

A.S. COLLEGE FOR WOMEN

Amloh Road, Khanna-141401(Punjab)



THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

OF THE IQAC

FOR THE SESSION

2005 - 2006

COMPOSITION OF THE IQAC

In pursuance of the proposal given by NAAC to establish an Internal Quality Assurance Cell (IQAC), as a post-accreditation quality sustenance measure, A.S.College for women, Khanna has framed Internal Quality Assurance Cell for quality enhancement and to bring about catalytic improvement in the performance of the institution. The members of this cell are as under :--

Principal Dr. Rekha Kalia Bhardwaj--Chairperson

Mrs. Puneet Sodhi--Co-ordinator

Dr. Mrs. Kusum Narula Member

Dr. Mrs. Ramna Singla "

Dr. Mrs. Karuna Arora "

Ms. Arvinder Kaur "

Dr. Mrs. Prabhjit Kaur "

Mrs. Sushma Singla "

Mrs. Taranjit Kaur "

Mr. Rajinder Singla "

Mr. Yoginder Sharma--President of College Governing Body

Mr. Jatinder Devgan--Secretary of College Governing Body

Mrs. Amar Joshi--Former Principal of A.S.College for Women (Nominee from local Society)

Name of the Institution : A.S.College for Women, Khanna

Year of Report : 2005 – 06

PART A

In order to draft out detailed plan towards quality improvement, various sub-committees and societies were formed in the beginning of the year. Members of these committees/societies were asked to submit their suggestions to bring about effective changes in the college's curriculum for its all round development in the personality -

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That Committees will be organized by all the departments to sharpen the IQ level of the students.

Various inter-class competitions in the form of Essay, Debate, Creative Writing contests will be held by Language.

NAAC sponsored National Seminar on IQAC will be organized in order to understand its functioning in an effective manner.

Extension activities/workshop etc will be arranged by the Departments of Commerce, Economics, Hindi and English.

Talent Search function will be held.

Zonal Youth Festival will be proposed to be held in the session 2005-06.

The college will start the N.C.C. work.

Excursion and Educational tour will be organized in order to stimulate the creativity and interest among the students.

One more C.A.P. will be purchased.

One more C.A.P. will be purchased.

Funds will be generated through donations and other means.

The college will apply for some A.C.C.

Technical staff of the college campus will be increased and upgraded.

Computer lab will be supplied with new equipments.

It is a matter of great satisfaction that the outcome of the above mentioned proposals has been quite encouraging. The list of different projects and activities has been incorporated in Part-B

of this report.

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Name of the Institution :A.S.College for Women, Khanna

Year of Report : 2005 – 06

PART A – The Plan of Action

In order to chalk out detailed plan, towards quality enhancement, various sub committees and societies were formed in the beginning of the year. Incharges of these committees/societies were asked to submit their suggestions to bring about effective changes in the college curriculum for an all round development in the personality of the students. Proposals were invited from different departments so that they would be implemented in toto . As a result, the following conclusions were drawn :

- * Exhibitions will be held by Departments of Fine Arts/Home Science/Fashion Designing, to give an opportunity to the students to explore their creativity and hidden talent.
- * Quiz Competitions will be organized by all the departments to sharpen the IQ level of the students.
- * Various inter-class competitions in the form of Calligraphy and Creative Writing contests will be held by Language Departments.
- * NAAC sponsored National Seminar on IQAC will be organized in order to understand its functioning in an effective manner.
- * Extension lectures/workshops/talks will be arranged by the Departments of Commerce, Economics, Hindi and Panjabi.
- * Talent Search function will be held.
- * Zonal Youth Festival will be proposed to be held in the session 2005-06.
- * The college will start the N.C.C. unit .
- * Excursions and Educational trips will be organized in order to stimulate the exploring instinct among the students.
- * LCD will be purchased.
- * One more OHP will be purchased.
- * Funds will be generated through donations and other means.
- * The college will apply for some Add on Courses.
- * Infrastructure of the college campus will be renovated and updated.
- * Computer labs will be supplied with new equipments.

It is a matter of great satisfaction that the outcome of the above mentioned proposals has been quite encouraging. The list of different projects and activities has been incorporated in Part-B of this report.

PART - B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION : **PART B**

Since the goal of our institution is "Empowered Women - Empowered Nation", we take up the provision of value-based and life-oriented education. Our college work at providing that kind of education is producing responsible citizens for the nation. Our forte being that of Women-empowerment, we intend to make their aware of health, personal, environmental issues, drug misuse, AIDS, and all related matters and other social concerns. Further to maintain a healthy balance between the introduction of cosmopolitan outlook and preservation of our own traditional values, efforts are made to provide

OF

THE ANNUAL QUALITY ASSURANCE REPORT

Harish Yagna

It is the practice of **(AQAR) OF THE IQAC** conducted with Harish Yagna. The report, also titled with "Harish Yagna" performed by Registrar, Sh. Ashish Pandey, Mr. Anil Kumar Sharma (President), Dr. Ashwani Kumar (Vice President), Mr. Anil Kumar (College Secretary) and Mrs. Jyoti, former principal of the college were present on this occasion. The President, Sh. Yogendra Kumar, distributed merit Certificates and the students were students who scored 70% or above.

2005 – 2006

Inception of N.C.C.

The college has added a new festival in its rep by starting the NCC in 1st year. The motto of the National Cadet Corps, as we know is Discipline and Duty. Dr. Hari Kumar took over as the college. Along with his cooperation, Sh. Yogendra Kumar, along with the NCC, started its first session with a Battalion. College.

Formation of Central Association **KHANNA**

The Central Association is one of the important organizations at the college. It comes after the college every year and comprises 21 elected members and 17 fellows. All the members of this association are instrumental in maintaining decorum and discipline in the college campus. This year also the Central Association came into being on 24th Feb, 2006 under the leadership of Prof. Balbir Sandhu.

PART – B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION :

Since the goal of our institution is 'Awakened Women –Awakened Nation', we take up the provision of value-based and job-oriented education. Our college aims at providing that kind of education as produces responsible citizens for the nation. Our field being that of Women-education, we intend to make them aware of health protection, environmental issues, drug menace, AIDS, evil of female foeticide and other social concerns. In order to maintain a healthy balance between the inculcation of cosmopolitan outlook and preservation of our own traditional culture, efforts are made to provide moral education as well as knowledge on information technology. These objectives are discerned through different activities, the examples of some of them are given below :-

Havan Yajna

It is the practice of the college to start the new academic session with Havna Yajna . This session also started with Havan Yajna, performed by Yogacharya, Sh. Ashok Pandey. Mr. Yoginder Sharma (President), Dr. Ashwani Bansal (Vice President), Mr. Jatinder Devgan (College Secretary) and Mrs Joshi, Former principal of the college were present on this pious occasion. The President, Sh Yoginder Sharma distributed Merit Certificates and the awardees were students who scored 70% or above.

Inception of N.C.C.

The college has added a new feather in its cap by starting the NCC unit this year. The motto of this National Cadet Corps, as we know is Discipline and Unity. Dr. Mrs Naina took over as the incharge of the unit. It was inaugurated by Subedar Major Sh.Dalbara Singh who along with his companion Sh. Vishav karma congratulated the NCC cadets for their association with 4 Battalion Girls wing.

Formation of Central Association

The Central Association is vital to the academic atmosphere of the college. It comes into force every year and comprises 21 elected members and 13 toppers. All the members of this association are instrumental in maintaining decorum and discipline on the college campus. This year also the Central Association came into being on 24th Sept,2005 under the deanship of Prof. Balbir Sandhu.

Talent Hunt

To explore the latent talent of the students and to pick them for various Inter-college Competitions and Youth Festivals, Talent Search is organized every year in the college campus. This year also Talent Hunt was conducted on 30 Aug 2005, Ms. Garima Singh, DC Income Tax Khanna was the chief guest of the occasion.

Declamation Contest on College Campus

On 28th Jan, 2006, our college hosted Lala Hans Raj Memorial Inter College Declamation Contest in which eleven colleges from Khanna, Gobindgarh and Ludhiana participated. This contest provided a wonderful platform to more than twenty students from different colleges to show their gift of the gab. Our Parliamentary Secretary Ms. Harbans Kaur Dullo, Mr. Yoginder Sharma(President Managing Committee), Mr. Jitender Devgan (Secretary), Mrs & Mr., Kuldeep Goyal, Mrs. & Mr. Anil Goyal & various other dignitaries graced the occasion. Our student Priyanka(B.A.II) bagged first prize.

Trips and Tours

The college is fully aware of the emotional needs of the students. Students need change of air, that is why trips and tours are arranged and the students are taken out.

- * A trip comprising 52 students and three teachers went to Science City, Jalandhar and they also went to Devi Talab and Heritage Village.
- * On 27 Nov. 2005 another trip comprising 50 students and three teachers visited Naina Devi Shrine and Anandpur Sahib.
- * An educational trip organized by the Deptt. of Commerce visited the Markfed Chandigarh Mr. Daweda addressed the students and briefed them about the concept of Markfed. The students also went to Sukhna Lake, Mata Mansa Devi, Thunder Zone and Panjab University.
- * A package tour from Bangalore to Mysore was organized from 24 Dec. 2005 to 1 Jan. 2006. The students visited many places like Nandi Temple, Mysore Palace, Varindawan Gardens, Tipu Palace, Lal Bagh, Botanical Gardens, Bull temple and many more places.
- * Besides these, three Educational trips were also organized by the English Deptt. , the Home Science Deptt. and the Physical Education Deptt.

Lohri Celebrations

In order to keep our students well connected with the traditions of our state, The Lohri festival, as usual was celebrated with full fervour and gusto on the college campus on 13 Jan 2006. A small cultural function was organized by the students which was quite a spectacle to see. Then the Principal, Dr. Rekha Bhardwaj lit the bonfire. College girls danced around the bonfire. The whole ceremony was rounded off with the distribution of Bhugga, Rewaris and monkey-nuts.

Departmental Activities

All the departments organised various activities to bring out the hidden talent in the students, to inculcate moral, ethical and social values and of course to back them up.

a) Department of English :- All the activities mentioned below were conducted by English Literary Society headed by Dr. Kusum Narula.

* On 18th Nov. 2005, a calligraphy competition was held on the campus. In all 70 students took part.

* The movie 'Guide' was also screened especially for B.A. II students. The film is based on the novel 'The Guide' by RK Narayan prescribed for the class.

* Another highlight of the Deptt. was that the students of all the classes were trained in and taught about General Knowledge. The students were made to know about State Legislatures, Central Cabinet Ministers, their activities and portfolios. In short they were made knowledgeable about politics in general.

* On 30th Jan 2006, B.A.II Students of English Hons. were shown 'Macbool' based on Shakespeare's Macbeth prescribed in the syllabus.

* On 23 Feb. 2006 The English Literary Society organized a seminar on 'Female Foeticide'. The students participated with great enthusiasm and expressed themselves eloquently.

Educational Tour

* On 1 Feb. 2006, the students of Functional English belonging to Part I, II, III were taken to Patiala, where they were acquainted with the working of the Radio Station and Doordarshan since journalism and mass communication form the syllabus of their study. This trip added to their knowledge as radio and television are about journalism and mass media.

b) Home Science and Fashion-Designing Departments

* A competition of various craft items like Phulkari, Bagh, Dasuti, Knitting, Crochet, Pakhi designing, Mehendi & Rangoli was organized by Home Science and Fashion Designing Deptt. on 24 & 25 Aug, 2005 to give impetus to female instincts for such arts.

- * Fashion Designing Deptt. conducted a workshop on 'Sketching' & 'Tie & Dye' on 10th Jan 2006 & 11th Feb respectively.
- * On 25 Jan 2006, the Fashion Designing Deptt. organized workshop on Block-Painting.
- * Fashion Designing Deptt. students were shown 'Mughal-E-Azam' on 4 Feb 2006 and thus got acquainted with the costumes of the reign of Akbar, the great.
- * Deptt of Home Science organized Inter-class competitions of flower arrangement, Salad making, Tie & Dye, Soft Toy Making, Pudding & Desserts & Snack Making on 6th & 7th Feb in the college. Students with better skills were awarded prizes.

Educational Tour

- * An educational trip comprising 60 students visited Super Milk Plant situated at Malerkotla Road Khanna on 31st Jan, 2006. They were acquainted with how milk is pasteurised and how ghee, paneer, curd and butter are manufactured and processed.

c) Commerce Deptt.

- * The Deptt. conducted a quiz on 20 Jan 2006 for which first it held a written test for the entire Commerce Deptt. on 16 Jan 2006. Out of the entire Deptt. three teams were selected. The Quiz was about Commerce, General knowledge & current affairs.
- * On 27 Feb 2006 a talk was organized on the topic "Career Awareness Among Commerce Students" by the Commerce Deptt. The speaker was Prof. Sanjeev Kumar from A.S.College Khanna. It was indeed an enriching experience for the students.

d) Hindi Deptt.

The Deptt. organized a talk by Dr Kailash Bhatt, Reader P.U. on 29 Nov 2005, who laid stress on the importance of Hindi language and gave tips to the students how to get good marks.

e) Economics Deptt.

On 21 Nov 2005, the Dept organized a talk on WTO (World Trade Organisation) – current issues. Dr. Jaswinder Brar, Reader in the Dept of Economics, Punjabi University Patiala was the star speaker. 90 students & four faculty members listened to him with rapt attention. In the end, he answered the queries of the students.

- * On 4 Feb 2006, the Deptt. organized a written test of Reasoning.
- * On 11th Feb Deptt. organised a talk by Dr. A.C. Julka, Sr. Professor of Panjab University Chd. This talk was on "Sustainable Development".
- * On 18 Feb, Dr. Ramna Singla organized a workshop on 'Vedic Mathematics'. Near about fifty students participated in the workshop.

f) Library Deptt.

The Deptt. organized a 'Poster making' competition on 20 Aug, 2005 in which Maninder Kaur (B.A.III), Garima Mittal (B.A.III), Sandeep Kaur (B.A.III) were declared I,II,III respectively.

g) Punjabi Deptt.

* On 10th Jan, 2006 the Deptt. organised a Calligraphy competition i.e.- the art of beautiful handwriting in which around 80 students participated.

* On 11th Feb, Dr. Karamjit Singh, Chairperson of Punjabi Deptt. from Kurukshetra University delivered a lecture on "Punjabi :Folklore and Culture".

h) Sanskrit Deptt.

On 1st Feb, Sanskrit Parishad organised an Inter-class Sanskrit Quiz Competition.

i) Physical Education Deptt.

* Inter class Chess Competition was organized on the college campus on 27th July 2005. Rajni (B.A.II), Navneet (B.A.II), Karishma (B.A.I), Upasana (B.A.II) Monika (B.A.II) secured I,II,III,IV,V position respectively.

* The Deptt. organized an Inter class Badminton competition on 29 July 2005. Rajni (B.A.II), Manpreet (B.A.II), Vidhu (B.A.I), Daisy (B.A.II), Jaspreet (B.A.II) secured I,II,III,IV & V positions respectively.

* The Deptt. organized a **ten day Yoga Camp** from 10 Jan-21 Jan 2006. During this camp tips for good health were given. Everyday new Aasans were taught to the students. It was a very beneficial camp.

Educational Tour

* The Physical Education Deptt. organized a trip of 50 students to Anandpur Sahib & Naina Devi shrine on 5 March 2006.

j) Fine Arts Deptt.

* The Deptt. organized 'Face-Painting & Matka Decoration' competition on 27 Oct. 2005. Garima, Pallavi & Sandeep Kaur stood I,II,III in Face-Painting respectively while Jaspreet, Ribia & Sunita got I,II,III positions respectively in Matka decoration.

* From 9 Feb- 11 Feb 2006, an exhibition of the work by the students of the Fine Arts Deptt. was organized. And a demonstration on Poster-Making & advertisement was given by S.D.P.Singh, a commercial artist from Chandigarh.

k) Annual meeting of the Alumni Association

The 5th annual meeting of the Alumni Association was held in the college Mini Hall on 12th May 2006. Ms. Balwant Kaur, D.S.P. Headquarters Fatehgarh Sahib was the Chief Guest. She encouraged the alumnae to be self-reliant & bold. The meeting was well attended by the alumnae.

2. NEW ACADEMIC PROGRAMMES INITIATED (UG and PG)

- a) In the academic session 2005-2006, M.A.II Economics was started.
- b) Sociology as elective subject was initiated in B.A.III in the same session, i.e. 2005-06.

3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION

Curriculum design is mainly the field of the University yet our members on university bodies participate in the syllabus design. Suggestions from members of the staff are invited and forwarded to U/G Bos through our staff members who are the members of these boards of studies. For better and result oriented approach, the following innovations are introduced :

- * Proper unitization of syllabus is prepared in the beginning of the session, by the Heads of various departments. Schedule of work is distributed among the students. Some copies of the same from random departments are attached for reference in the end. (Annexure I)
- * Use of audio-visual aids, models, charts, OHP, CDs, cassettes and black board is made for the better perception of the students.
- * In order to encourage the students' participation, Quiz programmes, declamation contests, debates and other competitions are frequently organized by different departments. The list of these activities has already been elaborately mentioned under the title of Departmental Activities of point I.
- * Weekly written and oral class tests are conducted. September and December tests are a regular feature of the institution. These tests (Sept. and Dec.) are conducted strictly on the norms prescribed by the university.
- * Exhibitions by Home Science, Fine Arts and Fashion Designing Departments are held. (For detailed report, Departmental Activities of point I can be referred to).

4. INTER-DISCIPLINARY PROGRAMMES

In order to promote inter-disciplinary programmes, like Home management, Banking and Consumer Awareness etc, the students of Humanities were given knowledge about Banking and

Commerce related topics, while Commerce students were given practical tips about Human Resource Management and Public Speaking. A workshop on 'Vedic Maths' was organized by Dr. Ramna Singla for Non-Maths undergraduate students. Students were apprised of current events and their own General knowledge. The students of Elective English shared their views on the sensitive issue 'Female Foeticide'.

* Tutorial Periods go a long way in bringing about a healthy interaction among the students of various disciplines. Topics to be discussed are given to the students before hand, so that they may be well prepared before hand to indulge in fruitful discussion.

* Every fortnightly, Tutorial classes are held. Since our college is running three streams i.e. Humanities/Commerce/BCA, mixed tutorial groups are made so that useful exchange of ideas may take place among the students of different disciplines.

5. EXAMINATION REFORMS IMPLEMENTED

* In order to discourage unfair means in the examination, a special Discipline Committee is formed. If any student is caught copying or using unfair means during September or December tests, strict action is taken against her. As a result, it is gratifying to mention here that our institution is recognized as zero-copying institution.

* December tests are conducted purely on university pattern i.e. separate A and B papers as well as practicals are conducted in order to acquaint the students with proper style of university papers.

* Question papers are set according to the prescribed rules laid down by the university.

* Results of the September/December tests are sent to the parents.

6. CANDIDATES QUALIFIED : NET/UGC/SLET/TOEFL/IIT ETC.

Till date, we have received information of 12 students who have cleared UGC, TOEFL or IIT.

Sr.No.	Name	Subject
1.	Ms Rekha	Economics
2.	Ms Prabhdeep	Punjabi
3.	Ms Sandeep Kaur	Political Science
4.	Ms Yadwinder Kaur	Punjabi
5.	Ms Manpreet Kaur	Punjabi
6.	Ms Minakshi Bansal	Economics
7.	Ms Minakshi Verma	Political Science

8.	Ms Sukhjot Kaur	Punjabi
9.	Ms Harjit Kaur	Punjabi
10.	Ms Harvinder Kaur	Punjabi
11.	Ms Gurjot Kaur	TOEFL
12.	Ms Sonam	IIT

7. INITIATIVE TOWARDS FACULTY DEVELOPMENT

PROGRAMME

Teachers are encouraged to attend training programmes/workshops and Refresher Courses to enable them to update their knowledge about the ever-changing field of academics. After the completion of such courses the teachers are asked to share their knowledge with the rest of the faculty members. The list of such teachers, who participated in Training Programmes/workshops is given below :

Teachers Participation in Training Programmes Cum Workshops:--

*Mr. Vijay Sharma(Computer Department) represented the college in " One day Workshop on Curriculum – Revision of BCA Course" organized by the Information Technology Centre for College Education, Panjab University Chandigarh held on 10 Dec. 2004 at ICSSR Seminar Complex.

* Mrs. Savita Rani attended 3-days workshop at Thapar Institute of Engineering, Patiala from 29th to 31st December 2004. The focus was on use of different kinds of Software.

* Mrs. Aarti Gupta, the College Librarian attended the annual lecture organized by P.U.Library, Chandigarh on January 21,2005, on the, topic 'Knowledge Management in Libraries'.

* Prof. Puneet Sodhi attended Refresher Course from 9th March to 29th March 2005, organized by Pbi. University, Patiala,

* Prof. Ramna Singla(Deptt. of Economics) attended one day training programme on 30 Aug 2005 organised by Guru Gobind Singh College Chandigarh under the guidance of Dean College Development Council, Panjab on Research-Methodology.

*On 26 Nov. 2005 , a one day training programme cum seminar for the college teachers was held at DAV College Hoshiarpur on 'Formulating a Research Project'. Ms. Manpreet Kaur (Deptt. of Punjabi)

& Ms. Neha Arora(Deptt. of English) represented the college.

*Mr. Vijay Sharma(Computer Department) also attended a one day workshop on "Student Registration in Computer Course" organized by the Information Technology Centre for College Education , PU Chandigarh held at ICSSR Seminar Complex.

* Dr. Prabhjit Kaur (Deptt. of Punjabi) attended a Refresher Course from 10 Nov.-30 Nov.2005 organized at Panjabi University, Patiala

* Prof. Taranjit Kaur attended a Refresher Course in Environmental Awareness from 3rd March to 23rd March 2006, organized by Punjab University, Chandigarh.

* Dr. Karuna Arora & Prof. Taranjit Kaur attended **NAAC** sponsored National Seminar on "Quality in Higher Education : A Challenge" at Khalsa College Civil Lines, Ludhiana on 9th May 2006.

* Prof. Sushma Singla attended Refresher Course in Environmental Awareness from 24th April to 14th May organised by H.P. University, Shimla

8 TOTAL NUMBER OF SEMINARS/WORKSHOPS CONDUCTED :

A number of seminars/workshops and extension lectures were organized in the college apart from Two Day National Seminar. The details are as under :

Two Day National Seminar Organised

Our college got an opportunity to organize two day national seminar sponsored by NAAC on ' Strengthening of Internal Quality Assurance Cell in Educational Institutions' on 3rd & 4th March 2006. Besides this main theme, the following sub-themes were also there:

- * Involvement of stakeholders in Quality Education.
- * Modes of Quality enhancement & its sustenance.
- * Inculcation of healthy practices in colleges to enhance quality education.
- * Internal quality check in educational institutions –an inseparable measure in the era of globalization.
- * Role of Parent-Teacher Associations in IQAC.

Dr. Kanwarjeet Singh DPI Colleges was the chief guest on 3rd March & Dr. D.R. Vij, Former Dean Punjabi University was the chief guest on 4th March. The various speakers on both these days were Dr. K.K. Bajaj, Dr. Rakesh Mohan, Mr. Tarsem Bahia, Dr. A.C. Vaid, Mr. Surinder Seth etc. Dr. Ramna Singla from Economics Deptt. & Dr. Naina Sharma of the host college also read their papers.

Speaking on various sub-themes they gave information about how quality can be maintained as well as improved in education. Approximately 60 delegates from the various colleges participated in Question-answer session.

* Various extension lectures/workshops were organised by the Deptt. of Hindi, Panjabi, Economics and Commerce. The details of the above activities have already been mentioned elaborately and date wise under Departmental Activities of Point One.

POINT NOS 9 TO 13 ARE NOT APPLICABLE

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR

* Principal, Dr. Rekha Bhardwaj was conferred upon 'Ma Saraswati' award for her extraordinary contribution to education and women empowerment by Ekjot Welfare Society. She got this award from Deputy Chief Minister, Ms. Rajinder Kaur Bhattal on 8th March 2006, on the occasion of Women's Day.

* Principal, Dr. Rekha Bhardwaj was also invited as Chief Guest at S.K. College of Education for Women, Ghall Kalan, where she gave her views on Women Empowerment.

* The Senior Citizens Association of Khanna, an NGO, honoured Principal Dr. Rekha Bhardwaj on its Founder's Day Celebrations, keeping in view her valuable services in the field of education.

* Dr. S.M. Kant, Director, Youth Welfare Deptt. honoured Principal Dr. Rekha Bhardwaj on 8th November 2005, at Ramgarhia Girls College, Ludhiana for hosting the Youth Festival impressively.

* Dr. Naina Sharma of Hindi Deptt. was conferred upon 'Indernath Madan Puruskar' for her book of criticism. She was awarded a sum of 5000/- and a shield for her outstanding work.

15. HONOURS/AWARDS TO THE FACULTY

a) Achievements / Honours of the Principal

* Dr. Rekha Bhardwaj is the renominated member of District legal services (Khanna) Govt. of Punjab.

* She is the Executive member of Community Policing Resource Centre (CPRC) Khanna .She is also a selected member of C.A.W.C.(Children and Women Cell).

- * Dr. Rekha Bhardwaj is also a member of PU Sports Committee and Academic Council.
- * On 9th June 2005, Principal was invited by Academic Staff College Chandigarh as a resource person to address the College and University lecturers of diverse disciplines to speak on 'Principals' role in creating an effective college environment'.
- * Dr. Rekha Bhardwaj got an opportunity to give joint presentation with the SSP Khanna Mr. Naunihal Singh of the activities of CPRC under the chairmanship of DGP Sh. Chander Shekhar.
- * Dr. Rekha Bhardwaj attended workshop for Principals of Accredited and Non-accredited colleges on 16 Sept. at Seminar Hall of ICSSR.
- * She also attended one day workshop on integration of ICT (Informational and Communication Technology) of higher education held at Mount View, Chd. on 22 Sept. 2005.
- * On 9 March Dr. Bhardwaj read a paper at G.C.W. Patiala on 'Healthy Practices in Education'.
- * Principal Dr. Rekha Bhardwaj was the key-note speaker in the National Seminar on "Need for Sharing Healthy Practices Among Institutes of High Learning," organised by S.P.N. College, Mukerian.
- * Principal Dr. Rekha Bhardwaj is also a member of the committee for reviewing/finalising the instructions for admissions to various courses in the affiliated colleges for the session 2006-07.

18. COMMUNITY SERVICES

b) ACHIEVEMENTS OF TEACHERS

- * Dr. Kusum Narula is the Member of Undergraduate Board of Studies in English, Panjab University Chd. for the term March 2005 – Feb 2007.
- * Dr. Ramna Singla is the member of Undergraduate Board of Studies in Economics Panjab University Chd. for the term March 2005 –Feb 2007. She is also the Member of Faculty of Arts, Panjab University Chd for the term Feb 2005 –Jan 2007.

Paper –Presentation:--

- * Dr. Ramna Singla of Economics Deptt. read her paper on " Role of Stake-Holders in Quality Education" in the National Seminar held on 3rd & 4th March.
- * Dr. Naina Sharma of Hindi Deptt. read a paper on " Inculcation of Healthy Practices in Colleges to enhance Quality Education" in the National Seminar held on 3rd & 4th March.

c) Articles Submitted

- * Dr. Rekha Bhardwaj, Principal, contributed her article in the English Journal, Vol.2, No.5, Dec 2005, on "Symbols and Imagery in Virginia Woolf's" To the Light House and The Waves.

* Ms. Puneet Sodhi, Lect. in English contributed a chapter, 'National Identity : An European Response To India In The Short Stories of Ruth Prawer Jhabualala ,' in the book titled "Identities at Large – Grappling order, Meaning and Authenticity," printed by Twenty First Century Publication, Patiala.

16 INTERNAL RESOURCES GENERATED

A sum of approximately 13,41,026/- was collected through the following activities to mobilize funds for the institution in the sessions 2004-05 and 2005-06.

- * By collection of user charges from outside agencies for the use of college infrastructure.
- * By exhibiting and selling the articles/objects of Art to the general public prepared by the students.
- * By organising Fetes, Diwali Mela, Teej Mela, Basant Mela etc.
- * Through Raffle draw.
- * Through the donations by the college Alumni Association.
- * Through donations from parents, general public, religious institutions, M.P's, M.LA's etc.
- * Through regular upward services of fee fund structure.
- * By conducting hobby classes.

POINT NOS 17 IS NOT APPLICABLE

18. COMMUNITY SERVICES

All education is incomplete if the students are not sensitized towards the glaring problems of the society. To promote community feeling among the students the following activities were undertaken :

a) Activities of NSS

A 10 day NSS camp from 24th Dec 2005 – 2nd Jan 2006 was organized in collaboration with the local police. There were 80 volunteers in all. The camp was inaugurated by the SSP Khanna, Mr. Naunihal Singh. Previously the volunteers did only the manual work under the supervision of their teachers, but this time there was a co-ordinated effort-the volunteers and the police joined hands. In addition to the manual work the volunteers conducted surveys and lent a helping hand to the police. The survey was meant to let the public know what the police was doing for them and whether or not they liked what was being done for them. The other highlights were :

- i) To make the public aware of how the CPO's were supposed to function.
- ii) What CPRC – Community Policing Resource Centre, is doing for the common man.
- iii) Tracking drug addicts & trying to find out how they took to drugs and how they were de-addicted.

iv) Visiting the 'Women Cell' – the department that looks into marital problems, helps in the restoration of marital relations and the efforts made by it for out of court settlement.

The think tank comprised the SSP Khanna Mr Naunihal Singh and Principal Dr. Rekha Bhardwaj.

19. TEACHERS AND OFFICERS NEWLY RECRUITED

* As many as 36 teachers were appointed on Ad hoc basis for the session 2005-2006.

* No permanent lecturer was appointed owing to the ban on new recruitments by the Punjab Government during the session 2005-2006.

20. TEACHING-NON-TEACHING STAFF RATIO

The College has 48 members in the teaching faculty and 12 members in the non-teaching faculty. The teaching-non-teaching staff ratio comes to 48 : 12

i.e. 48 = 25%

12

21 & 22. IMPROVEMENTS IN THE LIBRARY SERVICES

Library is the life-line of any college. Constant efforts are made to bring about improvements in the college library. Computerization in the library has helped a lot in maintaining the stock of books, loan of books, keeping a record of new arrivals etc. After the NAAC, inspection in Nov-2004, the following additions have been made till date :--

Total Books addition	-	449+152 = 601
Sociology	-	23
Economics	-	120
Public Administration	-	01
Punjabi	-	28
Reference Section	-	24
General Section	-	19
Home Science	-	22
Hindi	-	69
English	-	136
Commerce	-	24

Environmental Education	-	04
History	-	25
Computer	-	01
Political Science	-	16
Mathematics	-	62
Physical Education	-	10
Functional English	-	15
Religious	-	02
No. of News Papers	-	10 (Copies 12)
No. of Journals/Periodicals	-	77

These newly added books and journals go a long way in widening the knowledge of the readers in various fields, to which they belong to. A number of books have also been added to the Book-bank.

23. COURSES IN WHICH STUDENTS ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENT FEEDBACK

To keep a proper track of the accountability of the teachers in terms of students satisfaction, the students are given detailed questionnaires regarding the annual performance of the teachers. Efforts are made that these questionnaires be filled in a fair manner devoid of any personal bias. These questionnaires are then carefully scrutinized to underline the positive as well as undesirable qualities of the teachers. While the positive points of the teachers are highlighted and well appreciated, suggestions are given as to how to improve upon the undesirable qualities. In case of glaring weaknesses on the part of the teachers, special committee under the guidance of the Principal or members of the managing committee, is authorized to take stern action against the defaulting teacher. This practice goes a long way in ensuring considerable amount of accountability among our teaching faculty. A copy of students questionnaire is attached for reference in the end.

(Annexure 2)

24. UNIT COST OF EDUCATION

Unit Cost (Establishment)	-	7689.24
Unit Cost (Fixed assets)	-	500.65
Unit Cost (Recurring)	-	<u>1171.56</u>
		<u>9361.45</u>

25. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS, AND EXAMINATION RESULTS, ISSUE OF CERTIFICATES

1. Accounts office has been computerized since 1999-2000.
2. Salary, Income Tax related to establishment is being computerized.
3. Computerization of admissions, issue of certificates, payment of fee is in process.

26. INCREASE IN INFRA-STRUCTURAL FACILITIES

1. The college auditorium has been completely renovated. The stage has been enlarged. Proper sound proof ceiling has been done. The hall bears an all new look appropriate to hold all kinds of academic/cultural functions.
2. Two new Over Head Projectors (OHPS) have been purchased to facilitate better teaching-learning atmosphere.
3. New computers have been added.
4. One Xerox machine is added.

27. TECHNOLOGY UPGRADATION

Addition of New devices in Computer Department :-

1. One Laser Printer (Model-1020) has been purchased.
2. One Multi Media Projector (LCD) with UPS has been added.

Project Works Undertaken

1. Presently, the computer Department of the college is working on the following projects which will be helpful in conducting the office work more effectively :-
 - a) Computerization of the Salary System
 - b) Computerization of the Fee-Collection System
 - c) Our PGDCA students have undertaken the project of the upgradation of the college website under the guidance of their teachers.

28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS

In order to make the non-computer education students and teachers computer literate, they are provided with :-

- a) Crash Courses in Internet
- b) Training is given to the teachers in the Preparatory holidays.
- c) There is a provision of certificate course in computer applications.

29 FINANCIAL AID TO STUDENTS

The socially and financially backward students, the outstanding sports students and the brilliant students receive the following financial assistance from the Central Government, the State Government, from the college and from other sources.

- a) Merit Scholarship
- b) Post-Matric Scholarship to S.C.
- c) Post –Matric Scholarship to O.B.C.
- d) Student aid fund (Half-fee) by the institution.
- e) Incentives to poor students by the institution.
- f) Incentives to Sports students by the institution
- g) Books to the intelligent and needy students from the College Book Bank.
- h) Total concession to the students getting 80% and above marks in degree class.
- i) Scholarships by N.G.O's and Alumni Association.

Different Concessions and Scholarships given to students for the year 2005-06 are as under:--

S.No	Particulars	Full Strength = 1176	%	Source
1	Concession to poor & deserving students	59	5.01%	from college student aid fund/Amalgamated
2	Fee Concession to Sports Students	15	1.28%	from college sports fu
3	Merit scholarship	3	0.25%	out of college Merit Scholarship
4	Alumni Scholarship	2	0.20%	out of college Alumni f
5	Post matric Scholarship to S.C. Students	105	8.92%	from State Govt.
6	Post matric Scholarship to B.C. Students	69	5.86%	from State Govt.
7	Fee Concession to S.C.Students	105	8.92%	from State Govt.
8	Fee Concession to B.C.Students	69	5.86%	from State Govt.
9	Half fee concession to poor & deserving students	118	10%	from State Govt.
10	Merit scholarship stipend	16	1.36%	from State Govt.

30 ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION

In order to strengthen the bond of the old students with their Alma Mater, a formal Alumni Association has been formed in the college. It works quite actively and is instrumental in collecting funds for the institution, helping the needy students, adopting a few projects for the beautification of the campus etc.

The meeting of the Executive members is held every month while the full house meets once annually. The 5th annual meeting of the Alumni was held on 12.5.2005, in which important issues concerning the welfare of the institution were discussed.

31. ACTIVITIES AND SUPPORT FROM THE PARENT TEACHER ASSOCIATION

The college does not have formal parent teacher association. However Parent-teacher meetings are held after the exams (September and December), in which the problems regarding their wards such as performance/indiscipline/shortage of lectures etc. are discussed. On one hand, parents are informed about their wards' problems; secondly their support is sought in the above mentioned problems.

32. HEALTH SERVICES

- * Health facilities are available to the students, members of the teaching and non-teaching staff through the services of a part-time doctor, Dr.Sunita Verma (B.A.M.S.). First Aid Box and common medicines are kept for the treatment of the students/staff members.
- * Extension lectures are organized on Health and Hygiene from time to time.
- * There is a separate Medical Room in the college.
- * A proper register containing a record of the students/staff members who visit the medical room for treatment is maintained.

33. PERFORMANCE IN SPORTS ACTIVITIES

Sports and Academics go hand in A.S.College for Women. The following have been our achievements in sports for the session 2005-06 :-

- * Our students of Chess Team Ms Navneet, Ms Krishma , Ms Upasana and Ms Monika got Silver Medal in Inter College Chess Competition held on 25th Aug. 2005 at Chandigarh. Ms Krishma & Ms Rajni were also selected for Inter University Camp.
- * Our College team got fourth position in the Inter College Table Tennis competition held from 22 Sept-24 Sept 2005. Ms Isha Gupta was selected for Inter University Camp.
- * In the Inter College Yoga competition held on 18 Aug 2005, our college secured the fifth position.
- * Our students participated in Inter College Badminton Competition held at Moga from 15 Sept – 20 Sept 2005, and defeated Ramgarhia Girls College Ludhiana & D.M. College Moga.
- * Our college team also participated in Soft Ball Inter College Competition held on 28 Sept. – 2 Oct 2005. Ms Payal was selected for Inter University Camp.

* Our college students participated in Inter-College Athletics Meet Competition held at Chd. On 2nd Dec -4th Dec.

i) Ms Akwinder, Ms Babita, Ms Daisy Rani, Ms Amandeep got third position in 4x400 Relay Race.

ii) Ms Akwinder, Ms Niharika, Ms Priyanka, Ms Daisy Rani got second position in 4x800 Relay Race and Ms Akwinder participated in Heptalan including High Jump, Long Jump, 800 mt., 200 mt, Short Put, Javelin Throw and 100mt. She got second position & was selected for Cross Country Inter University Competition to be held at Bombay.

* i) Our student Akwinder Kaur of B.A.II got Silver Medal in a High Jump Competition held at Women Festival Mansa.

ii) She also got second position in an Open Punjab Athletics Competition held at Mastuana.

* Our student of B.A.II, Babita got Gold Medal in Karate District Competition held at A.S.Modern Sen.Sec.School Khanna. She also got Gold Medal in Karate State Competition held at Mansa.

* Niharika & Upasana of B.A.II got the Gold & the Bronze Medal respectively in the Senior State Boxing competition held at Sangrur from 15 Nov – 17 Nov 2005.

34. INCENTIVES TO OUTSTANDING SPORTSPERSONS

The college has a big Sports Playground (23 kanal x 6 marla). The institution has proper infrastructure for Badminton, table Tennis, Gymnastics, Kho-Kho, Ball badminton, Soft-ball, Yoga and other athletics events. The following incentives are given to the outstanding sportspersons :-

* Full fee concession is provided to the outstanding Sportspersons. Scholarship, cash prizes, free medical aid, track suits and kits are given by the college.

* Free set of books is provided to the sports students for the whole academic session.

* The outstanding players are honoured during the college functions and on the Annual Sports day.

35. STUDENTS ACHIEVEMENTS AND AWARDS

* In the field of academics our students have far excelled the university results. In some subjects our results are 100%. The list of the university results for the session 2004-2005 is as under :-

University Results 2004-2005

Class	College Pass %	University Pass %	
B.A.III	98.6%	59.37	
B.A.II	99.6	55.56	21

B.A.I	100%	96.1	50.36
B.Com I	100%	83.03	62.5
B.Com II	100%	100	71.4
B.Com III	100%	95.45	60.13
B.C.A.I	100%	91	43.88
B.C.A.III	100%	100	79.82
P.G.D.C.A.	100%	100	59.06
M.A.I (Hindi)	100%	100	45.27
M.A.II (Hindi)	100%	100	64.96
M.A.I (Economics)	100%	96.55	43.26

Subjectwise Cent Percent Results

Punjabi	B.A.I, II, III
History	B.A.I, II, III
Computer Science	B.A.I, II, III
Sanskrit	B.A.I, II, III
Hindi	B.A.I, II, III
Punjabi Elective	B.A.I, II, III
Functional English	B.A.I, II, III
Home Science	B.A.I, II, III
Physical Education	B.A.I, II, III
Music	B.A.I, II, III
Fashion Designing	B.A.I, II
Public Admn.	B.A.II
Sociology	B.A.II, III
English Elective	B.A.II, III
Fine Arts	B.A.II, III
B.C.A. III	100% in E.D.P, D.C.N.,C.G.M.,I.P,Project, Seminar
B.C.A.I	100% in C, Punjabi, Comp.Org, P.C.S
B.Com I	P.B.C & C.L.L. 100%
B.Com II	100 % in C.L.A, C.O.A, C.Ac, B.Ec, B.A.I
B.Com III	100% in T.L.P, M.A.B & Qt. B
P.G.D.C.A	100 % in all subjects

M.A.I (Eco)	100% in E.O.A			
M.A.I (Hindi)	100% in A.G.S.			
M.A.II(Hindi)	100 % in all Papers			
Class	Uni. Pass%	College Pass%	Above 60%	Above 70%
M.A.I Hindi	45.27	100	5	
M.A.II Hindi	64.96	100	2	
M.A.I Eco.	43.26	96.55	3	
P.G.D.C.A.	59.6	100	4	4
B.Com I	62.5	83.3	5	1
B.Com II	71.4	100	5	--
B.ComIII	60.13	95.45	6	1
BCA I	43.88	91	5	1
BCA III	99.82	100	4	4
B.A.I	50.36	96.2	158	21
B.A.II	55.56	99.6	127	22
B.A.III	59.37	98.6	121	19

Achievements in Extra Curricular Activities

* In Cultural activities, our students do not lag behind. Our students showed brilliant results in the Zonal Youth Festival held in the college, the report of which is as under :-

Third Zonal Youth Festival in the college

Under the able stewardship of the college Principal Dr.(Mrs) Rekha Bhardwaj who, in the span of six years organized three Youth festivals on the campus. It was held from 13th Oct 2005 – 16th Oct 2005. It was inaugurated by the PPCC President, Mr. Shamsher Singh Dullo and was concluded by Ms. Rajinder Kaur Bhattal (Deputy Chief Minister, Punjab) and Mrs Harbans Kaur Dullo (Parliamentary Secretary). Total 1100 students from 14 colleges under Zone A came to participate in various contests.

There were both on-stage and off stage items. The college won **12 first prizes** in Rangoli, Crochet work, Skit, landscape, Still Life, Collage making, Debate, Kwishri, Kali, Drawing from Life.

The college bagged **20 second** prizes in Group Dance, Folk Dance, Classical Dance, Quiz, Pakhi designing, Dasuti, Knitting, Still Life, Clay Modelling, Mehendi, Drama, Histrionics, Landscape and Vaar.

Besides this, the college also got **12 third** prizes in various items like Group Dance, Mimicry, Group song etc.

Inter College Competitions

Our college students participated in various competitions held in the neighbouring colleges & came out with flying colours – they brought laurels to their alma mater.

* In an Inter-college competition held at Punjabi Bhavan Ludhiana on 21 Feb.2005 our student Rajinder of B.A.III won first prize in Poster-making contest.

* Our college bagged over-all trophy in an inter-college competition held at PIMT Gobindgarh. Our students got prizes in Rangoli and Cartooning and second prize in Mehendi, Jhankar beats and creative writing.

In an Inter-college competition held on 14 Jan.2005 in A.S.College for women, the college got 20 prizes in all. The break-up is as below :

I Prizes : 9

II Prizes : 5

III Prizes : 6

* In the Inter college competition held at Doraha Institute of Management & Technology on 19 Nov, 2005 our students got the following prizes:-

Category	Name of the Student	Class	Prizes
Poster Making	Maninder Kaur	B.A.III	I
Collage Making	Sandeep Kaur	B.A.III	II
Clay Modelling	Ravneet Kaur	B.A.III	III
Cartooning	Rupali Verma	B.A.II	II
Face Painting	Pallavi	B.A.II	II

* In a competition held at DIMT Doraha on 19 Nov 2005,our students Preet Kaur & Sarabjeet won II & III prizes in Rangoli & Navjot got II prize in Mehendi competition.

* In an Inter College Competition held at Guru Nanak Girls College Ludhiana, Shivani (B.A.I) got consolation prize in Poetry Recitation.

* Venus & Rupinder of B.A.III participated in Inter College Debate Competition held at Khalsa College for Women, Sidhwan Khurd. Venus stood second & the college also got the team trophy.

* Nidhi Mittal of M.A.II (Eco) stood third in the State Level Bhagat Singh Vichar Manch Essay Writing Competition at Ludhiana . Nancy Chawla (M.A.II Hindi) was also awarded consolation prize.

- * In Inter college competition held on 9th Feb 2006 at Master Tara Singh Memorial College Ludhiana our student, Jashandeep kaur (B.A.III) got 3rd prize in Collage Making. On 10th Feb, Preet Kaur and Yuvi Sharma won consolation prizes in Rangoli & Embroidery respectively.
- * In the same competition our students Sonia (M.A.I Hindi) & Akwinder (B.A.III) got second & third prizes in Story-Writing respectively.
- * In the competition held at Govt. College for Women Ludhiana on 31st Jan 2006, our student Sandeep Kaur of B.A.III got 1st prize in Collage Making & Ravneet Kaur of B.A.III got II prize in Drawing from Life.
- * In an Inter College competition held at RIMT on 17 Feb 2006, our students Sarabjeet & Preet got First Prize in Rangoli and Maninder got second prize in Poster-making.
- * On 25 Feb 2006, in an Inter College competition organized at Malwa College Bondli, Samrala, our student Pallvi got first position in Histrionics.

Achievements in Inter-Zonal Youth Festival

Our students were not only Inter College achievers but also bagged positions in the Inter-Zonal Youth Festival held at Ramgarhia Girls College, Ludhiana.

- i) Preet got first prize in Rangoli.
 - ii) Jaspreet Kaur got first prize in Kali.
 - iii) Preeti Rani, Jaspreet & Ritu Sharma got second prize in Kwishri.
 - iv) Preeti Rani won individual second prize in Kwishri.
 - v) Jagdeep Kaur got third prize in Crochet Work.
- * Our student Preet Kaur participated in Rangoli competition in Punjab State Inter Varsity Youth Festival 2005-06 held at Govt College for Women, Ludhiana.

36 & 37. ACTIVITIES OF THE GUIDANCE AND COUNSELLING

UNIT

Teachers participate in academic and personal counselling. The students are advised on the choice of subjects at the time of admission. They are guided regarding the subject combinations according to their aptitude and for further studies. During the session also they are informed about new-courses, job opportunities etc. For this, our two lecturers Dr. Ramna Singla and Ms. Taranjit Kaur provide guidance to the students through internet information and by putting up cuttings from

the newspapers regarding employment opportunities and courses which can be pursued by the students after their graduation. Personal counseling is done throughout the year when the students approach the lecturers as and when a problem arises. The activities of the career-guidance and counseling cell for the session 2005-06 are as below :

- * An extension lecture on 'Career Awareness Among Commerce Students' by Prof. Sanjeev Kumar, Lect. in Commerce, A.S.College Khanna was organized.
- * Guidance was provided to the Post-Graduate students regarding M.Phil, J.R.P. and for registration for Ph.D. by Dr. Ramna Singla from Economics Deptt.
- * Keeping in view the U.G.C. test, a ' Test of Reasoning' was organized in which 35 students took part on 4th Feb,2006.

38. DEVELOPMENT PROGRAMMES FOR NON-TEACHING STAFF

The members of non-teaching staff are always encouraged to attend extension lectures/workshops to improve their professional efficiency.

- * Mrs. Savita Rani, Restorer in the Library attended 3-days workshop at Thapar Institute of Engineering, Patiala. The focus was on use of different kinds of software.
- * Mr. Hardev Singh, Clerk attended the seminar on TDS Return organized by Income tax Department on 7.6.2005 at Deptt. of Agronomy, Punjab Agricultural University, Ludhiana.
- * Mr. Rajinder Singla, office Supdt. and Mr. Hardev Singh dealing hand of Income Tax keep on attending meetings held by the Local Income Tax Department to update the TDS procedure.
- * Mr. Rajinder Singla, Mr Ravinder Kumar and Mr. Hardev Singh attend monthly meetings with the college Internal Auditors Mr. Rajesh Sahi C.A., and Mr. Rakesh Goel C.A. to get the latest information in accounts .

39. HEALTHY PRACTICES

The college motto is 'Satyam Shivam Sundram' . To achieve this motto, stress is laid on the mental, spiritual and aesthetic growth of the students. Special emphasis is laid on imparting value based education to the students in the following ways:--

- * As is the tradition of our college, every year, the new academic session starts with Havna Yajna.
- * Weekly assembly is mandatory and the thought of the week is given by teachers and students.

The assembly starts with Shabad/Bhajan and ends with the National Anthem.

- * Sign boards bearing moral thoughts are displayed throughout the college to imbibe a spirit of high moral values among the students.
- * N.S.S. Camp also starts with morning prayer and the volunteers are urged to lead a socially productive and useful life.
- * The students are required to wear white uniform on Mondays and on Functions.
- * From time to time spiritual and intellectual dignitaries are invited to deliver lectures to imbibe ethical and moral values among the inmates.
- * Weekly oral/written tests are mandatory for all the students in their respective subjects.
- * Teachers use latest audio-visual equipments like globes, charts, dummies, OHPs, multimedia computers etc. to broaden the mental horizon of the students.
- * Tutorial periods are compulsory for the students.
- * Inter-disciplinary programmes like lectures, workshops etc. are our regular features.
- * Inter-class, Inter-college, Zonal/Inter-Zonal/Inter University competitions are held.
- * Annual Prize Distribution and Convocation is the regular feature of our college.
- * The students take out Awareness rallies on important functions to condemn Social evils in the society. They also take pledges to eradicate the same.

CONVOCATION AND PRIZE DISTRIBUTION FUNCTION

The college held its Convocation Function on 16 Feb 2006 in which as many as 248 graduates were conferred degrees by Br. K.N. Pathak, Vice Chancellor of the Panjab University.

Besides Convocation Prize Distribution Function was also held in which Mr Shamsheer Singh Dullo PPCC Chief gave away prizes to 285 students who excelled at curricular or extra-curricular fronts.

OTHER PURPOSEFUL ACTIVITIES

- * Different bodies of the students like Central Association N.S.S., N.C.C., Red Cross Society, Youth Services Club and Subject Societies are formed annually to smoothen the working of the college. Community Project like CPRC has been undertaken with the assistance of Punjab Police.
- * Religious /National Days such as Republic Day, Independence Day, World Aids Day, International Women's Day are celebrated in the college with great fervour and enthusiasm.
- * **Free classes** are held for **weak students** in English.
- * **Meritorious students** are guided by their teachers during their free period.
- * Students of Fine-Arts Deptt. exhibit the articles prepared by them and collect money for the institution.

VALEDICTORY FUNCTION

Every year, the session ends with properly organised Valedictory function. This year, Farewell function was organised on 13 March 2006. The students of B.A.II, B.Com II and BCA II bade farewell to their seniors. It is a unique tradition in our college to give an affectionate send off to our outgoing class. For this purpose Principal (Dr.) Rekha Bhardwaj distributed 'Parshad' to the students and wished them all the luck for their exams. She also advised them to always march ahead in life and evolve as balanced and useful citizens of their motherland.

41. ANY OTHER INFORMATION THE INSTITUTION WISHES TO ADD

A.S. College for Women, Khanna is an institution that endeavours to ensure that whatever is done in the institution for promoting "education", is done efficiently and effectively with an aim to achieve excellence. It is an institution committed to promote the cause of women's education. This college caters to the academic needs of girl students not only of Khanna but also from a number of adjoining villages. To accomplish this noble cause, the college is fortunate to have a Managing Committee consisting of highly cultured, dedicated and dynamic persons always eager and enthusiastic to render a helping hand whenever and wherever required. They inspire and motivate the students to achieve the best in thought, work, conduct and deed. The college has a team of hardworking staff led by a Principal with a positive and futuristic vision. With the combined efforts of the staff and the students, the college has emerged as a centre for providing quality education and for showing enviable results in Academics, Sports as well as Extra-curricular activities. The institution strives to reflect its immortal motto of 'Satyam, Shivam, Sundram' in all the fields and always remains desirous of adopting and cultivating constructive and healthy programmes. After all, the road to perfection is unending and always demands tireless pursuance!

PART C

OF

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) OF THE IQAC

2005 – 2006

A.S.COLLEGE FOR WOMEN,

KHANNA

PART – C

PLANS OF THE INSTITUTION FOR THE NEXT YEAR

In this rapidly growing global world, every institution must keep pace with the fast growth rate in order to cope with the ever – changing issues. Any institution, which discourages future expansion, gives an open invitation to stagnation and extinction. Hence, we always have very ambitious plans for our future and are keen to bring about practicability, flexibility and positivism in our institution. For this purpose, we have chalked out certain projects to be undertaken for the next academic session :

- 1) To introduce some new Add-on Courses in :
 - a) Food Preservation
 - b) Fashion Designing
 - c) Fine Arts
- 2) To add more books in the Reference Section and other departments of the library.
- 3) To organize one National-level seminar.
- 4) To construct Gymnasium hall in the College Sports Grounds.
- 5) To buy more latest and modern gadgets in the Home Science, Fine Arts and Fashion Designing Departments.
- 6) To buy new Musical instruments in the Music Department.
- 7) To encourage wide usage of Audio-visual aids for effective teaching-learning process.
- 8) To organize workshops/seminars/extension lectures at Departmental level.
- 9) To organize career-orientation workshops/lectures for the benefit of the students.
- 10) To introduce more P.G. courses.
- 11) To encourage the students and staff to become more Techno-savvy in this world of Information and technology.
- 12) To integrate moral and ethical values with our curriculum in order to fill the increasing spiritual vacuity in the present generation.

Through the above mentioned plans, our aim is to make our students vibrant, sensitive and dynamic individuals, who will strengthen this world with the power of their intellect and towering personalities.

LIST OF ANNEXURES

1. Unitization of Syllabus

2. A Copy of Students Questionnaires

UNITIZATION

(2005-07)

⑦

Functional English

B-A I

I. Syllabus upto SeptemberPaper A (Speech Skills)

- Unit I: The phonology of English - phonetic symbols for consonants, Vowels and Diphthongs. Consonant clusters. Organs of speech.
- Unit II: The Syllable
- Unit III: Weak Forms and Contractions
- Unit IV: Word Stress
- Unit V: Sentence Stress - Pause and Juncture
- Unit VI: Intonation. Patterns of Intonation in simple sentence types

Paper B (Writing Skills)

- Unit I: Integral Elements of Writing
- Unit II: Paragraph writing
- Unit III: Letter writing: Formal and Informal
- Unit IV: Transcoding Information
- Unit V: Decoding Information

II. Syllabus upto DecemberPaper A Speech Skills

- Unit VII: Language and society - Register and style
- Unit VIII: Integral Elements of speaking
- Unit IX: Greetings / Introduction / Leave taking
- Unit X: Making requests / Granting requests / Refusing requests.
- Unit XI: Making Enquiries / Giving Information / Giving directions. Thanking. Withholding information.
- Unit XII: Describing people, process, procedures, objects / Narrating events
- Unit XIII: Extending Invitation / Accepting and declining invitation
- Unit XIV: Making complaints and suggestions / Apologizing / offering excuses
- Unit XV: Negotiating and persuading people / Expressing Dissent and Caution.

(2)

Paper B (Writing skills)

Unit VI · Report Writing

Unit VII Note Making

Unit VIII Consulting

Unit IX Locating

Unit X Classifying

Practical works: Listening tasks will be undertaken and students will be made acquainted with Organs of Speech.

III Syllabus upto March

Paper A (Speech skills)

Unit XVI: Offering emotional support / Motivating people /

Expressing Condolence

Unit XVII: Listening / Expressing disapprovals and displeasure

Unit XVIII: Making Announcements / Public Addressing

Paper B (Writing skills)

Unit XI Indexing

Unit XII Interpreting

Unit XIII Using electronic gadgets

Unit XIV Preparing

Practical works: Preparation of File

Per P. J. N.
18/8/15

3) Glimpses of English Poetry : 19-22 poems

4) Jains and the Man by G.B Shaw (Play) → Act III

Completion of syllabus and all the questions

Papers-B

1) Narrative Descriptive Essay → 16-30 and some more essays

2) Letter Writing - 16-30 and some more ~~essays~~ letters

3) Pieces Writing - 20-30 and some more passages

4) Retranslation - 20-30 and some more passages

Applied Grammar - Analysis of Sentences, Vocabulary

Completion of syllabus ~~and~~

Revision works to be undertaken

Rev. R. A.
(18/8/05)

Utilization of Syllabus - B.A - II (H.Sc - Theory)

2005-06

Paper A - M.Marks - 40

I.A - 10

Paper - B - M.Marks - 50

July to Sept - 2005 - I - Term.

Paper - A

Section A

1. Equipments & supplies used for clothing construction - Their use & care.
2. Sewing Machine :-
 (a) Parts of Sewing Machine & its accessories
 (b) Common defects in sewing machine & their remedies
 (c) Care of Sewing machine.

Section B.

1. Recording of Body Measurements - Care to be taken while taking body measurements.
 Different methods of developing a design - Drafting, Pattern making, Draping (in brief) - their advantages & disadvantages.

Paper - B Section - A

- I. Classification of textile fibres
 Manufacture (in brief) & properties of diff. fibres
 Cotton, linen, silk, wool, Nylon, Polyester,
 Rayon - Viscose & Acetate.
 Written & oral tests + Revision

II term (Oct - to Dec. 2005.

Paper - A

Section - C.

1. Principles of design such as Harmony, Balance, Rhythm, Emphasis & proportion.
 Elements of design such as colour, line, form, texture, shape,

Section B

1. Different types of yarns - Simple, Novelty & Bulk yarns, in brief.
2. Fabric Construction - A brief study of basic weaves
 - a. Simple weaves - basket, rib.
 - b. Twill - Broken twill, satin, sateen
 - c. Knitting, knotting, felting, bonding.

Section C

1. Bleach - Oxidising, reducing bleaches & their suitability to diff. fabrics.
 2. Finishing - Sizing, Dressing, Calendaring, Sanforising, mercerization, Crease resistant, water proofing & water repellency, flame resistant & flame proofing.
- Revision + written & oral tests.

III Term - Jan - March 2006

Paper - A Section D.

1. Selection of suitable clothes for the following groups - infants, Toddlers, school going children, Adolescents, Adults, Elderly.
2. Care & storage of garments of cotton, wool, silk.

Paper B -

Section D.

1. Application of colour on fabrics.
Dyeing - Simple dyeing of cotton
Resist - Tie Dye & Batik.
 2. Printing (a) Block Printing (b) screen printing
(c) roller printing.
 3. Methods of laundry / washing.
 4. Types & uses of Starches & Finishes
- Written & oral tests + Revision for final exams

B.A II (Home Science)

Practical — Utilization

2005-06

M-Marks - 75, Clothing - 45, Laundry - 30

I.A - " = 15, " = 10

Total Marks - 60 + 40 = 100

I st Term - July to ~~Oct~~ Sept - 2005

Clothing

Make samples of the following

a. Tacking, running stitch, hemming, Back stitch, Button hole stitch, Fasteners.

Seams - Flat seam, counter hem, Mantua making, round full seam, French seam.

b. Processes - Continuous wrap, two piece, placket opening, pleats, gathers into bands, etc.

Embroidery - 10 fancy embroidery stitches.

Laundry - Tests + completion of sample file.

Testing of cotton, wool & silk by microscope & burning test.

II Term - Oct. to Dec. 2005

Clothing

Drafting & Construction of the following.

1 - Tanga

2 - Blouse

3 - Child's bodice block -

Sleeve - (a) Plain (b) Puff.

Collars - Flat & raised Peter Pan, cape collar, baby collar.

Construction of Child's gathered frock with any sleeved collar.

4 - Drafting & construction of saree petticoat.

Laundry

Stain removal - Rust, coffee, Tea, Paint, Polish, Lipstick. Lecture 11 & 12 on + ...

3. Spot cleaning of woolen garment.
Tests + Revision of draftings

III Term — Jan-March 2005

Clothing

- I Drafting of (a) Adult's Bodice block.
 (b) Plain sleeve.

II Construction of Blouse.

2. Drafting & construction of salwar
 + kameez
Laundry

I - Simple household dyeing of cotton fabric 12" x 2"

II Preparation of an article of Tied Dye.

III - Laundry & finishing of following garments
 (Stiffening, Blueing & Ironing)

(a) Cotton: Salwar kameez, saree.

(b) Cracked Rock / pleated skirt.

(c) Silk — Blouse.

(d) Woolen cardigan / pullovers.

Completion of all files + Revision
 + practical tests.

Signature

B.A. III ધોરણની ફિલ્મો વિશે

સિનેમા સરેવર 2005 ઉંચ

પ્રશ્નકોશ

પ્રશ્નકોશ:- પાંચ ફિલ્મો રજા પૂરી નાંચ ફિલ્મો, દિશા, માર, લેન્ડ ઓફ
ઝાલી દોર સિંધુ, પૂર્વ સિંધુ, મેઝ સિંધુ સાંચિત્ર લેગરાર

પ્રશ્નકોશ:- પાંચ ફિલ્મો દિશા મેઝ કમ્પ્યુટર

પ્રશ્નકોશ:- માર રા પાંચ મેઝ કમ્પ્યુટર (પાંચ ફિલ્મો)

પ્રશ્નકોશ:- સિંધુ પૂર્વ

પ્રશ્નકોશ:- પાંચ ફિલ્મો, મેઝ, મેઝ, મેઝ

પ્રશ્નકોશ:- પાંચ ફિલ્મો, મેઝ

પ્રશ્નકોશ:- પાંચ ફિલ્મો

સિનેમા સરેવર 2005 ઉંચ

પ્રશ્નકોશ:- માર રા પાંચ ફિલ્મો, માર, દિશા, લેન્ડ ઓફ

પ્રશ્નકોશ:- 5 માર રા પાંચ ફિલ્મો, માર રા કમ્પ્યુટર

વાદા વાદા, મેઝ મેઝ, મેઝ મેઝ, મેઝ મેઝ, મેઝ મેઝ

મેઝ મેઝ, મેઝ મેઝ, મેઝ મેઝ, મેઝ મેઝ, મેઝ મેઝ

પ્રશ્નકોશ:- માર રા પાંચ ફિલ્મો, માર, માર, માર, માર

પ્રશ્નકોશ:- માર રા પાંચ ફિલ્મો

પ્રશ્નકોશ:- માર, માર, માર, માર, માર, માર, માર, માર

પ્રશ્નકોશ:- માર, માર, માર, માર, માર, માર, માર, માર

પ્રશ્નકોશ:- માર, માર, માર, માર, માર, માર, માર, માર

સિનેમા સરેવર 2006 ઉંચ

પ્રશ્નકોશ:- માર રા પાંચ ફિલ્મો, માર, માર, માર, માર

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imitization of the syllabus

Session (2006-07)

Class - B.A. III

Subject - History

Syllabus from July to Sept (Paper - A)

- 1) The Renaissance and reformation: Decline of Feudalism, Renaissance and reformation, its effects.
- 2) The Absolutist state: Under France and Prussia
- 3) The glorious revolution: Causes, events, and effects of the glorious revolution (1688), Nature
- 4) The American revolution: Causes, & impact, social, political and economic causes, its results.
- 5) The French Revolution (1789): causes and impact of French revolution, Civil war of Napoleon as the 1st Consul.
- 6) Congress of Vienna (1815): circumstances, provisions, results

Syllabus from Sept to Dec (Paper - B + A)

- 1) New Imperialism (1871-1914): Partition of Africa, Triple Alliance & Triple Entente, Causes of WWI.
- 1) Revolution of Russia (1917-24): Causes & Impact
- 1) Modernization in China: Nationalism & Communism with reference to the revolutions of 1911 & 1949.
- 1) Modernization of Japan: The Meiji restoration & modernization of Japan.
- 1) The Great Depression: The depression in the U.S.A., Germany, France & Britain, USSR, and the Depression of the 1930

- (12) Fascism: The social & Eco. crisis in Italy after WWI, the March on Rome & its causes, the creation of a Cooperative State under Mussolini.
- (13) Nazism: The social & Eco. crisis in Germany after WWI, The Failure of the Weimar Republic, Hitler's consolidation of power (1932-39) imperialist designs.
- (14) Industrial Era: Industrial revolution (1750 to 1850) Its origin in Eng, spread to Europe, Impact on society,
Dec to March (A+B)
- (15) Eastern war: Greek War of Independence, Crimean War,
- (16) Nationalism in Italy: Carbonari & the role of Mazzini, Diplomacy of Cavour, Garibaldi & unification of Italy.
- (17) Unification of Germany: Rise of Nationalism in Germany, Eco. develop; and the Zollverein, Austro-Prussian and Franco-Prussian wars.
- (18) WWII & its Aftermath: Causes, formation of the U.N.O. Emergence of U.S.A. As a World power
- (19) Nationalism in West Asia: Modernization of Turkey under Mustafa Kemal Pasha, creation of Israel the Suez crisis.
- (20) ~~Continuing~~ Continuing efforts at Establishing Peace:
Conference of Berlin, Paris Peace Conference, UN and the outlawing of war, Restoring peace in the Gulf.

UPTO MARCH :- 100%. 30%.

UNIT IV :- Nature of returns to scale and
farm size productivity relationship in
Indian agriculture Problem of mechanization
of Indian agriculture

Terms of trade of agricultural sector in
India since Independence, objectives and
problems of agricultural price policy in
India.

- Agricultural credit in India: Sources,
problems and government policies
since Independence.

UNITISATION OF SYLLABUS

2006-07

M. A. I. AGRICULTURE ECONOMICS

UPTO SEPTEMBER 30%.

UNIT I :- Role of agriculture in economic development. Decline in the importance of agriculture with economic growth and structural changes.

- Production function, Input Output and Product - product relationship. Equilibrium of Capitalist farms and peasant family farms. Equilibrium of share tenant farms and its efficiency.

Unit II Nature and type of risk and uncertainty in agriculture. Methods used by farmers and Government policies to reduce risk and uncertainty.

UPTO DECEMBER :- 40%.

Unit II → Nature ^{of Supply} and Demand for agricultural products and structure of agriculture markets. Role of Land Reforms. Instability of agricultural prices; need and objectives of agriculture price policy.

- Schultarian theory and role of technological changes in modernisation of traditional agriculture.

Unit III - Objectives, progress and assessment of land reforms in India and nature of emerging agrarian structure.

- Progress of Green revolution in India and its impact on production, rural employment and income distribution.

Overview of growth rates of area, production and productivity of major crops and of regional disparities in agricultural development.

Agriculture

B. Com II
Business Economics
(Till September 2005) 30%.

1. Consumer Behaviour: Utility approach - brief outline of law of diminishing Marginal Utility and law of Equi-Marginal Utility.
2. Indifference Curve Approach: Consumer equilibrium, Income, Price and Substitution effects.
3. Law of Demand, derivation of law of demand based on utility analysis and indifference curve analysis.
4. Price elasticity of demand and its measurement.
5. Concept of Production function.
6. Concept of total, Average and Marginal revenue. Relationship between average revenue, Marginal revenue and elasticity of demand
Till December (2005, 40%)
7. Break even analysis, Profit forecasting of short run
8. Law of variable proportion, Concept of Cost and Revenue: Short run and long run Cost Curves.
9. Price determination under perfect Competition, Monopoly and Monopolistic Competition, Price discrimination.
10. Distribution: Rent-Ricardian Theory & Modern Theory.
11. Profit-Dynamic theory. Risk theory and Uncertainty Theory.

12. Interest - Classical, Neo-Classical and Keynesian theories.

13. Wages: Marginal productivity theory and Modern theory.

Till March (2006) 30%.

14. Introduction to Macroeconomics and its importance.
15. National Income: Methods and Problems, Measurement, Particularly in Under-developed Countries
16. Classical theory of employment and Say's Law of Market

- 1) Keynesian Economics - Effective demand
- 1) Consumption Function: Investment Function
- 2) Multiplier and Marginal efficiency of Capital.

See 1/8
5/10/5

11th December Test

General structure of Commercial Banking in India. RBI, Reserve Bank and Indian Banking, structure, organization & regulation of Indian Banking system and Central bank's introduction to central bank. Introduction to monetary policy.

Concepts, principles and its relevance to Indian Banking system. Indian Banking system. Case study: Banking, public & private. Banking - distinguishing characteristics of Indian Banking system.

11th March Test

General characteristics of life insurance. Life insurance and its importance. Life insurance. Subject: Nature of insurance.

Syllabus 2005-2007
 Class - B.Com - 1st year
 Subject - Banking & Insurance

Till September Test

Banks: Their types and functions, mgt and organisation-
 al set up of Commercial Banks, Impact of Banking reforms,
 on organisational structure of banks (with SBI as model)
 Management of deposits, advances and loans in
 Commercial banks. Central Bank → their role,
 objective and functions. RBI and its monetary
 policy since 1951.

Till December Test

Present structure of Commercial banking in
 India. SBI, reforms and Indian banking,
 structure, organisation & regulation Indian
 money market and Capital market introduction
 to mutual funds. Introduction to merchant
 banking.

Insurance: - Concept, principles and its relevance
 in developing Country like India. Attitude towards
 the Insurance Cover. Life Insurance; nature & use of
 Life Insurance - distinguishing characteristics
 of life Insurance Contracts.

Till March Test

Life Insurance characteristics of life Insurance
 contracts. Origin and growth of non life
 Insurance, Salient features of Insurance Act &

IRDA Act. Features of some policies of life Insurance and general Insurance. Progress in Privatization of Insurance sector.

Practical work

Operation of bank account and various documents used, Emergence of e-banking, Case study of U.T.I, Non-performing assets, Impact of liberalization of Insurance Sector, Schemes in life Insurance and non-life Insurance.

Revised
21/8/21

PART II

Paper - III (Grouped)

2006-07

Unit - I : 30% (upto September)

1. Nature, scope and methodology of Econometrics
2. Specification of Economic model.
3. Nature of data used in estimation
4. Method of OLS for simple and multiple Regression models.
- ⑤ Properties of OLS.
- ⑥ Gauss Markov Theorem.
7. Confidence Intervals.
8. M.L.E
9. Application and uses of Dummy variables.
10. Multicollinearity ⑪ specification errors.
12. Heteroscedasticity ⑬ Autocorrelation ⑭ Aitken's Generalised method of estimation ⑮

Unit - II 40% (upto December)

1. Autoregressive and distributed lag models.
2. Koyck and Almon's methods of estimation ③
- Rational Expectations models ④ Granger and Sims causality Tests ⑤ Simultaneous Equation Models.
- ⑥ ILS ⑦ Two stage Least Square (2SLS) ⑧ Limited Information Max. Likelihood (LIML) ⑨ System methods of Estimation ⑩ 3SLS ⑪ Stationarity, unit roots, Co-Integration, Spurious regression. ⑫ ⑬

Unit - III (December onwards) 30%

1. Dickey - Fuller Test
2. Engle - Granger Test
3. Random walks models.
4. Forecasting with ARIMA models.
5. Box-Jenkins methodology
6. Vector auto regression - uses & problems.
7. Random coefficients - Fixed & Random effects.

UNITISATION OF SYLLABUS

2006-07

M.A. II MACRO ECONOMICS

UPTO SEPTEMBER - 30%.

UNIT I . CONSUMPTION FUNCTION
INVESTMENT FUNCTION

UNIT II Demand for Money

UPTO DECEMBER - 40%.

UNIT II Supply of Money.
Derivation of IS and LM curves and
equilibrium in money and Product Market

UNIT III Demand and Supply of labour
Keynesian and Classical model of income
and employment. Wage price flexibility
and automatic full employment
Inflation and its effects - Full
Trade cycle theories

TILL END 30%.

UNIT IV Balance of Payment
Monetary and Fiscal Policies
Recent Developments.

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Students Questionnaires

College A.S.College for Women, Khanna

Format No.1

Students Feedback on Courses

Name:--

Year:--

Please rate the courses on the following attributes using the 10 point scale shown

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---



Very Good



Very Poor

Courses		01	02	03	04	05
1	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspective.					
2	Applicability/relevance to real life situations					
3	Depth of the course content					
4	Extent of coverage of course					
5	Clarity and relevance of reading material					
6	Extent of effort required by students					
7	Relevance/learning value of projects/report					
8	Overall rating					

College A.S.College for Women, Khanna

Format No.3

Students' course and Teaching Evaluation
(To be filled only after Results are out)

Name of the Student:

Course :

Teacher :

Year :

Your responses will be seen only after your results have been finalised and recorded.
The information will be used only for the improvement of the course and teaching in the future.
You need not disclose your name if you do not wish to.
You may tick off more than one answer to a question to the extent that it does not invalidate your response.

- 1 The syllabus was

a) challenging	b) adequate
c) inadequate	d) dull
- 2 Your background for benefiting from the course was

a) more than adequate	b) adequate
c) inadequate	
- 3 Was the course conceptually difficult to understand?

a) easy	b) manageable
c) difficult	d) very difficult
- 4 How much of the syllabus was taught in class?

a) 90 to 100%	b) 75 to 90%
c) 50 to 75%	d) less than 50%
- 5 What is your opinion about the library holdings for the course?

a) excellent	b) adequate
c) inadequate	d) very poor
- 6 Were you able to get the prescribed readings?

a) easily	b) with difficulty
c) not at all	
- 7 How well did the teacher prepare for class?

a) thoroughly	b) well
b) poorly	d) indifferently
e) not to all	
- 8 How well was the teacher able to communicate?

a) effectively	b) invariably
c) passably	d) badly

Format No. 4**College XYZ****Students' Programme Evaluation**

(To be filled in only after final results are out)

Department :

Year :

Programme :

Your responses will be seen only after your final results have been finalised and recorded. The information will be used only to improve the programme and provisions.

You may or may not reveal your identity

1. Before undertaking the programme did you get a prospectus giving details of

a) courses available	b) admission rules
c) completion requirements	d) fee and refund structure
e) support services and training available	f) financial aid
2. What determined your choice of the subject?

a) interest in the subject	b) past scores in the subject
c) influence of parents/friends/teachers	d) ease of getting admission
e) ease of passing	f) reputation of the department/ teachers
g) ease of getting admission to	h) ease of getting a job after completion of higher studies
j) availability of scholarship/stipend	k) others, (specify)
3. Was your background to undertake the programme

a) adequate	b) inadequate
c) more than adequate	
4. The choice of courses offered was

a) satisfactory	b) unsatisfactory
c) not available	

5. In case no optional courses were available, would you have liked to have some?
 - a) yes
 - b) no
 - c) Worth trying
6. What do you think should be the ratio of optional courses to the total number of courses?
 - a) 100%
 - b) 75%
 - c) 50%
 - d) 25%
7. Was it possible to take a course in other departments?
 - a) yes
 - b) no
8. If, yes did you benefit from the interdisciplinary study?
 - a) yes
 - b) no
9. If not, would you have liked to do interdisciplinary work?
 - a) yes
 - b) no
10. For how many courses did you have (give numbers)
 - a) project work
 - b) practical work
 - c) team projects
 - d) field work
11. Did any of this help
 - a) to make classwork more relevant and understandable
 - b) to make classwork more relevant and understandable
 - c) to build team spirit and skills
 - d) to promote independent study
12. Was the practical/studio/workshop component of your courses sequenced integrally with theory classes?
 - a) yes
 - b) no
13. Were the laboratories /studios/workshops adequately equipped and properly maintained?
 - a) yes, fully
 - b) yes, partly
 - c) no

14. Were you provided training in library use?
 a) yes b) no
15. What is your opinion of the library holdings for your subject?
 a) excellent b) adequate
 c) inadequate d) very poor
16. Were you able to get the prescribed readings?
 a) easily b) with difficulty
 c) not at all
17. Were you provided with training in computer use?
 a) yes b) no
18. How educative was your mid course placement?
 a) very relevant b) moderately relevant
 c) irrelevant d) irrelevant but interesting
19. Were you visited on placement by the departmental faculty and was feedback provided?
 a) yes, feedback given b) yes, feedback not given
 c) no, feedback was sent d) no, feedback not given
20. The internal evaluation system as it exists is
 a) desirable b) undesirable
21. In your opinion, how much of the total weightage of a course should the internal assessment account for?
 a) 100% b) 75%
 c) 50% d) 25%
 e) less than 25%
22. If no weightage was given to sessional work, do you think your grades would have been
 a) better b) poorer
 c) about the same

23. Is the internal assessment system conducive to
- a) regular work
 - b) understanding the course
 - c) early discovery of difficulties
 - d) interaction with the teacher
24. The internal assessment system operated
- a) fairly in how many courses
 - b) unfairly in how many course
25. The internal assessment was done
- a) regularly in how many courses?
 - b) haphazardly in how many courses?
 - c) only at term end in how many courses?
26. Were your written assignments returned on time?
- a) yes
 - b) no
27. Were they returned with helpful comments?
- a) yes
 - b) no
28. Did the department have provision to take care of grievances?
- a) yes
 - b) no
29. How many teachers taught you during the full duration of the programme?
(give total number)
30. If you had to grade your teachers on the seven point scale (highest O-A-B-C-D-E-F lowest) to how many would you assign the following grades? (Give number of teachers against each grade)
- a) O
 - b) A
 - c) B
 - d) C
 - e) D
 - f) E
 - g) F
31. How many teachers prepared their lectures (give numbers)
- a) thoroughly
 - b) well
 - c) poorly
 - d) indifferently
 - e) not at all

40. How do you find the institution's administrative offices?
- a) very helpful
 - b) helpful
 - c) indifferent
 - d) unhelpful
 - e) cumbersome
41. Are you satisfied with the hostel facilities?
- a) yes
 - b) no
 - c) not affected
42. How do you find the transport facility of the institution?
- a) adequate
 - b) inadequate
 - c) regular
 - d) unreliable
43. How do you rate the health care facilities?
- a) good
 - b) bad
 - c) good but inadequate
44. Did you participate in any of the extra curricular activities of the department/institution?
- a) rarely
 - b) often
 - c) never
 - d) sometimes
45. What was the attitude of teachers to extra curricular activities?
- a) co-operative
 - b) encouraging
 - c) indifferent
 - d) hostile
 - e) cynical
 - f) enthusiastic
46. What was your relationship with the Students' Union?
- a) member
 - b) office bearer
 - c) voter
47. Was the Students' Union representative of the student community?
- a) yes
 - b) no
 - c) largely
 - d) marginally
48. Has your time at the institution been intellectually enriching?
- a) yes
 - b) no
 - c) marginally

32. How many teachers were able to communicate (give numbers)
- a) effectively
 - b) invariably
 - c) passably
 - d) badly
33. How many teachers encouraged students to participate in the class? (give numbers)
- a) through question answers
 - b) through discussion
 - c) through course related games
 - d) through inviting suggestions
34. You would like your teachers to be (rank the qualities according to your preference, omitting the ones that do not apply)
- a) scholarly
 - b) oratorical
 - c) open minded
 - d) casual
 - e) fair
 - f) aloof
 - g) polite
 - h) strict
 - i) painstaking
 - j) friendly
 - k) lenient
 - l) articulate
35. If you wish you may name the teacher you liked best for the qualities you ranked the highest in question 34.
36. At the end of the programme of study you came out
- a) the same as before
 - b) better informed and skilled
 - c) less enthusiastic for further study
 - d) more enthusiastic for further study
37. When you meet students who have taken a similar programme at other institutions do you feel
- a) inferior
 - b) superior
 - c) equal
38. How do you rate the student-teacher relationship in the institution as a whole?
- a) very good
 - b) good
 - c) satisfactory
 - d) unsatisfactory
 - e) very poor
39. How do you rate the student-teacher relationship in your department?
- a) very good
 - b) good
 - c) satisfactory
 - d) unsatisfactory
 - e) very poor

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49. Have you made any friendships which you expect will last long?

- a) some
- b) none
- c) many
- d) a few

50. After leaving the institution how will you talk about it?

- a) proudly
- b) disparagingly
- c) indifferently
- d) humorously
- e) try to forget it

Format No. 5

College XYZ

Overall Rating of Programme by Students

(To be returned by them after the final examination results)

Name :

Programme :

Department :

Years : from to

Item	Very good	Good	Average	Poor	Very poor
1 Academic content					
2 Usefulness of teaching materials					
3 Usefulness of study-groups in furthering learning					
4 Timeliness of practical work					
5 Educative value of mid-programme placement					
6 Giving and getting helpful feedback					
7 Fairness of evaluation					
8 Interaction with faculty					
9 Interaction with administration					
10 Library facilities					
11 Computer facilities					
12 Hostel facilities					
13 Recreational facilities					
14 Extra-curricular activities					
15 Sports facilities					

Signature :

Date :

Format No. 6

College XYZ

Exit Questionnaire for Graduating Students
(In the last week of classes, before the examination)

Name :

Year of joining :

Department :

Your response to the questionnaire will not be opened until your grades have been finalised and handed in to the examination office.

1. What do you plan to do after completion of the programme?
2. Which courses were the most valuable? Why?
3. Which courses were least useful? Why?
4. Whom do you consider to be the best teachers?
5. What important topics were not covered by the courses?
6. Was the advice received from your adviser helpful? Was it timely?
7. What other comments do you have about your experiences in the department?
8. In what ways has your personality changed as a result of being enrolled in the department?
9. Were your expectations from the department adequately satisfied?
10. Have you made any friendships in the department which you expect to be lasting?
11. Would you like to keep in touch with the department after you leave it? *No*
12. In what matters did you interact with the administration of the institution? What was your experience during those interactions?
13. Were you provided help and training in the use of library and computer services? Was the training useful?
14. What are your comments on the social atmosphere (a) at the institution? (b) In your department?
15. What sports and extra curricular activities did you participate in? With what satisfaction?
16. Will you join the Alumni Association?
17. How do you think you can help XYZ to improve?

Date :

Signature :