges</u>		
<u>To Non Formal Courses</u>			Receipt	184450.00	
Expenses	13269.00		Less:Expenses	<u>9330.00</u>	175120.00
Less:Receipt	<u>6500.00</u>	6769.00	By Honours Fees		26000.00
<u>To Guru Teg Bahadur Const.Fund</u>			<u>By Summer Training Fees</u>		
Expenses	13670.00		Receipt	21000.00	
Less:Receipt	<u>12370.00</u>	1300.00	Less:Expenses	<u>600.00</u>	20400.00
<u>To Const.of girls Sports Hostel(P.U.)</u>			<u>By Sale of Application Form</u>		9400.00
Expenses	190500.00		By Property Tax		14820.00
Less:Receipt	<u>123500.00</u>	67000.00	By Youth Welfare Fund		150810.00
To Constitution of Red Ribbon Club		2510.00	<u>By Generator/Transformer Charges</u>		
<u>To Discretionary Grant MP Land for const.</u>			Receipt	259200.00	
Expenses	301023.00		Less:Expenses	<u>175323.00</u>	83877.00
Less:Receipt	<u>100000.00</u>	201023.00	<u>By Prospectus Fees</u>		
To Financial subsidy to organise seminar		44991.00	Receipt	248250.00	
<u>To ICSSR Sponsard Seminars</u>			Less:Expenses	<u>137747.00</u>	110503.00
Expenses	58500.00		<u>By Alumni House & Scholarship Fund</u>		
Less:Receipt	<u>25000.00</u>	33500.00	Receipt	9770.00	
<u>To Inter Zonal Youth Festival</u>			Less:Expenses	<u>5580.00</u>	4190.00
Expenses	772391.00		<u>By College Sports Fees</u>		
Less:Receipt	<u>560000.00</u>	212391.00	Receipt	353275.00	
<u>To U.G.C.Grant Financial Asstt.</u>			Less:Expenses	<u>151373.00</u>	201902.00
Expenses	142097.00		<u>By Prize Distribution Fund</u>		
Less:Receipt	<u>78750.00</u>	63347.00	Receipt	127200.00	
<u>To U.G.C.Grant(Seminar Conference Deptt.)</u>			Less:Expenses	<u>1765.00</u>	125435.00
Expenses	135447.00		By Pupun Fees		108800.00
Less:Receipt	<u>102750.00</u>	32697.00	<u>By Enrolment Fee</u>		
To Depreciation		2120717.00	Receipt	41990.00	
To Excess of Income over expenditure		2095047.14	Less:Expenses	<u>0.00</u>	41990.00



		By Cadet Amenity Fund(N.S.S./NCC)	
	Receipt	27360.00	
	Less: Expenses	<u>3037.00</u>	24323.00
<hr/>			
TOTAL :	6007897.14	TOTAL :	6007897.14
LUDHIANA : 19TH AUGUST, 2011.		for GURU NANAK NATIONAL COLLEGE.,	
As per our report of even date.		0.00	
for N.K.BECTOR & CO., CHARTERED ACCOUNTANTS.		SECRETARY PRESIDENT PRINCIPAL ACCOUNTANT.	
 (N.K.BECTOR) PROP. M.No.:081095 FRN.: 002045N.		 Secretary, Guru Nanak National College Managing Board, Doraha	
		 G.N.N. COLLEGE, DORAHA (Ludhiana)	

Annexure – XIV (B)

Copy of Audited Income Expenditure Statements of the year 2011-12

N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(95%)					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2012					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT			By Tuition Fees		395514.00
To Salary to Teaching Staff	7425113.00		By Admission Fees		88110.00
			By Re-Admission Fees		7500.00
To Salary to Non Teaching Staff	1629125.00	9054238.00	By Late Admission Fees		40000.00
			By Late Fees Fine		3640.00
ARREAR OF INSTALLMENT D.A.			By College/Library Fine		65338.00
To Teaching Staff	461098.00		By 95% Grant		7481968.00
To Non Teaching Staff	207285.00				
	668383.00		By 5% Management Share		395000.00
Less: Ada Claim Payable	668383.00	0.00	By 2% Management Share(S.C./B.C.Stdt.)		9692.00
			By Freeship (SC/BC Stu)		97626.00
Administrative Charges on Salary			By S/C Student Fees Claim		66312.00
ADM Charges A/C No.II	12598.00		By ADA Arrears		42694.00
DLIF Charges A/C No.:21	5726.00				
RIAF Charges A/C No.:22	115.00	18439.00	By Excess of expenditure over Income		402313.50
			tfd.to management A/C		
To Bank Charges		637.50			
To Excess claimed income Deposited in Govt.Treasury		22393.00			
TOTAL :		9095707.50	TOTAL :		9095707.50
LUDHIANA :21ST JUNE,2012.			for GURU NANAK NATIONAL COLLEGE.,		

As per our report of even date

for N.K.BECTOR & CO.
CHARTERED ACCOUNTANTS
(N.K.BECTOR)
PROP.
M.No.:081095
FRN.: 002045N.



SECRETARY PRESIDENT PRINCIPAL

(Signature)
Principal
G.N.N. COLLEGE,
DORAHA (Ludhiana)

N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(MANAGEMENT FUND)					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2012					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT			By Misc.Income	145800.00	
To Salary to Temporary Staff (Non Teaching)	1365077.00		By Rent of Bank Building	80736.00	
			By Dilapidation Fund	556400.00	
			By Unaided Staff Fund	462199.00	
To Salary to Temporary Staff (Teaching)	4375347.00		By Intt.from Bank (FDR Endowment)	61714.65	
			By Canteen Rent	72000.00	
To Salary to Uncovered Staff(Regular)	6623005.00	12363429.00	By Establishment Fund	66000.00	
			By Donation	90000.00	1534849.65
ADMINISTRATIVE CHARGES ON SALARY			INCOME FROM SELF FINANCED		
To Adm.Charges A/C No.II	10874.00		SOURCES(P.U.)		
To D.L.I.F.Charges A/C No.21	4945.00		By Admission Fees	126760.00	
To R.I.A.F.A/C No.22	97.00	15916.00	By College/Library Fine	109263.00	
			By Late Admission Fees	37500.00	
To Bank Charges		525.00	By Late Fees Fine	11094.00	
To Fees & Taxes		206854.00	By Re-Admission Fees	14700.00	
To 5% Management Share		395000.00	By Tution Fees	65800.00	365117.00
To 2% Management Share SC/BC Students		9692.00			
To Daly Wages Worker		238314.00	INCOME FROM SELF FINANCED		
			SOURCES(P.S.E.B.)		
To Non Govt.College Mgt.Feration Fees		2000.00	By Admission Fees	1000.00	
To Gratuity & Leave Encashment			By College/Library Fine	554.00	
Paid during the year	2433739.00		By Dilapidation Fund	800.00	
Less : Received	956500.00	1477239.00	By Tution Fees	57634.00	59988.00
			By Scooter Motor Cycle Fees		67950.00
To House Tax		5400.00			
To Amt.of Deficit of 95% tfd.		402313.50	By Unaided Course Fee		
To Depreciation on Fixed Assets		403337.00	Received during the year	11564347.00	
			Less: Exp.	61886.00	11502461.00
To Excess Grant Deposited in Treasury		37916.00	By Unaided Subject Fee		410000.00
			By Freeship Claim		8415.00
			By Excess of Expenditure over Income		1609154.85

TOTAL : 15557935.50 TOTAL : 15557935.50
LUDHIANA :21ST JUNE,2012. for GURU NANAK NATIONAL COLLEGE.,

As per our report of even date.

for N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS

N.K.BECTOR
PROP.
M.No.:081095
FRN.: 002045N.



SECRETARY PRESIDENT PRINCIPAL

G.N.N. COLLEGE.
DORAHA (Ludhiana)

N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTS.
3297/5-GURDEV NAGAR,
LUDHIANA-141 001
PHONE :0161-4611572.

GURU NANAK NATIONAL COLLEGE : DORAHA(PRINCIPAL ACCOUNT)					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH,2012					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
To Continuation Fees			By Medical Fund Receipts		133400.00
Expenses	41440.00		By Freeship		342278.00
Less:Receipt	<u>38320.00</u>	3120.00	By Interest Received		307705.09
To Bank Charges		7341.00	By Library Identity Card		
To T.A./D.A.Exps.		77439.00	Receipt	72950.00	
To Postage Exps.		28103.00	Less:Expenses	<u>7500.00</u>	65450.00
To Telephone Exp.		31533.00	By Magazine/College News Fees		
To Advertisement		193360.00	Receipt	204675.00	
To Fees & Subscription		51253.00	Less:Expenses	<u>121070.00</u>	83605.00
To Affiliation Fees		12500.00	By Gynazium Fees		
To Youth Welfare University Exps.			Receipt	68100.00	
Expenses	108463.00		Less:Expenses	<u>12120.00</u>	55980.00
Less:Receipt	<u>104025.00</u>	4438.00	By Electricity & Water Charge		
To Rajiv Gandhi College House Exps.			Receipt	905191.00	
Expenses	144500.00		Less:Expenses	<u>500181.00</u>	405010.00
Less:Receipt	<u>142000.00</u>	2500.00	By House Examination Fees		
To College Development Council			Receipt	415200.00	
Expenses	72250.00		Less:Expenses	<u>78187.00</u>	337013.00
Less:Receipt	<u>71000.00</u>	1250.00	By Lease Line/Internet/Digital Lib.Fee		
To Campus Repair & Maint.			Receipt	208000.00	
Expenses	568775.00		Less:Expenses	<u>120563.00</u>	87437.00
Less:Receipt	<u>554800.00</u>	13975.00	By Financial Subsidy to Organize Seminar		25000.00
To University Sports Exps.			By Environmental Edu.Fund		
Expenses	86600.00		Receipt	112080.00	
Less:Receipt	<u>81870.00</u>	4730.00	Less:Expenses	<u>4720.00</u>	107360.00
To Holiday Home Exps.			To Red Cross Fund		
Expenses	86700.00		Receipt	8652.00	
Less:Receipt	<u>85200.00</u>	1500.00	Less:Expenses	<u>2183.00</u>	6469.00
To Multipurpose Auditorium Exps.			By Library Development Fund		
Expenses	72250.00		Receipt	334054.00	
Less:Receipt	<u>71000.00</u>	1250.00	Less:Expenses	<u>22938.00</u>	311116.00
To Printing & Stationery		107218.00	By Computer Fund		
To Annual Examination Exps.			Receipt	765200.00	
Expenses	2497850.00		Less:Expenses	<u>384474.00</u>	380726.00
Less:Receipt	<u>2435274.00</u>	62576.00	By Alumni Fund		
To Books for Seminar/Symposia		80000.00	Receipt	89900.00	
To Non Formal Courses Exps.			Less:Expenses	<u>79935.00</u>	9965.00
Expenses	4200.00		By Building Fund		
Less: Receipt	<u>3500.00</u>	700.00	Receipt	717844.00	
			Less:Expenses	<u>4000.00</u>	713844.00
			By Change of Faculty Fee		8200.00
			By Special Fees		32625.00



<u>To Guru Teg Bahadur Const.Fund</u>			<u>By World.Uni.Service Fund</u>		
Expenses	14450.00		Receipt	168000.00	
Less : Receipt	<u>14200.00</u>	250.00	Less:Expenses	<u>57000.00</u>	111000.00
<u>To Punjab State Higher Education Exps.</u>			<u>By Punjab State Sports Fund</u>		
Expenses	28700.00		Receipt	102300.00	
Less : Receipt	<u>28200.00</u>	500.00	Less:Expenses	<u>97612.00</u>	4688.00
<u>To U.G.C.Grant for Entry in to services for Minority</u>		11590.00	<u>By Student Aid Fund</u>		
			Receipt	503230.00	
			Less:Expenses	<u>477530.00</u>	25700.00
<u>To Student Scholarship</u>			<u>By Registration Fees</u>		
Expenses	279160.00		Receipt	39440.00	
Less : Receipt	<u>259540.00</u>	19620.00	Less:Expenses	<u>37360.00</u>	2080.00
To Depreciation		2598188.00	<u>By Seminar/Club Socities Fund</u>		
			Receipt	136000.00	
To Excess of Income over expenditure		2537808.09	Less:Expenses	<u>3540.00</u>	132460.00
			<u>By Student Insurance Fund</u>		
			Receipt	137700.00	
			Less:Expenses	<u>122213.00</u>	15487.00
			By Add on Course Fee		120800.00
			<u>By Misc.Income/Exps.</u>		
			Receipt	272758.00	
			Less:Expenses	<u>165680.00</u>	107078.00
			<u>By Lab Charges/Breakage Charges</u>		
			Receipt	230400.00	
			Less : Expenses	<u>35439.00</u>	194961.00
			By Honours Fees		24600.00
			By Summer Training Fees		21200.00
			By Girls Sports Hostel const.Fund		141000.00
			<u>By Pb.Uni-Sports Facility Dev.Fund</u>		
			Receipt	77910.00	
			Less : Expenses	<u>72250.00</u>	5660.00
			By Sale of Application Form		17200.00
			By Fees for Property Tax		16920.00
			By Youth Welfare Fund Receipt		157740
			<u>By Generator/Transformer Charges</u>		
			Receipt	276824.00	
			Less:Expenses	<u>153494.00</u>	123330.00
			<u>By Prospectus Fees</u>		
			Receipt	345200.00	
			Less:Expenses	<u>168240.00</u>	176960.00
			<u>By Alumni House & Scholarship Fund</u>		
			Receipt	10820.00	
			Less:Expenses	<u>8180.00</u>	2640.00
			<u>By College Sports Fees</u>		
			Receipt	409650.00	
			Less:Expenses	<u>178551.00</u>	231099.00
			By College News/Annual Report Fee		67900.00
			By Research & Development Fund		71650.00
			By Prize Distribution Fund		135900
			<u>By Pupin Fees</u>		
			Receipt	95200.00	



Less:Expenses	1400.00	93800.00
By Enrolment Fee		
Receipt	39440.00	
Less:Expenses	37060.00	2380.00
By Cadet Amenity Fund(N.S.S./NCC)		
Receipt	40994.00	
Less:Expenses	27982.00	13012.00
By Inter Zonal Youth Festival & Heritage Fee		364559.00
PUNJAB SCHOOL EDU.BOARD		
By Amalgamated Fund	13750.00	
By Building Fund	5000.00	
By Campus Maint.Fund	4000.00	
By College Sports Fees	3000.00	
By Electricity/Water Chg.	5500.00	
By Examination Fees	3000.00	
By Generator Charges	2000.00	
By Lab Charges & Breakage Charge	5500.00	
By Library Development Fund	2500.00	
By Library Identity Card	400.00	
By Magazine Fees	1500.00	
By Medical Fund	1000.00	
By Migration/Eligibility Fees	480.00	
By Prize Distribution Fund	1000.00	
By Student Aid Fund	2750.00	
By Student Insurance Fund	1000.00	
By Student Scholarship Fund	1800.00	
By Youth Welfare Fund	3575.00	57755.00
TOTAL :	5852742.09	TOTAL : 5852742.09

LUDHIANA : 21ST JUNE,2012.

for GURU NANAK NATIONAL COLLEGE..

0.00

As per our report of even date.

for N.K.BECTOR & CO.,
CHARTERED ACCOUNTANTSN.K.BECTOR
PROP.M.No.:081095
FRN.: 002045N.

SECRETARY PRESIDENT PRINCIPAL

Principal
G.N.N. COLLEGE
DORAHA (Ludhiana)

Annexure – XIV (C)

Copy of Audited Income Expenditure Statements of the year 2012-13

N. K.BECTOR & CO.
CHARTERED ACCOUNTANTS
3297 / 5 GURDEV NAGAR
LU DH I A N A - 141 001
PHONE : 0161- 2404809

GURU NANAK NATIONAL COLLEGE, DORAHA
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST,MARCH,2013

EXPENDITURE	AMOUNT	TOTAL	INCOME	TOTAL
<u>ESTABLISHMENT</u>				
To Salary To Teaching Staff	7682760.00		By Tution Fees	417123.00
			By Admission Fees	97185.00
To Salary To Non Teaching Staff	<u>1851855.00</u>	9534615.00	By Re-admission Fees	12750.00
			By Late Admission Fees	49000.00
			By Late Fees Fine	4622.00
<u>ARREAR OF RVSD. SC. TEACH. STAFF 01-01-2006</u>				
To Teaching Staff	5777637.00		By College/ Liabrary Fine	75663.00
To Non Teaching Staff	<u>0.00</u>		By 95% Grant	8034849.00
	<u>5777637.00</u>	5777637.00	By 95% Grant (Merger Arrear)	0.00
			5% Managenent Share	422887.00
			By <u>Arrears Revised scale grant</u>	5551940.00
			received	
<u>Administrative Charges On Salary</u>				
ADM Charges A/c No:II	14426.00			
DLIF Charges A/C NO:21	6558.00			
RIAF Charges A/C No:22	<u>130.00</u>	21114.00		
95% ARREAR CLAIM PAID	<u>202047.00</u>			
LESS: GRANT RECEIVED	<u>191945.00</u>	10102.00		
ADA ARREAR CLAIM PAID	<u>130336.00</u>			
LESS: GRANT RECEIVED	<u>123819.00</u>	6517.00		
To Punjab Labour Welfare Fund		504.00		
			By Excess Of Expenditure Over I	684470.00
			Tfd. To management A/c	
TOTAL:		15350489.00	TOTAL:	15350489.00

LUDHIANA: 24 JUNE,2013.

As per our report of even Date
for N.K. BECTOR & CO.

Chartered Accountants

(N.K. Bector)
Prop.
M. No- 081095
FRN No;- 002045N

For Guru Nanak National College, Doraha

Secretary President Principal
G.N.N COLLEGE
DORAH (Ludhiana)

N. K.BECTOR & CO.
CHARTERED ACCOUNTANTS
 3297 / 5 GURDEV NAGAR
 LUDHIANA - 141 001
 PHONE : 0161- 2404809

GURU NANAK NATIONAL COLLEGE:DORAHA
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST,MARCH,2013

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT					
To Salary To Temporary Staff (Non Teaching)	1,576,217.00		By Misc.Income	27,471.00	
To Salary To Temporary Staff (Teaching)	5,278,796.00		By Rent Of Bank Building	80,736.00	
To Salary To Uncovered Staff (Regu	7,823,458.00	14,678,471.00	By Dilapidation Fund	650,739.00	
			By Unaided Staff Fund	1,427,400.00	
			By Intt.From Bank	59,105.40	
			(F.D.R Endowment)		
			By Canteen Rent	113,000.00	
Administrative Charges On Salary			By Establishment Fund	167,339.00	
ADM Charges A/c No:II	12,192.00		By Notice Period Salary	129,300.00	
DLIF Charges A/C NO:21	5,545.00		By Donation	225,000.00	2,880,090.40
RIAF Charges A/C No:22	110.00	17,847.00			
To Bank Charges		300.00	By Retrial Benefit /Leave Encashment		
To Fees & Taxes		103,821.00	Received	1,186,750.00	
To 5% management Share		422,887.00	Less: Exps.	140,759.00	1,045,991.00
To Land Lease Rent		1,700.00	Income From Self Finace Sources(P.U.)		
To Daily Wages Worker		256,041.00	By Admission Fees	129,555.00	
To Punjab Labour Welfare Fund		1,296.00	By College /Library Fine	96,719.00	
			By Late Admission Fees	29,000.00	
			By Late Fees Fine	7,284.00	
			By Re-Admission Fees	12,750.00	
			By Tutuon Fees	44,226.00	319,534.00
To House Tax		5,400.00	By Parking Fee		98,820.00
To amt.of Deficitofof 95%.tfd.		684,470.00	Income From Self Finace Sources(P,S.E.B.)		
To Depreciation On Fixed Assets		430,233.00	By Admission Fees	18000.00	
			By Late Fees Fine	134.00	
			By College /Library Fine	2362.00	
			By Dilapidation Fund	13600.00	
To Excess of Income Over Expenditure		1,323,709.40	By Tutuon Fees	275800.00	
			By Re-Admission Fees	150.00	
			By Parking Fee	6090.00	316136.00
			By Unaided Course Fee Recd.		12,724,045.00
			By Unaided Subject fee		541,559.00
			By FreeShip Claim		
			To Excess of Expenditure Over Inco,		
TOTAL		17,926,175.40	TOTAL		17,926,175.40

LUDHIANA : 24, JUNE,2013.

As per our report of even date.

for N.K.BECTOR & CO.,

CHARTERED ACCOUNTANTS

(N.K.BECTOR)

PROP.

M.NO.:081095

FRN.NO.:002045N.

for GURU NANAK NATIONAL COLLEGE.,

Secretary

President

Principal.

G.N.N. COLLEGE.

DORAHA (Ludhiana)

N.K.BECTOR & CO,
CHARTERED ACCOUNTANTS
3297/5 GURDEV NAGAR
LUDHIANA-141001
PHONE:- 0161-4611572

**GURU NANAK NATIONAL COLLEGE :DORAHA (PRINCIPAL ACCOUNT)
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2013**

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
To Continuation Fee			By Medical Fund		129200.00
Expense	42280.00				
Less:Receipt	35160.00	7120.00	By Interest Received		1202493.72
To Migration / Eligibility Fees			By Library Identity Card		
Expense	1440.00		Receipt	82400.00	
Less:Receipt	240.00	1200.00	Less:Expense	9550.00	72850.00
To Bank Charges		22965.00	By Magazine/ College News Fees		
To T.A/D.A Exps.		85255.00	Receipt	189300.00	
To Postage Exps.		32936.00	Less:Expense	116505.00	72795.00
To Telephone Exp.		46701.00	By Gymnazium Fees		
To Advertisement		95320.00	Receipt	81550.00	
To Fees & Taxes		223881.00	Less:Expense	29333.00	52217.00
To Affiliation Fees		9000.00	By Electricity Bill Fee		67614.00
To Youth Welfare Fee/Fund University			By Electricity & Water Charges		
Expense	121020.00		Receipt	959289.00	
Less:Receipt	109725.00	11295.00	Less:Expense	685114.00	274175.00
To Registration Fees			By House Examination Fess		
Expense	47855.00		Receipt	466200.00	
Less:Receipt	39735.00	8120.00	Less:Expense	144609.00	321591.00
To College Development Council			By Lease Line / Internet/ Digital Lib.		
Expense	80800.00		Receipt	228450.00	
Less:Receipt	68550.00	12250.00	Less:Expense	126586.00	101864.00
To Campus Maint. Fund			By Environmental Edu.Fund		
Expense	1390912.00		Receipt	138040.00	
Less:Receipt	625200.00	765712.00	Less:Expense	4000.00	134040.00
To Depreciation On Fixed Assets		3148487.00	By Red Cross Fund		
To University Sports Fess			Receipt	10756.00	
Expense	96960.00		Less:Expense	2430.00	8326.00
Less:Receipt	82260.00	14700.00	By Library Development Fund		
To Holiday Home fees			Receipt	319750.00	
Expense	96960.00		Less:Expense	31493.00	288257.00
Less:Receipt	82260.00	14700.00	By Computer Fund		
To Multipurpose Auditorium Fees			Receipt	951200.00	
Expense	80800.00		Less:Expense	192107.00	759093.00
Less:Receipt	68550.00	12250.00	By Change of Faculty		13700.00
To Printing & Stationery		145117.00	By Special Fees		37500.00
			By World Uni. Service Fund		54840.00



al Examination Fees			By Seminar/ Club Societies Fund		
	3071980.00		Receipt	152200.00	
ipt	2794390.00	277590.00	Less:Expense	14000.00	138200.00
lment Fee			By Student Insurance Fund		
	48575.00		Receipt	162000.00	
ipt	40375.00	8200.00	Less:Expense	90998.00	71002.00
id Scholarship Deposit in Treasury		36826.05	By Add On Course		132500.00
Teg Bahadur Const. Fund			By Lab Charges/Break Charges		338795.00
	16160.00		By Honours Fees		22800.00
ipt	13710.00	2450.00	By Summer Training Fees		33800.00
b State Higher Education Fund			By Girls Sports Hostel Const. Fund		137100.00
	32320.00		By Sale of Application Form		7000.00
ipt	27420.00	4900.00	By Property Tax Fee		16452.00
nt Scholarship Fund			By Youth Welfare Fund Fee		175040.00
	297220.00		By Generator / Transformer Charges		
ipt	294759.00	2461.00	Receipt	312600.00	
SCHOOL EDU. BOOARD			Less:Expense	255055.00	57545.00
ion Fee		16000.00	By Prospectus Fees		
ii House & Scholarship Fund			Receipt	391000.00	
	21700.00		Less:Expense	163527.00	227473.00
ipt	9870.00	11830.00	By Non Formal Courses		
ii Fund			Receipt	17000.00	
	58356.00		Less:Expense	12400.00	4600.00
ipt	30040.00	28316.00	By College Sports Fees		
i-Sports Facility Dev.Fund			Receipt	395700.00	
	96960.00		Less:Expense	281943.00	113757.00
ipt	82260.00	14700.00	By College News / Annual Report		75200.00
Grant Irrecoverable W/O		227831.00	By Research & Development Fund		81300.00
State Sports Fund			By Prize Distribution Fund		150400.00
	109080.00		By Pupil Fees		116400.00
ipt	102825.00	6255.00	By Misc. Income/Exps.		
s of Income Over Expenditure		402925.95	Receipt	288244.00	
			Less:Expense	279593.00	8651.00
			By Cadet Amenity Fund(N.S.S/NCC)		
			Receipt	32460.00	
			Less:Expense	12500.00	19960.00
			By Student Aid Fund		
			Receipt	656097.00	
			Less:Expense	654963.72	1133.28
			PUNJAB SCHOOL EDU. BOOARD		
			By Amalgamated Fund	47175.00	
			By Campus Maint. Fund	13200.00	
			By College Sports Fees	9900.00	
			By Electricity /Water Chg.	20150.00	
			By Examination Fees	10500.00	
			By Generator Chg.	6600.00	



By Lab Charges & Breakage Chg.	20150.00	
By Library Development Fund	8250.00	
By Library Identity Card	1700.00	
By Magazine Fees	4950.00	
By Medical Fund	3300.00	
By Prize Distribution Fund	3300.00	
By Registration Fee	1200.00	
By Student Aid Fund	14105.00	
By Student insurance Fund	3400.00	
By Student Scholarship Fund	6120.00	
By Youth Welfare Fund	3630.00	177630.00

TOTAL:	5697294.00	TOTAL:	5697294.00
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LUDHIANA: 24th JUNE ,2013.

For Guru Nanak National College

As per our report of even Date

for N.K. BECTOR & CO.

Chartered Accountants


 (N.K. Bector)

Prop.

M. No- 081095


FRN No:- 002045N



Secretary

President

Principal


G.N.N. COLLEGE
DORAHA (Ludhiana)

Annexure – XIV (D)

Copy of Audited Income Expenditure Statements of the year 2013-14

N. K. BECTOR & CO.
CHARTERED ACCOUNTANTS
 3297 / 5 GURDEV NAGAR
 LUDHIANA - 141 001
 PHONE : 0161- 2404809

GURU NANAK NATIONAL COLLEGE, DORAHA
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST, MARCH, 2014


EXPENDITURE	AMOUNT	TOTAL	INCOME	TOTAL
ESTABLISHMENT			By Tution Fees	375543.00
To Salary To Teaching Staff	8535348.00	10330638.00	By Admission Fees	90255.00
To Salary To Non Teaching Staff	1795290.00		By Re-admission Fees	18750.00
			By Late Admission Fees	99000.00
			By Late Fees Fine	4240.00
Administrative Charges On Salary			By College/ Library Fine	76667.00
ADM Charges A/c No:II	13636.00	19959.00	By 95% Grant	8641567.00
DLIF Charges A/C NO:21	6198.00		5% Managenent Share	455000.00
RIAF Charges A/C No:22	125.00		2% Managenent Share (SC/BC)	12096.00
Claim of DPF/ Librarian	375282.00	18764.00	S/C Students Fee Claim	398793.00
Less: Grant Received	356518.00			
Arrear Claim Senior Selection Scale	788569.00	39428.00	By Arrears of 08/09, 02/10 (paid in the previous year now Written back)	777428.00
Less: Grant Received	749141.00		By Arrears of DA Instalments 01/10,07/10,01/11 (paid in the previous year now Written back)	61119.00
Revised Arrear Claim 08/2009 to 02/2010	1097901.00	0.00	By 95% Arrears Revised Scale (01.01.06)	
Less: Grant Received	1097901.00		Grant Received : 3701292.00	
To Punjab Labour Welfare Fund		444.00	Less : Paid 3515578.00	185714.00
To Excess Income Deposit In Govt. Treasury		113903.00		
To Excess Of Income Over Expenditure Tfd. To management A/c		673036.00		
TOTAL:		11196172.00	TOTAL:	11196172.00

LUDHIANA: DATE 14th JULY 2014

As per our report of even Date

For Guru Nanak National College, Doraha

for N.K. BECTOR & CO.
 Chartered Accountants


 (N.K. Bector)
 Prop.
 M. No- 081095
 FRN No:- 002045N

Secretary

President


 Principal
G.N.N. COLLEGE,
DORAH (Ludhiana)

N. K. BECTOR & CO.
CHARTERED ACCOUNTANTS
3297 / 5 GURDEV NAGA
LUDHIANA - 141 001
PHONE : 0161- 2404809

GURU NANAK NATIONAL COLLEGE:DORAHA
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST,MARCH,2014

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
ESTABLISHMENT					
To Salary To Temporary Staff (Non Teaching)	1693742.00		By S/C Students Fee Claim	1005162.00	
To Salary To Temporary Staff (Teaching)	5508917.00		By Rent Of Bank Building	80736.00	
To Salary To Uncovered Staff (Regular)	9398339.00	16600998.00	By Dilapidation Fund	554102.00	
			By Unaided Staff Fund	4097733.00	
			By Intt.From Bank	58425.54	
			By Canteen Rent	117000.00	
			By Interest On FDR (F.D.R Endowment)	60290.39	
Administrative Charges On Salary			By Establishment Fund	415543.00	
ADM Charges A/c No:II	12587.00				
DLIF Charges A/C NO:21	5724.00		By Notice Period Salary	111912.00	
RIAF Charges A/C No:22	112.00	18423.00	By Donation	97000.00	6597903.93
To Bank Charges		150.00	By Misc.Income		
To Fees & Taxes		148834.00	Received	18530.00	
To 5% management Share		455000.00	Less: Paid	8325.00	10205.00
To 2% management Share		12096.00			
To Land Lease Rent		850.00	By Retrial Benefit /Leave Encashment		
To Daily Wages Worker		390226.00	Received	1953250.00	
To Punjab Labour Welfare Fund		1266.00	Less: Paid	376596.00	1576654.00
To Depreciation On Fixed Assets		391677.00			
			Income From Self Finace Sources(P.U.)		
			By Admission Fees	138930.00	
			By College /Library Fine	105198.00	
			By Late Admission Fees	67500.00	
			By Late Fees Fine	7332.00	
			By Re-Admission Fees	12600.00	
			By Tutition Fees	541428.00	
			By Parking Fee	57105.00	930093.00
			Income From Self Finace Sources (P.S.E.B.)		
			By Admission Fees	25000.00	
			By Late Fees Fine	336.00	
			By College /Library Fine	17247.00	
			By Dilapidation Fund	20000.00	
			By Tutition Fees	391400.00	
			By Re-Admission Fees	630.00	
			By Parking Fee	9720.00	464333.00
			By Unaided Course Fee		
			Received	3130560.00	
			Less: Paid	39140.00	3091420.00
			By Unaided Subject fee		2218100.00
			By Excess of Income Over Exp (95%)		673036.00
			By Excess of Expenditure Over		2457775.07
			Income trf to Capital Fund		
TOTAL		18019520.00	TOTAL		18019520.00

LUDHIANA: DATE 14th JULY 2014

As per our report of even Date

For Guru Nanak National College

for N.K. BECTOR & CO.
Chartered Accountants

(N.K. Bector)
Prop.
M. No- 081095



Secretary

President

Handwritten signature
Principal
G.N.N. COLLEGE
DORAHA (Ludhiana)

N.K.BECTOR & CO,
CHARTERED ACCOUNTANTS
3297/5 GURDEV NAGAR
LUDHIANA-141001
PHONE:- 0161-4611572

**GURU NANAK NATIONAL COLLEGE :DORAHA (PRINCIPAL ACCOUNT)
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2014**

EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
To Continuation Fee			By Medical Fund		126474.00
Expense	46320.00				
Less:Receipt	36960.00	9360.00	By Interest Received		825404.81
To Migration / Eligibility Fees			By Library Identity Card		
Expense	1130.00		Receipt	70951.00	
Less:Receipt	960.00	170.00	Less:Expense	12750.00	58201.00
To Bank Charges		18370.00	By Magazine/ College News Fees		
To T.A/D.A Exps.		43526.00	Receipt	187050.00	
To Postage Exps.		25277.00	Less:Expense	128321.00	58729.00
To Telephone Exp.		34389.00	By Gymnasium Fees		
To Advertisement		7800.00	Receipt	85400.00	
To Fees & Taxes		109211.00	Less:Expense	58734.00	26666.00
To Youth Welfare Fee/Fund Uni.			By Electricity Bill Fee		65906.00
Expense	126573.00				
Less:Receipt	105975.00	20598.00	By Electricity & Water Charges		
To Registration Fees			Receipt	787400.00	
Expense	108290.00		Less:Expense	646316.00	141084.00
Less:Receipt	45915.00	62375.00	By House Examination Fess		
To College Development Council			Receipt	389700.00	
Expense	87250.00		Less:Expense	160350.00	229350.00
Less:Receipt	70650.00	16600.00	By Lease Line /Internet/Digit Lib.		
To Campus Maint. Fund			Receipt	198898.00	
Expense	1374256.00		Less:Expense	149539.00	49359.00
Less:Receipt	539214.00	835042.00	By Environmental Edu.Fund		
To Depreciation On Fixed Assets		3243299.00	Receipt	122400.00	
To University Sports Fess			Less:Expense	30144.00	92256.00
Expense	104700.00		By Red Cross Fund		
Less:Receipt	84780.00	19920.00	Receipt	33912.00	
To Holiday Home fees			Less:Expense	10902.00	23010.00
Expense	104700.00		By Library Development Fund		
Less:Receipt	84780.00	19920.00	Receipt	315500.00	
To Printing & Stationery		126514.00	Less:Expense	25243.00	290257.00
To Annual Examination Fees			By Computer Fund		
Expense	3025490.00		Receipt	1574949.00	
Less:Receipt	2813180.00	212310.00	Less:Expense	520022.00	1054927.00
To World Uni. Service Fund			By Change of Faculty		13700.00
Expense	69800.00		By Special Fees		32700.00
Less:Receipt	56520.00	13280.00	By Enrollment Fee		
To Punjab State Higher Edu. Fund			Receipt	45815.00	
Expense	34900.00		Less:Expense	1020.00	44795.00
Less:Receipt	28260.00	6640.00	By Seminar/ Club Societies Fund		
			Receipt	126200.00	
			Less:Expense	25790.00	100410.00
			By Student Insurance Fund		
			Receipt	140181.00	
			Less:Expense	100963.00	39218.00





PUNJAB SCHOOL EDU. BOARD

By Amalgamated Fund	57000.00	
By Campus Maint. Fund	19200.00	
By College Sports Fees	14400.00	
By Electricity /Water Chg.	29200.00	
By Examination Fees	55200.00	
By Generator Chg.	9600.00	
By Lab Charges & Breakage Chg.	27950.00	
By Library Development Fund	12000.00	
By Library Identity Card	2500.00	
By Magazine Fees	7200.00	
By Medical Fund	4800.00	
By Prize Distribution Fund	4800.00	
By Registration Fee	490.00	
By Student Aid Fund	9032.00	
By Student insurance Fund	5000.00	
By Student Scholarship Fund	9000.00	
By Youth Welfare Fund	5280.00	272652.00

TOTAL:	10891800.81	TOTAL:	10891800.81
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LUDHIANA: DATE : 14th JULY, 2014

As per our report of even Date

for N.K. BECTOR & CO.

Chartered Accountants

(N.K. Bector)

Prop.

M. No- 081095

FRN No:- 002045N



For Guru Nanak National College, Doraha

Secretary

President

Principal

**G.N.N. COLLEGE,
DORAHNA (Ludhiana)**